



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: October 6, 2015
Board Meeting Date: November 17, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: James C. Porter, Director of Public Works
Subject: Retention of Consulting Firms for On-Call Engineering and Professional Services

RECOMMENDATION:

Adopt a resolution authorizing on-call agreements with: Flood Control and Drainage System Study and Design firms: CDM Smith, Inc., Schaaf & Wheeler, and WRECO; Water Supply and Distribution System Study and Design firms: BKF Engineers, HydroScience Engineers, Schaaf & Wheeler, and Water Works Engineers, LLC; Sanitary Sewer System Study and Design firms: BKF Engineers, Mark Thomas & Company, RMC Water and Environment, and Water Works Engineers, LLC; Environmental Permitting and Compliance firms: Biological Monitoring and Assessment Specialists, Inc., Denise Duffy & Associates, Inc., EOA, Inc., Go Native, Inc., Horizon Water & Environment, LLC, MIG/TRA Environmental Sciences, Inc., and Shelterbelt Builders, Inc.; Closed Landfill Management and Monitoring firm: Geo-Logic Associates; Construction Management and Inspection firms: 4LEAF, Inc., Bellecci & Associates, Harris & Associates, and Swinerton Management & Consulting, for the term of November 17, 2015 through November 16, 2018, for an aggregate amount of \$9,000,000.

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 Professional Services agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

DISCUSSION:

On October 2, 2012, your Board adopted Resolution No. 072204, which authorized agreements with consulting firms for on-call engineering and professional services for the Department of Public Works for the term of October 2, 2012 through October 1, 2015. The amount of services provided to the Department through the agreements

exceeded \$1.9 million and enabled the successful completion, or partial completion, of 36 projects for the various County-maintained special districts and facilities.

It is anticipated that a number of flood control, water supply and distribution, storm and sanitary sewer and streetlight improvement projects will need to be designed and constructed within the next five years. A majority of these projects are being proposed to repair deteriorated infrastructure and meet State and Federal requirements and standards.

Construction costs for the individual projects that will utilize the On-Call Engineering and Professional Services are expected to range between \$65,000 and \$3,000,000. In addition, the projects will be required to obtain the necessary environmental clearances and permits in order to be constructed. The fees for individual "Task Orders" under the agreements for specific projects will typically range from \$5,000 to \$500,000.

Retaining on-call consultants will enable the Department to utilize consultants with specific expertise for certain projects or project components, which may include preliminary studies, alternative design studies, specific engineering designs, biological monitoring, environmental assessment, permitting, environmental mitigation implementation, landfill management, and construction management.

Proposals were solicited from engineering and environmental firms with expertise in specific categories, as outlined in Exhibit "A", by direct mail, through advertising in newspapers, and by posting information to the Department's website. The Department reviewed proposals submitted by twenty-six 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 engineering and professional consulting services for the various work categories on an as-needed basis. 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 that will detail the requirements of the projects, including a scope of work and a not-to-exceed amount. 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.

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 can improve and maintain the integrity of County infrastructure and protect the environment for the benefit of the public.

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FISCAL IMPACT:

The term of the agreements will be for three (3) years from November 17, 2015 through November 16, 2018. Each On-Call Engineering and 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. The not-to-exceed amount for these agreements is \$9,000,000 in aggregate. Funds to pay for the assigned work will be from the budgets for the flood control, water, sewer special districts, the Solid Waste Fund, and the Road Fund for environmental permitting.

There is no impact to the General Fund.

Attachment: Exhibit "A"

Exhibit “A”

Request for Proposals Process Matrix

On-Call Professional Services for

Public Works Projects within the County of San Mateo

Utilities-Flood Control-Watershed Protection Section

County of San Mateo Department of Public Works

1.	General Description of RFP	Provide on-call engineering and professional services for Public Works projects in the following work categories: Category 1 – Flood Control and Drainage System Study and Design Category 2 – Water Supply and Distribution System Study and Design Category 3 – Sanitary Sewer System Study and Design Category 4 – Streetlight System Study and Design Category 5 – Environmental Permitting and Compliance Category 6 – Closed Landfill Management and Monitoring Category 7 – Construction Management and Inspection (CM)
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’ website.
4.	In addition to any advertisement, list others to whom RFP was sent	Direct mail to forty-four (44) engineering and environmental consulting firms in the Bay Area and California.

