



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: July 1, 2014
Board Meeting Date: August 5, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: On-Call Environmental Consulting Services for Capital Projects

RECOMMENDATION:

Adopt a Resolution authorizing “on-call” agreements with TRA Environmental Sciences, Inc. and Circlepoint, to provide professional environmental consulting services for the term of August 5, 2014 through August 4, 2017, in an amount not to exceed \$500,000 per agreement, for an aggregate amount of \$1,000,000.

BACKGROUND:

The Department of Public Works (Department) maintains master agreements with “on-call” environmental consulting firms to provide services on an “as needed” basis. The “on-call” professional service process has expedited numerous County public works and capital projects over the years.

DISCUSSION:

A significant number of large capital projects are underway over the next few years. The Department does not have a full range of in-house environmental expertise, and relies on consultants to provide this service on a project by project basis.

The Department conducted a Request for Qualifications and Proposals (RFQP) to select consultants. A selection committee comprised of departmental staff reviewed and ranked the submissions received from qualified firms, and made recommendations. The Department is submitting these recommendations for “on-call” agreements with two such environmental consulting firms.

By executing the agreements, the Department will have the ability to utilize the consultants’ expertise in completing certain tasks associated with environmental review processes, including tasks such as public outreach, preparing environmental impact reports/documents, and securing required regulatory permits in accordance with

California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

The Department will issue individual Work Orders including the scope(s) of work and a not-to-exceed amount to the consultant. 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. Any increase above the amount or term of the Agreement(s) would be submitted to your Board for approval.

The consultants 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 the "on-call" Environmental Services agreements contributes to the Shared Vision 2025 outcome of a Collaborative Community by reducing the cost and time required to execute major construction and renovation projects in County facilities.

FISCAL IMPACT:

The terms of these Agreements will be for three years, from August 5, 2014 through August 4, 2017. The not to exceed amount for these agreements is \$500,000 per agreement, or \$1,000,000 in aggregate. The cost of these contracts will be funded by the budgets for the individual projects that are assigned to the consultant. These projects are generally funded by the Capital Projects Fund or the individual departments requesting the project.

Request for Proposals – Matrix

1	Where was the RFP advertised?	San Francisco Examiner May 14, & May 16, 2014 and posted on the County of San Mateo Public Works Website
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	None
3	State the total number of RFP's sent to prospective proposers:	None
4	How many proposals did you receive?	Seven (7)
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	<p>BioMaAS, Inc 333 Valencia St. Suite 324, San Francisco, CA 94103</p> <p>Circle Point 1814 Franklin St, Suite 1000, Oakland, CA 95113</p> <p>David J Powers & Associates, Inc 1871 The Alameda, Suite 200, San Jose, CA 95126</p> <p>Helix Environmental Planning 11 Natoma St. Suite 155 Folsom, CA 95630</p> <p>Huffman-Broadway Group, Inc 826 Mission Ave, San Jose, CA 94901</p> <p>Rincon Consultants, Inc 180 Grand Ave, Suite 400, Oakland, CA 94612</p> <p>Environmental Sciences 545 Middlefield Rd, Suite 200, Menlo Park, CA 94025</p>