



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: May 27, 2014
Board Meeting Date: July 15, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: On Call Hazardous Materials Assessment and Consulting Services for Public Works Projects

RECOMMENDATION:

Adopt a Resolution authorizing agreements with three on-call Hazardous Materials Assessment and Consulting firms: TRC Environmental Engineering and Consulting, SCA Environmental, Inc., and Vista Environmental Consulting, to provide hazardous materials assessments on various County facilities construction projects, on an as needed basis for the term of July 15, 2014 through July 14, 2017, for an amount not to exceed \$500,000 per agreement, or \$1,500,000 in aggregate.

BACKGROUND:

The Department of Public Works (Department) regularly maintains a number of on-call agreements with firms to provide services on an as needed basis. The on-call professional service process has expedited numerous County projects over the years.

DISCUSSION:

The Department requires professional Hazardous Materials Assessment and Consulting firms for construction projects, with a focus on additions and alterations to existing facilities, including but not limited to: office buildings, court houses and offices, health care buildings, detention centers, maintenance buildings and project site work. The services to be provided shall be in accordance with the California Code of Regulations Title 24 Requirements.

The Department conducted a Request for Qualifications (RFQ) process to select construction inspection firms. A selection committee comprised of departmental staff reviewed and ranked the submissions received from qualified firms, and made recommendations. The Department is recommending on call agreements with all three firms.

The Department will issue individual Work Orders comprised of a scope of work and a not-to-exceed amount to the contractor. The not-to-exceed amount for the individual Work Orders will vary; however, the cumulative sum of the Work Orders will not exceed the maximum amount of the Agreement(s). Any increase above the amount or term of the Agreement(s) would be submitted to your Board for approval.

The contractors have agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to, minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies.

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

Approval of these Agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by approaching construction and renovation projects in County facilities with fiscal concern and accountability.

FISCAL IMPACT:

The terms of these Agreements are from July 15, 2014 through July 14, 2017. The maximum fiscal obligation for each agreement is \$500,000, or \$1,500,000 in aggregate. There is no impact to the General Fund as individual work orders will be funded through previously approved and appropriated projects.