5.	Total number of RFP's sent to prospective proposers	Forty-four (44)	
6.	Number of proposals received	<p>Twenty-six (26) 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 – Five (5)</p> <p>Category 2 – Six (6)</p> <p>Category 3 – Ten (10)</p> <p>Category 4 – Zero (0)</p> <p>Category 5 – Eight (8)</p> <p>Category 6 – One (1)</p> <p>Category 7 – Eight (8)</p>	
7.	Who evaluated the proposals	Representatives from the Department of Public Works	
8.	In alphabetical order, names of proposers (or finalists, if applicable) and work category recommended for On-Call Services	Firm Name and Address	Contract – (Dollar Amount) in Category (list all categories)
		4LEAF, Inc. 2110 Rheem Dr., Suite A Pleasanton, CA 94588	Contract - \$500,000 in Category 7 (Construction Management)

	Bellecci & Associates 2290 Diamond Blvd., Suite 100 Concord, CA 94520	Contract - \$500,000 in Category 7 (Construction Management)
	Biological Monitoring and Assessment Specialists, Inc. (BioMaAS) 1278 Indiana Street, Suite 300 San Francisco, CA 94107	Contract - \$400,000 in Category 5 (Environmental)
	BKF Engineers 255 Shoreline Drive, Suite 200 Redwood City, CA 94065	Contract - \$500,000 in Categories 2 (Water Supply) & 3 (Sanitary Sewer)
	CDM Smith, Inc. 100 Pringle Ave, Suite 300 Walnut Creek, CA 94596	Contract - \$500,000 in Category 1 (Flood Control)
	Denise Duffy & Associates, Inc. 947 Cass Street, Suite 5 Monterey, CA 93940	Contract - \$300,000 in Category 5 (Environmental)
	EOA, Inc. 1410 Jackson St. Oakland, CA 94612	Contract - \$400,000 in Category 5 (Environmental)
	Geo-Logic Associates 16055-D Caputo Dr. Morgan Hill, CA 95037	Contract - \$500,000 in Category 6 (Landfill Management)

	Go Native, Inc. PO Box 370103 Montara, CA 94037	Contract - \$300,000 in Category 5 (Environmental)
	Harris & Associates 1401 Willow Pass Road, Suite 500 Concord, CA 94520	Contract - \$500,000 in Category 7 (Construction Management)
	Horizon Water and Environment, LLC 180 Grand Ave, Suite 1405 Oakland, CA 94612	Contract - \$500,000 in Category 5 (Environmental)
	HydroScience Engineers 741 Allston Wy. Berkeley, CA 94710	Contract - \$500,000 in Category 2 (Water Supply)
	Mark Thomas & Company 20863 Stevens Creek Blvd., Suite 100 Cupertino, CA 95014	Contract - \$500,000 in Category 3 (Sanitary Sewer)
	MIG/TRA Environmental Sciences, Inc. 2634 North First Street, Suite 149 San Jose, CA 95134	Contract - \$300,000 in Category 5 (Environmental)
	RMC Water and Environment 100 W. San Fernando St., Suite 320 San Jose, CA 95113	Contract - \$500,000 in Category 3(Sanitary Sewer)

	Schaaf & Wheeler 1171 Homestead Rd., Suite 255 Santa Clara, CA 95050	Contract - \$500,000 in Categories 1 (Flood Control) & 2 (Water Supply)
	Shelterbelt Builders, Inc. 401 Terry Francois Boulevard, Suite 220 San Francisco, CA 94158	Contract - \$300,000 in Category 5 (Environmental)
	Swinerton Management & Consulting 260 Townsend Street San Francisco, CA 94107	Contract - \$500,000 in Category 7 (Construction Management)
	Water Works Engineers, LLC 1730 S. El Camino Real, Suite 280 San Mateo, CA 94402	Contract - \$500,000 in Categories 2 (Water Supply) & 3 (Sanitary Sewer)
	WRECO 1243 Alpine Road, Suite 108 Walnut Creek, CA 94596	Contract - \$500,000 in Category 1 (Flood Control)
<u>Total Contract Amount: \$9,000,000</u>		