



CITY OF GLENDALE, CALIFORNIA  
REPORT TO THE:

Joint  City Council  Housing Authority  Successor Agency  Oversight Board

March 27, 2018

**AGENDA ITEM**

Report: Designated Underground Storage Tank Operator Services

1. Motion authorizing the City Manager, or his designee, to execute a Professional Services Agreement with TRC Solutions, Inc. for the Provision of Designated Underground Storage Tank Operator Services to Support the City's Underground Storage Tank Compliance for two years for \$216,240 plus \$10,801 or 5% for contingencies for a total not-to-exceed amount of \$227,041 with an optional one-year extension at \$108,120 plus \$5,406 or 5% for contingencies.
2. Resolution of Appropriation to appropriate \$18,020 in funds from the Net Position, Fleet Management Fund Account (27900-601) to Contractual Services, Fleet Management Fund, Public Works Garage Account (43110-601-541).

**COUNCIL ACTION**

Public Hearing  Ordinance  Consent Calendar  Action Item  Report Only

Approved for March 27, 2018 calendar

**ADMINISTRATIVE ACTION**

Submitted by:  
Roubik Golanian, Director of Public Works

Prepared by:  
Shea Eccleston-Banwer, Sr. Public Works Manager

Approved by:  
Yasmin K. Beers, City Manager

Reviewed by:  
Michael J. Garcia, City Attorney

*andy*  
Robert Elliot, Director of Finance and Administrative Services

Signature

## **RECOMMENDATION**

---

Staff respectfully recommends that the City Council approve a motion authorizing the City Manager or her designee to execute a Professional Services Agreement with TRC Solutions, Inc. for the provision of designated underground storage tank operator services to support the City's underground storage tank compliance for two years for \$216,240 plus \$10,801 or 5% for contingencies for a total not-to-exceed amount of \$227,041 with an optional one-year extension at \$108,120 plus \$5,406 or 5% for contingencies. Additionally, staff recommends that the City Council approve a resolution of appropriation to appropriate \$18,020 in funds from the Net Position, Fleet Management Fund account (27900-601) to Contractual Services, Fleet Management Fund, Public Works Garage account (43110-601-541).

## **BACKGROUND/ANALYSIS**

---

The City of Glendale currently possesses an inventory of aboveground and underground storage tanks at 17 facilities throughout Glendale. These tanks store unleaded and diesel fuel that feeds into emergency generators and fueling dispenser systems for the City's fleet. The underground tanks are at 12 of these facilities including the Civic Center, Glendale Water and Power (GWP) Yard, Corporation Yard, Police Building and several Fire Stations. The underground tanks are notable because there are complex and specific laws pertaining to owners of these assets intended to prevent neglect of these systems that can result in leaks and related adverse environmental impacts.

These underground storage tanks are required by State law to be monitored and tested by a certified designated operator (DO) under very strict standards. The DO's duties require the provision of monthly site inspections, training of other city personnel to perform daily inspections, the hiring of and interacting with outside vendors who do annual testing, and documenting and recordkeeping of all required operations. The activities of the DO are monitored by the State Water Resources Control Board (Water Board), the regulatory agency charged with enforcing compliance with State laws pertaining to underground storage tanks.

In January, 2017, the City issued a Request For Qualifications (RFQ) to engage an outside consultant to review the city's operations as it relates to the DO duties. The three firms that responded to the RFQ were interviewed and ranked as follows:

1. TRC Solutions, Inc.
2. Tetra Tech, Inc.
3. Geosyntec Consultants, Inc

TRC Solutions, Inc. ranked highest and was retained to provide assistance with general compliance requirements as described in the RFQ. They have worked on regulatory compliance, negotiations, policies and procedures and become very familiar with the City's underground storage tanks and fueling infrastructure. As a result, staff wishes to enter into a Professional Services Agreement with them to provide more specific duties related to the DO responsibilities. TRC will perform the required DO tasks and responsibilities to achieve improved regulatory compliance and environmental protection and help the City avoid any potentially costly future fines related to the DO program.

The services proposed by the consultant consist of DO inspection services, recordkeeping, facility employee training, minor hazardous waste handling, and project management. This includes DO inspection services such as a thorough visual inspection of the containment systems, review of the alarm history and sensor verification and adjustment. Recordkeeping includes the provision of

monthly inspection reports, organization of compliance testing and maintenance records for the underground storage tanks as well as for the employee training log. Employee training consists of onsite training for City staff who are charged with responding to spills, overfills, or other problems as required by law. Minor hazardous waste handling includes the removal and onsite disposal of up to five gallons of leaked fuel per monthly inspection per facility. Finally, project management includes the provision of monthly status and performance reports as well as oversight of the subcontractor, Tait & Associates, Inc. that will be charged with performing bulk of the field work required by the Professional Services Agreement.

The firm has 45 years of experience in environmental and engineering consulting and they have worked with numerous public and private entities on their compliance programs. Additionally, the subcontractor for this project, Tait & Associates, Inc. has 44 years of experience in the petroleum business and is currently responsible for 720 monthly DO inspections in California for clients such as the City of Los Angeles, CarMax and Ryder Fuel Services. Their clients include: municipalities, hospitals, court buildings, petroleum refineries/terminals, airports, sport venues, power plants, sanitation plants, warehouses, school districts and commercial buildings. TRC Solutions, Inc. and Tait & Associates, Inc. regularly successfully partner on projects similar to Glendale's.

### **FISCAL IMPACT**

---

The fee for the Professional Services Agreement with TRC Solutions, Inc. for the Provision of Designated Underground Storage Tank Operator Services to Support the City's Underground Storage Tank Compliance for two years is \$216,240. In addition, staff recommends a 5% contingency of \$10,801 for any unforeseen services such as additional training or hazardous material handling. Also, staff recommends an optional one-year extension at \$108,120 plus \$5,406 or 5% for contingencies.

