

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JENNIFER BURKE, DEPUTY DIRECTOR – WATER AND  
ENGINEERING RESOURCES  
SUBJECT: FIRST AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT WITH VITISYSTEMS, INC., DBA CALTEST  
ANALYTICAL LABORATORY (AGREEMENT F001633) AND  
WAIVER OF REQUEST FOR PROPOSAL PROCEDURES  
AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Water Department that the City Council, by resolution, waive the competitive procurement pursuant to Council Policy 600-01 due to exigent circumstances, approve a first amendment to the Professional Services Agreement with Vitisystems, Inc., dba Caltest Analytical Laboratory (Agreement F001633) to provide analytical testing in the amount not to exceed six hundred fifty thousand dollars (\$650,000) for a total not to exceed contract amount of seven hundred fifty thousand dollars (\$750,000), and authorize the Mayor to sign the agreement.

---

EXECUTIVE SUMMARY

In February 2018, the City contracted with Vitisystems, Inc. to provide analytical testing of the City's water after the October fires caused drinking water contamination in an isolated portion of the water distribution system in the Fountaingrove area. The additional funds requested in the first amendment are to allow Vitisystems to continue to assist the City in its expanded testing efforts.

BACKGROUND

On November 10, 2017, Santa Rosa Water issued a Water Quality Advisory for 13 homes in an isolated area of Fountaingrove due to the October fires. Water Quality testing after the fires revealed contamination in an isolated area of the City's water distribution system.

Since the fires, the City has increased water quality sampling beyond the regulatory requirements to closely monitor the drinking water distribution system. This effort includes collecting thousands of water samples. In January 2018, driven by the data and with guidance from national experts and State and Federal regulators, the City

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH  
VITISYSTEMS, INC., DBA CALTEST ANALYTICAL LABORATORY (AGREEMENT  
F001633) AND WAIVER OF REQUEST FOR PROPOSAL PROCEDURES  
PAGE 2 OF 3

expanded the investigation and began analyzing first draw samples from water service lines to burned properties within the Water Quality Advisory Area. Due to the large number of samples, the City's Environmental Laboratory could not analyze the entirety of the samples being collected and assistance from outside commercial laboratories was required.

In compliance with Council Policy 600-01 – Selection of Professional Services, Section 4.2 Minor Professional Services Contracts, Water Department staff solicited verbal proposals from environmental laboratories that are certified to provide the volatile organic chemical analysis required as part of the water quality investigation. Vitisystems, Inc. is certified to provide the required analysis and has the capacity to supplement the City's Environmental Laboratory ability to analyze the samples. On February 5, 2018, the City Manager approved a Minor Professional Services Agreement (F001633) with Vitisystems, Inc. to provide analytical testing to supplement the capacity of the City's Environmental Laboratory for a not to exceed amount of one hundred thousand dollars (\$100,000).

In mid-February, based on the sample results from within the Water Quality advisory area and guidance from national experts and regulators, the City determined the need to take a first draw investigative sample of every water service within the areas of the City affected by the October fires. To protect public health and safety, the City immediately increased sampling capacity and needed to increase lab capacity to analyze the samples.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

To better understand the extent of the drinking water contamination caused by the October fires, Santa Rosa Water has expanded water quality testing to approximately 175 samples per day, well beyond the capacity of the City's Environmental Laboratory. If Santa Rosa Water were to rely solely on the City's internal resources, analysis of the water distribution system impacted by the fire would take several months. This timeframe would cause unacceptable delay in the City's investigative efforts and ultimately restoring the system to pre-fire conditions.

Vitisystems, Inc. is an environmental laboratory that is certified to perform the volatile organic chemical analysis required by the City as part of the water quality investigation. Vitisystems, Inc. has performed laboratory analysis for the City in the past and has the capacity to analyze a large volume of samples on a very rapid turnaround.

City Council Policy 600-01 provides for minor professional agreements to be

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH  
VITISYSTEMS, INC., DBA CALTEST ANALYTICAL LABORATORY (AGREEMENT  
F001633) AND WAIVER OF REQUEST FOR PROPOSAL PROCEDURES  
PAGE 3 OF 3

modified/amended by going to the appropriate award authority. The Policy further allows for waiver of the request for proposal (RFP) procedures if it is in the best interest of the City. Per the Policy, an amendment to this minor professional and a waiver of the competitive procurement process requires approval by the City Council.

Due to the exigent circumstances affecting public health in that there is an urgent need to assess the quality of the City's drinking water, staff requests a waiver of the RFP procedures in this case. The continued and timely work is necessary to the Water Department's ongoing water quality investigation.

FISCAL IMPACT

Funding is available from the FY2017-18 Water Budget. This contract has been prepared in accordance with the Federal Emergency Management Agency's public assistance procurement standards to allow for the possibility of reimbursement.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 – First Amendment to Professional Services Agreement Number F001633 with Vitisystems, Inc
- Resolution

CONTACT

Jennifer Burke, [jburke@srcity.org](mailto:jburke@srcity.org), (707) 543-3359