



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



**Date:** October 19, 2012  
**Board Meeting Date:** November 20, 2012  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works and Parks

**Subject:** Agreement with Biggs Cardosa, Inc. - Bridge Preventative Maintenance Program

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with Biggs Cardosa Associates, Inc. for Engineering and Environmental Permitting Services for the term of November 20, 2012 through November 19, 2015 in an amount not-to-exceed \$145,000.

**BACKGROUND:**

The California Department of Transportation's (Caltrans) Local Assistance Bridge Preventative Maintenance Program (Program) defines a process that local agencies can follow such that bridge preventative maintenance projects may be eligible for federal funding. The Program requires local agencies to prepare a Bridge Preventative Maintenance Plan (Plan), which must be approved by Caltrans. The Department submitted a Plan to Caltrans, which has been approved and we are proceeding with design of three projects contained in the Plan.

The Department complied with the consultant selection procedures in the County of San Mateo's Administrative Memorandum B-1 and incorporated requirements for federally funded projects to select a consultant for Engineering and Environmental Permitting Services. The Request for Proposals Process Matrix describing the process and the selected firm is attached as Exhibit "A".

**DISCUSSION:**

The work to be performed by Biggs Cardosa, Inc. will be for the following three bridges: Alpine Road Bridge over San Francisquito Creek, Madera Lane Bridge over El Corte Madera Creek, and Stage Road Bridge over Pescadero Creek. The Plan identified preventative maintenance work for these bridges and as a result the consultant services and maintenance work qualify for federal funds through the Program. The Consultant's tasks will include: field inspections of the bridges, review of recommended maintenance

work, completion of environmental documents and permit applications, preparation of plans, specifications, and estimate, and engineering or environmental support during the maintenance contract work.

Proposals were solicited from consultant firms with expertise in engineering and environmental permitting associated with bridge repair, 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 four firms and invited three firms to an oral interview. Based on the results of the review of proposals and interviews, the Department is recommending that an agreement with Biggs Cardosa Associates, Inc. be authorized. The agreement is for an amount not-to-exceed \$145,000.

Prior to initiating the request for proposal process, the Department obtained a commitment from Caltrans for federal funds for these consultant services in the amount of \$88,530 with a required local match of \$11,470. The Department intends to request additional funding from Caltrans to maximize the use of federal funds and reduce the amount of local funding required for this work.

The term of the agreement will be for three (3) years from November 20, 2012 through November 19, 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 Livable Community by improving and maintaining the integrity of these bridges for use by the traveling public to support livable connected communities.

**FISCAL IMPACT:**

The Agreement with Biggs Cardosa Associates, Inc. is for an amount not-to-exceed \$145,000. Work performed in accordance with this Agreement will be funded with federal funds administered by Caltrans through their Local Assistance Bridge Preventative Maintenance Program with the required local match from the Road Fund. Sufficient Road Funds have been budgeted to finance the local match.

The Agreement is proposed to be financed as follows:

Federal Funds	\$ 88,530
Road Fund	\$ 56,470
Amount Not-to-Exceed	\$145,000

There is no impact to the General Fund.

Attachment: Exhibit "A"

## Exhibit "A"

**Request for Proposals Process Matrix –  
Engineering and Environmental Permitting Services for the  
Preventative Maintenance Projects for Various County Bridges  
County of San Mateo Department of Public Works and Parks  
County Project No. RM102, Project File No. E4892000  
Federal Aid Project No. BPMP-5935 (062)**

1.	General Description of RFP	Provide engineering and environmental permitting services for the preventative maintenance of various county bridges in the unincorporated areas of San Mateo County.	
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 newspaper and posted on Public Works and Parks website.	
4.	In addition to any advertisement, list others to whom RFP was sent	Direct mail to thirty-seven (37) engineering and environmental consulting firms in the Bay Area and California.	
5.	Total number of RFP's sent to prospective proposers	Thirty-seven (37).	
6.	Number of proposals received	Four (4) firms submitted proposals.	
7.	Who evaluated the proposals	Three (3) representatives from the Department of Public Works and Parks.	
8.	Name of proposer recommended for the Engineering and Environmental Permitting Services	Biggs Cardosa Associates, Inc. 865 The Alameda San Jose, CA 95126	Contract - \$145,000