This Professional Services Agreement will be charged to the Contractual Services, Fleet Management Fund, Public Works Garage Account (43110-601-541). As staff expects this Professional Services Agreement to be enacted at approximately May 1, 2018, a prorated allocation of \$18,020 from the Net Position, Fleet Management Fund Account (27900-601) is needed to cover two months of service. A future yearly allocation of \$108,120 will be requested as part of the Annual Budget.

### **ALTERNATIVES**

---

Alternative 1: The City Council may approve a Motion authorizing the City Manager or his designee to execute a Professional Services Agreement with TRC Solutions, Inc. for the Provision of Designated Underground Storage Tank Operator Services to Support the City's Underground Storage Tank Compliance for two years for \$216,240 plus \$10,801 or 5% for contingencies for a total not-to-exceed amount of \$227,041 with an optional one-year extension at \$108,120 plus \$5,406 or 5% for contingencies. Additionally, the City Council may approve a resolution of appropriation to appropriate \$18,020 in funds from the Net Position, Fleet Management Fund account (27900-601) to Contractual Services, Fleet Management Fund, Public Works Garage account (43110-601-541) to fund the initial two months of this Professional Services Agreement.

Alternative 2: The City Council may decline to approve a Motion authorizing a Professional Services Agreement and instead direct staff to issue a new RFP for the Provision of Designated Underground Storage Tank Operator Services to Support the City's Underground Storage Tank Compliance. This alternative will delay the program and could jeopardize regulatory compliance.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

## CAMPAIGN FINANCE DISCLOSURE

In accordance with the City Campaign Finance Ordinance, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with 10% interest or more in the firm proposed for Professional Services Agreement in this Agenda Item Report:

### Officers of TRC Solutions, Inc.:

Full Name	Title	Business Address	City	State	Zip
Christopher P. Vincze	Chief Executive Officer/President	650 Suffolk Street	Lowell	MA	01854
Jason Greenlawn	CFO/Director	650 Suffolk Street	Lowell	MA	01854
Martin Dodd	Sr. VP, General Counsel, Secretary	650 Suffolk Street	Lowell	MA	01854
Thomas W. Bennet Jr.	Chief Risk Officer	650 Suffolk Street	Lowell	MA	01854
James B. Stephenson	SVP Chief Strategy Officer	650 Suffolk Street	Lowell	MA	01854
Brenda Reynolds	Chief HR Officer	650 Suffolk Street	Lowell	MA	01854
John Cowdery	President, Environmental Sector	650 Suffolk Street	Lowell	MA	01854
James Mayer	President, Power Sector	650 Suffolk Street	Lowell	MA	01854
Ed Wiegele	President, Oil and Gas Sector	650 Suffolk Street	Lowell	MA	01854
Doug Massih	President, Infrastructure Sector	650 Suffolk Street	Lowell	MA	01854

### Subcontractors of TRC Solutions Inc. (Tait & Associates Inc.):

Full Name	Title	Business Address	City	State	Zip
Thomas F. Tait.	CEO/Principal	701 N. Parkcenter Drive	Santa Ana	CA	92705
Rich Tait	President/Principal	701 N. Parkcenter Drive	Santa Ana	CA	92705
Tim Ericson	Executive VP	701 N. Parkcenter Drive	Santa Ana	CA	92705
Jacob Vandervis	VP/COO	701 N. Parkcenter Drive	Santa Ana	CA	92705
James D. Streitz	COO	701 N. Parkcenter Drive	Santa Ana	CA	92705
Greg Stewart	VP	701 N. Parkcenter Drive	Santa Ana	CA	92705
Mike Silvey	VP	701 N. Parkcenter Drive	Santa Ana	CA	92705
Brian Liquin	VP	701 N. Parkcenter Drive	Santa Ana	CA	92705
Jason Jones	CFO	701 N. Parkcenter Drive	Santa Ana	CA	92705
Trevor Tait	VP	701 N. Parkcenter Drive	Santa Ana	CA	92705
Stan Iverson	VP	701 N. Parkcenter Drive	Santa Ana	CA	92705

## EXHIBITS

None

**MOTION**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that the Council hereby authorizes the City Manager or her designee to negotiate and execute a professional services agreement with TRC Solutions, Inc. in an amount not to exceed \$216,240 plus a 5% contingency of \$10,801 for a total not-to-exceed value of \$227,041 for two years, with an optional one-year extension at \$108,120 plus \$5,406 or 5% for contingencies for the provision of designated underground storage tank operator services to support the City's underground storage tank compliance. Said professional services agreement shall be subject to the review and approval as to form by the City Attorney.

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM  
\_\_\_\_\_  
Senior Assistant City Attorney  
DATE 3/28/18

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE  
MAKING AN APPROPRIATION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of \$18,020 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
27900-601	Net Position, Fleet Management Fund	\$18,020	
43110-601-541	Contractual Services, Fleet Management Fund, Public Works Garage		\$18,020

To appropriate funding for Designated Underground Storage Tank Operator Services.

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



CITY OF GLENDALE  
DATE 3/19/2018  
APPROVED AS TO FINANCIAL  
PROVISION FOR \$ 18,020

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS  
CITY OF GLENDALE )

*Robert Elliot*  
\_\_\_\_\_  
Director of Finance

*[Signature]*  
APPROVED AS TO FORM  
Senior Assistant City Attorney  
DATE 3/22/18

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, and that the same was adopted by the following vote:

- Ayes:
- Noes:
- Absent:
- Abstain:

\_\_\_\_\_  
City Clerk