



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 Consulting Firms for On-Call Engineering Professional Services

RECOMMENDATION:

Adopt a Resolution authorizing agreements with consulting firms for On-Call Engineering Professional Services for the Department of Public Works and Parks for the term of October 23, 2012 through October 22, 2015.

BACKGROUND:

The consultant selection procedures in the County of San Mateo's Administrative Memorandum B-1 were used to select consultants for the On-Call Engineering Professional Services Agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

DISCUSSION:

It is anticipated that a number of roadway, bridge, retaining wall, slide repair, and recreational trail related facility improvement projects will need to be designed and constructed within the next five years. A majority of these projects will either repair deteriorated infrastructure or construct new infrastructure. Retaining on-call consultants will enable the Department's Engineering Section to utilize consultants with the requisite and specific expertise for certain projects or project components, which may include preliminary studies, alternative design studies, design engineering, surveying, hydraulic studies, geotechnical and structural engineering analysis, environmental assessments, permitting, and construction management services.

Proposals were solicited from engineering and environmental firms with expertise in specific categories, as outlined in Exhibit "A", by direct mail, through advertising in the newspapers and by posting information to the Department's website. Department staff reviewed proposals submitted by thirty-one firms. Based on the results of the review, the Department is recommending that the firms listed in Exhibit "A" be retained to provide on-call professional consulting services for the various work categories on an

as-needed basis. Three of the eleven firms listed in Exhibit A were also retained by the Department's Utilities-Flood Control-Watershed Protection Section for similar on-call engineering services, but for projects unrelated to the work that will be contemplated for consultants considered by this action. The consulting service agreements are for maximum amounts ranging from \$300,000 to \$500,000.

Consultants will be selected for specific projects by the Department and Task Orders will be issued to the firms, which will detail the requirements of the projects, including a scope of work and a not-to-exceed amount. The fees for individual Task Orders under the agreements for specific projects will typically range from \$5,000 to \$500,000. The sum of the fees for the various individual Task Orders, should the firm be assigned to more than one project, will not be greater than the not-to-exceed amount of the agreement. Any increase above the limit of the agreements 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 Agreements as to form.

Approval of this Resolution will contribute to the Shared Vision 2025 outcome of a Healthy Community by enabling the Department to expedite projects that improve and maintain the integrity of County infrastructure and protect the environment for the benefit of the public.

FISCAL IMPACT:

Each On-Call Engineering Professional Service Agreement has a not-to-exceed amount ranging from \$300,000 to \$500,000, depending on the project category and number of firms to be retained for work in that category. Funds to pay for the assigned work will be from the appropriate funding source, which generally will be the Road Fund.

There is no impact to the General Fund.

Attachment: Exhibit "A"

Exhibit “A”

Request for Proposals Process Matrix
On-Call Engineering Professional Services for
Public Works Projects within the County of San Mateo
Construction, Survey, Drafting, Design and Engineering Section
County of San Mateo Department of Public Works and Parks

1.	General Description of RFP	Provide on-call engineering professional services for Public Works projects in the following work categories: Category 1 – Engineering Design and/or Construction Management Services Category 2 – Environmental Study and Document Preparation Category 3 – Structural Engineering Category 4 – Surveying Category 5 – Hydraulic and Hydrologic Studies Category 6 – Geotechnical Engineering
2.	List of 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	Direct mail to forty (40) engineering and environmental consulting firms in the Bay Area and California.
5.	Total number of RFP's sent to prospective proposers	Forty (40). Two (2) other firms were advised to download copy of the RFP from Public Works and Parks website.

6.	Number of proposals received	<p>Thirty-one (31) firms submitted proposals. Several firms submitted proposals for multiple categories. A breakdown of the number of proposals submitted for each category of work is listed as follows:</p> <p>Category 1 – Eighteen (18)</p> <p>Category 2 – Six (6)</p> <p>Category 3 – Nine (9)</p> <p>Category 4 – Six (6)</p> <p>Category 5 – Eight (8)</p> <p>Category 6 – Eight (8)</p>	
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) and work category recommended for On-Call Services	<p>Arup North America Limited</p> <p>560 Mission Street, Suite 700</p> <p>San Francisco, CA 94105</p>	<p>Contract - \$500,000 in</p> <p>Category 1 (Engineering Design and/or Construction Management Services) and Category 6 (Geotechnical Engineering)</p>
		<p>BKF Engineers</p> <p>255 Shoreline Drive, Suite 200</p> <p>Redwood City, CA 94065</p>	<p>Contract - \$500,000 in</p> <p>Category 1 (Engineering Design and/or Construction Management Services) and Category 4 (Surveying)</p>
		<p>Cardno Entrix</p> <p>2300 Clayton Road, Suite 200</p> <p>Concord, CA 94520</p>	<p>Contract - \$500,000 in</p> <p>Category 2 (Environmental Study and Document Preparation) and Category 5 (Hydraulic and Hydrologic Studies)</p>

	<p>ESA</p> <p>550 Kearny Street, Suite 800</p> <p>San Francisco, CA 94108</p>	<p>Contract - \$300,000 in</p> <p>Category 2 (Environmental Study and Document Preparation)</p>
	<p>Moffatt & Nichol</p> <p>1300 Clay Street, Suite 550</p> <p>Oakland, CA 94612</p>	<p>Contract - \$300,000 in</p> <p>Category 5 (Hydraulic and Hydrologic Studies)</p>
	<p>Parsons Brinckerhoff</p> <p>303 Second Street, 7th Floor</p> <p>San Francisco, CA 94107</p>	<p>Contract - \$500,000 in</p> <p>Category 2 (Environmental Study and Document Preparation), Category 3 (Structural Engineering) and Category 6 (Geotechnical Engineering)</p>
	<p>Rajappan & Meyer Consulting Engineers</p> <p>1038 Leigh Ave., Suite 100</p> <p>San Jose, CA 95126</p>	<p>Contract - \$300,000 in</p> <p>Category 3 (Structural Engineering)</p>
	<p>RBF Consulting</p> <p>500 Ygnacio Valley Road,</p> <p>Suite 300</p> <p>Walnut Creek, CA 94596</p>	<p>Contract - \$300,000 in</p> <p>Category 4 (Surveying)</p>
	<p>Towill, Inc.</p> <p>2300 Clayton Road, Suite 1200</p> <p>Concord, CA 94520</p>	<p>Contract - \$300,000 in</p> <p>Category 4 (Surveying)</p>

	<p>URS Corporation</p> <p>100 W. San Fernando Street, Suite 200</p> <p>San Jose, CA 95113</p>	<p>Contract - \$500,000 in</p> <p>Category 1 (Engineering Design and/or Construction Management Services), Category 3 (Structural Engineering) and Category 6 (Geotechnical Engineering)</p>
	<p>Wreco</p> <p>1243 Alpine Road, Suite 108</p> <p>Walnut Creek, CA 94596</p>	<p>Contract - \$300,000 in</p> <p>Category 5 (Hydraulic and Hydrologic Studies)</p>
<p><u>Total Contract Amount: \$4,300,000</u></p>		