



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works and Parks



Date: September 21, 2012
Board Meeting Date: October 23, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: James C. Porter, Director of Public Works and Parks
Subject: Retention of Certified Operators for County Maintained Small Water and Wastewater Systems

RECOMMENDATION:

Acting as the governing board of the County and County Service Areas No. 7 and 11, adopt a Resolution authorizing an agreement with Bracewell Engineering, Inc., to provide operation and maintenance services for County maintained small water and wastewater systems for a term of October 23, 2012 through October 22, 2015 and in an amount not to exceed \$500,000.

BACKGROUND:

The contractor selection procedures in the County of San Mateo's Administrative Memorandum B-1 were used to select a contractor for the Water and Wastewater System Operation and Maintenance Services Agreement. The Request for Proposals Process Matrix describing the process and selected firm is attached as Exhibit "A".

DISCUSSION:

For years, the Department of Public Works and Parks (Department) has relied on its own limited numbers of certified operators to maintain the County Service Area No. 7 (CSA 7) and County Service Area No. 11 (CSA 11) water systems, the Camp Glenwood Boys Ranch wastewater treatment plant, and the Memorial Park water and wastewater systems. These operators have either left County employment or plan to retire in the near future, and the Department cannot provide adequate certified operator staff with redundancy, as required by State regulations.

Bracewell Engineering Inc., (Bracewell), an independent contractor, has been providing similar services to CSA 7 (La Honda area), CSA 11 (Pescadero area), and Memorial Park water and wastewater systems since October 2011 on an as needed basis under an Independent Contractor Agreement with the Department.

Retaining a contractor to operate the Department's small water and wastewater systems on a long-term basis will ensure that these small systems comply with State

regulations, that the water systems continue to produce good quality drinking water, and that the wastewater treatment plants continue to be adequately maintained to prevent contamination to the environment and public health.

Proposals were solicited from contractors with expertise in the operation and maintenance of small water and wastewater systems as outlined in Exhibit A by advertising in the newspapers, by posting information to the Department's website, and holding a pre-proposal site visit. The Department reviewed proposals submitted by two firms. Based on the results of the review, the Department is recommending that Bracewell Engineering, Inc. be retained to provide operation and maintenance services for the County maintained small water and wastewater systems. The contractor service agreement is for a maximum amount of \$500,000.

We believe it will be cost effective to retain Bracewell Engineering, Inc. as the designated State certified operator for both CSA 7 and CSA 11 water systems, and to provide as-needed operation and maintenance services on an on-call basis for the Memorial Park drinking water and wastewater systems, and the Camp Glenwood Boys Ranch wastewater treatment plant. The Agreement is structured to allow for the elimination of services to a specific facility or system at the County's request during the term of the Agreement.

The sum of the fees for the various tasks to be performed by Bracewell will not be greater than the not-to exceed amount of the agreement. Any increase above the limit of the Agreement would be brought back to your Board for approval.

The term of the Agreement will be for three (3) years from October 23, 2012 through October 22, 2015.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

Approval of this Resolution will contribute to the Shared Vision 2025 outcome of a Healthy Community by enabling the Department to provide the properly trained and certified personnel for delivering safe drinkable water and for protecting the environment with proper maintenance of wastewater infrastructure for the benefit of the public.

FISCAL IMPACT:

Based on the review of the proposed fees for CSA 7 and CSA 11 and the FY 2011-12 operations and maintenance expenditures for these systems, the Department anticipates there will be a cost savings by utilizing the services of Bracewell. Services to be provided by Bracewell to Memorial Park and Camp Glenwood will initially be on an as-needed basis. The Department intends to have Bracewell evaluate the Memorial Park systems to identify potential system work that will yield savings to the on-going operation and maintenance expenses of the systems. The Agreement has a not-to-exceed amount of \$500,000, depending on the number and scope of the tasks to be performed by the contractor. Funds to pay for the assigned work will come from the budgets for each water system, the Parks Fund, and the Probation Office of the Sheriff Department.

There is no impact to the General Fund

Attachment: Exhibit "A"

Exhibit “A”

Request for Proposals Process Matrix

Operation and Maintenance of County Maintained

Small Water and Wastewater Systems

County of San Mateo Department of Public Works and Parks

1.	General Description of RFP	Provide operation and maintenance of domestic water treatment plants and distribution systems at CSA 7 and Memorial Park, domestic wells, supply lines, storage tank, pump house, and distribution system at CSA 11, and the wastewater treatment plants and related facilities of Camp Glenwood Boys Ranch and Memorial Park.	
2.	List key evaluation criteria	Comparable firm experience, quality of firm and key staff, quality of experience of lead personnel, understanding of project requirements, project management, budget/financial controls, and schedules/timing.	
3.	Where advertised	Examiner, also posted on Public Works and Parks website.	
4.	In addition to any advertisement, list others to whom RFP was sent	Notifications with the link to download the RFP from the Public Works and Parks website were sent via electronic mails to six (6) firms or individuals who had expressed interest in performing similar services for the County.	
5.	Total number of RFP's sent to prospective proposers	Electronic mails were sent to four (4) firms and two (2) individuals with advice to download copy of the RFP from Public Works and Parks website.	
6.	Number of proposals received	Two (2) firms submitted proposals. One firm provided a proposal to perform services for only one of the water systems.	
7.	Who evaluated the proposals	Representatives from the Department of Public Works and Parks	
8.	In alphabetical order, names of proposers (or finalists, if applicable) recommended for service agreement	Bracewell Engineering, Inc. 6200 Harwood Avenue Oakland, CA 94618	Contract - \$500,000
Total Contract Amount: \$500,000			