

56. Approve second amendment to agreement with Tetra Tech Inc., extending the term through December 31, 2025, for continuation of insurance cost recovery consulting services related to the CZU Lightning Complex Fire, and take related action ()



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Office of Response, Recovery and Resilience

Subject: Approve Amendment to Agreement with Tetra Tech, Inc.

Meeting Date: June 24, 2025

Formal Title: Approve second amendment to agreement with Tetra Tech Inc., extending the term through December 31, 2025, for continuation of insurance cost recovery consulting services related to the CZU Lightning Complex Fire, and take related actions

Recommended Actions

1. Approve second amendment to agreement 22C4503 with Tetra Tech Inc., extending the agreement term through December 31, 2025; and
2. Authorize the Office of Response, Recovery & Resilience (OR3) Director to execute the amendment.

Executive Summary

OR3 recommends approval of an amendment to the County's agreement with Tetra Tech Inc. for continued insurance cost recovery services related to the CZU Lightning Complex Fire. The amendment will extend the term of the agreement through December 31, 2025. The contract's not-to-exceed amount of \$771,045 remains unchanged. This extension ensures Tetra Tech has sufficient time to complete closeout tasks and prepare final reports that support Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) program compliance.

Discussion

In the aftermath of the CZU Lightning Complex Fire, the County launched a debris removal program on private property in coordination with FEMA's Public Assistance Program. Participating property owners granted the County right-of-entry and agreed to assign debris-related insurance proceeds to avoid duplication of benefits. The County contracted with Tetra Tech Inc. to provide professional services in support of insurance cost recovery, including policy verification, insurer and property owner outreach, collection tracking, and reporting.

While substantial progress has been made, insurance recovery efforts require continued follow-up and reconciliation activities. Extending the agreement through December 31, 2025, will allow Tetra Tech to assist with final collections, compile property-level documentation, and prepare final reports that support FEMA and CalOES program compliance. The amendment does not increase the agreement's not to exceed amount and does not modify the scope of work as previously approved.

Financial Impact

There is no fiscal impact associated with this amendment. The contract's not to exceed amount remains \$771,045. Sufficient appropriations are available in OR3's professional services budget (GL 186000/Object 62381) for insurance cost recovery services. All services are billed on a time-and-materials basis as work is completed and approved.

Strategic Initiatives

Equity Framework - County Facilities & Infrastructure
Operational Plan - Comprehensive Health & Safety

Submitted By:

David Reid, Director

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

AMENDMENT NO. 2 TO AGREEMENT 22C4503

The parties hereto agree to amend Agreement (Contract No. 22C4503) dated July 1, 2021, by and between the COUNTY OF SANTA CRUZ ("COUNTY") and Tetra Tech, Inc. ("CONTRACTOR") in the manner described below.

Continuation of Insurance Cost Recovery Consulting Support for the CZU Lightning Complex Fire through December 31, 2025. The contractor has experienced significant delays for the following reasons:

1. Delays from national insurance companies in providing the requisite policy documentation and financial compensation for the debris removal cost recovery efforts on over 15% of the properties (State Farm). This has required additional CONTRACTOR effort and time to achieve the "final notice of financial obligation" letters being sent out to all residents who participated in the program. The Parties anticipate that these letters will be sent out in early June and time will be needed to complete final project close-out reporting and data consolidation for submission to the California Office of Emergency Services (CalOES); and
2. The scale and magnitude of the recent Los Angeles Fires have created a ripple effect impacting response time and capacity of insurance companies, CalOES, and CONTRACTOR who has been engaged with that effort. While they have continued to work on our project during the Los Angeles Fires recovery process, the impacts mentioned above along with the Los Angeles Fires have further impacted all parties involved necessitates this final time extension.

This extension is needed to ensure CONTRACTOR has sufficient time to complete closeout tasks and prepare final reports that support Federal Emergency Management Agency (FEMA) and CalOES program compliance. Due to these unforeseen circumstances, COUNTY agrees to extend the time to complete CONTRACTOR's services.

1. Section 3. Term is hereby amended to read as follows:

The term of this Contract shall be: July 1, 2021, through December 31, 2025. If this Contract is placed on the County’s Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.

2. Section C Period of Performance in Attachment B is hereby amended to read as follows:

Tetra Tech proposes a period of performance of four and one-half (4 1/2) years from July 1, 2021 through December 31, 2025. To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team’s control; such unforeseen circumstances may result in an increase in the project timeline and budget.

3. Table 3 Contract Cost Summary of Attachment B is hereby amended to read as follows:

Description	Cumulative Not-To-Exceed Amount	Amendment Net Change	Period of Performance
Original Agreement	\$571,045.00	N/A	07/01/2021-06/30/2024
Amendment #1	\$771,045.00	\$200,000.00	07/01/2021-12/31/2025

4. All other provisions of said Agreement shall remain the same and in full force and effect. In the event of a conflict between the provisions of Amendment No. 2 and the Agreement and Amendment No. 1, the provisions of Amendment No. 2 shall govern.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto agree to the terms set forth above.

Dated: April 25, 2025

4. COUNTY OF SANTA CRUZ

By: _____
County Executive Officer


2. CONTRACTOR

By: _____

Address: _____

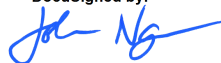
Telephone: _____

3. Approved as to insurance:

Signed by:

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Risk Management

1. APPROVED AS TO FORM:

DocuSigned by:

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Office of the County Counsel

Certificate Of Completion

Envelope Id: DF447CE8-4886-4ED3-B211-9106B7C97881

Status: Completed

Subject: Complete with Docusign: AMENDMENT TO AGREEMENT 22C4503 (2025-06-02) (JN).docx

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Annie Puckett

AutoNav: Enabled

701 Ocean Street

Envelopeld Stamping: Enabled

Santa Cruz, CA 95060

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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Signer Events

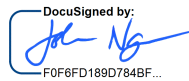
John Nguyen

John.Nguyen@santacruzcountyca.gov

Lead Assistant County County Counsel

Security Level: Email, Account Authentication (None)

Signature

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Signature Adoption: Uploaded Signature Image

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Signed: 6/2/2025 9:37:28 AM

Electronic Record and Signature Disclosure:

Accepted: 6/12/2024 8:53:19 AM

ID: cff2bd5b-d3a4-40f2-aa61-cc2de5bbd9e3

Gina Borasi

Gina.Borasi@santacruzcountyca.gov

Risk Manager

County of Santa Cruz

Security Level: Email, Account Authentication (None)

Signed by:

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Signature Adoption: Pre-selected Style

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Viewed: 6/2/2025 11:28:04 AM

Signed: 6/2/2025 11:31:31 AM

Electronic Record and Signature Disclosure:

Accepted: 12/18/2023 9:38:58 AM

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	6/2/2025 11:31:31 AM
Completed	Security Checked	6/2/2025 11:31:31 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.