



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: March 18, 2014

Board Meeting Date: April 22, 2014

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: On-Call Mechanical and Electrical Engineering Service for Public Works Projects

RECOMMENDATION:

Adopt a Resolution authorizing agreements with “on-call” Mechanical and Electrical Engineering firms, Turley and Associates Mechanical Engineering Group, Inc., Mazzetti, Inc., Taylor Engineering, and Ted Jacob Engineering Group, to provide mechanical and electrical services on various County facilities construction projects on an as needed basis, for the term of May 1, 2014 through April 30, 2016, for an amount not to exceed \$200,000 per agreement.

BACKGROUND:

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

DISCUSSION:

Over the next several years, a significant number of the County’s facility systems will undergo mechanical, electrical, and plumbing system upgrades. Many of these improvements will require the expertise of outside Mechanical and Electrical Engineering Consultants who will provide evaluations, design, testing and inspection services in support of these projects. With these agreements in place, the Department will be able to expedite project completion by issuing work orders against these standing agreements versus having to conduct an RFP process each time a requirement presents itself.

The Department conducted a Request for Qualifications (RFQ) process and ten consulting firms responded. A selection committee comprised of inter-departmental staff reviewed and ranked the submissions received from qualified firms. We are

recommending that “on call” agreements be executed with the four most qualified mechanical and electrical engineering firms.

The Department will issue individual Work Orders comprised of a project scope 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 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 will contribute to the Shared Vision 2025 outcome of Collaborative Community by approaching construction and renovation projects in County facilities with fiscal accountability and concern.

FISCAL IMPACT:

The terms of these agreements are from May 1, 2014 through April 30, 2016. The total maximum fiscal obligation for each agreement is \$200,000. The total maximum fiscal obligation for all four agreements combined is \$800,000. There is no impact to the General Fund as individual Work Orders will be funded through previously approved and appropriated projects.