



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 10

Section Name: {{section.name}}

Account Number: 72-4671

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Public Works Department
MEETING DATE: November 20, 2023
SUBJECT:
Citywide In-Person Safety Training – Agreement

RECOMMENDATION:

Approve an agreement for professional consultant services with Du-All Safety, LLC in an amount not to exceed \$120,000 for in-person safety training of City employees; establish a contingency reserve of \$12,000; and authorize the Public Works Director to execute the agreement in substantially the form presented and execute amendments within the contingency amount, including no-cost time extensions.

BACKGROUND:

In 2022, Public Works and Parks and Recreation jointly developed and issued a Request for Proposals (RFP) to revamp the safety training program to provide more in-house training capacity through City-owned computer-based training modules and Standard Operating Procedures. This would limit in-person safety trainings to those required by statute or that are most appropriate to be done in an in-person environment. The City selected DKF Solutions Group (DKF) as the most responsive and qualified proposer to support the City's training program transition and executed an agreement for the one-time development of computer-based training modules and Standard Operating Procedures.

DKF provided the computer-based trainings but subcontracted the live in-person training to Du-All Safety, LLC (Du-All). It was anticipated that DKF would provide services for three years; however, this year the supplier informed City staff that due to workload considerations they would be unable to continue providing safety program assistance. Given that DKF is no longer able to provide the safety program assistance, staff recommends an agreement directly with Du-All for the in-person safety training services. Pursuant to San Mateo Municipal Code Section 3.60.040(c), professional service agreements may be awarded through a negotiated process without meeting the City's bidding procedures. Du-All's scope of work is considered professional services since it consists of specialized training services similar to those previously provided to the City for many previous years and has a team of instructors that can conduct both classroom and "hands on" training, as required. Based on the above, staff recommends approval of a professional services agreement with Du-All.

BUDGET IMPACT:

Sufficient funds are available in the Wastewater Treatment Plant, Streets, Sewer, Engineering, Facilities, and Parks operating budgets to cover the cost of the agreement.

ENVIRONMENTAL DETERMINATION:

The award of a professional consultant services agreement for in-person safety training is exempt from CEQA in that it can be seen with certainty that there is no possibility this activity will have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

NOTICE PROVIDED:

All meeting noticing requirements were met.

ATTACHMENTS:

Att 1 – Agreement

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