



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Parks



Date: January 13, 2016
Board Meeting Date: February 9, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Marlene Finley, Parks Director
Subject: Agreements for On-Call Park Professional Services

RECOMMENDATION:

Adopt a resolution authorizing agreements for on-call park professional services with seven contractors for the terms of February 1, 2016 through January 31, 2019 for an aggregate amount of \$3,000,000.

BACKGROUND:

The Parks Department has used a number of three-year on-call agreements with consultants providing park professional services since 2009, which has expedited numerous County Parks projects. These agreements were due to expire December 11, 2015 so the Department issued a Request for Proposal (RFP) for Parks On-Call Professional Services on August 26, 2015. The proposal was distributed by email to 158 contractors and by two consultant marketing firms in California, advertised in the newspaper and posted on the County Parks website. The Department received 27 proposals, which were reviewed by Department of Public Works and Parks Department staff

DISCUSSION:

Through the review process, 19 firms were selected to provide on-call park professional services on an as needed basis. Your Board approved 12 of the 19 contractors' agreements at the January 26, 2016 meeting. The other seven agreements are now finalized for your consideration, and include: 1) Alta Planning and Design for Landscape Architecture services; 2) BKF Engineers for Civil Engineering services; 3) Construction Testing Services for Geotechnical Engineering services; 4) GHD for Archeology services; 5) MIG/TRA for Landscape Architecture, Biological Monitoring, CEQA/NEPA, and Permitting Compliance services; 6) Rincon for Biological Monitoring, CEQA/NEPA, and Permitting Compliance and Archaeology services; and 7) Sequoia Ecological Consulting, Inc. for Biological Monitoring, CEQA/NEPA, and Permitting Compliance services.

The Department will issue individual work orders comprised of a project scope of work and a not to exceed amount to consultants for specific services. Although the not to exceed amount for the individual work order will vary, the cumulative sum of 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 term of the agreements will be for three (3) years from February 1, 2016 through January 31, 2019,

County Counsel has reviewed and approved the resolution and agreements as to form and the consultants have executed the agreements.

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 various County infrastructure and protect the environment for the benefit for the public.

FISCAL IMPACT:

The terms of these agreements are from February 1, 2016 through January 31, 2019. Individual on-call agreements for park professional services will vary between \$300,000 and \$500,000, depending on the project category and number of firms to be retained for work in that category. The total maximum obligation for all seven agreements combined is \$3,000,000. Funds to pay the assigned work will come from the Parks Department's General Fund, Acquisition and Development Fund, Coyote Point Marina Fund, as well as Measure A funds. There is no impact to the General Fund for FY2015-16 and FY2016-17 as individual work orders will be funded through previously approved and appropriated projects. There is an unknown impact to the General Fund for FY2017-18 and FY2018-19. For FY2017-18 and FY2018-19, work orders will only be created if they remain within that approved two-year budget.

Attachment: Exhibit A – Request for Proposals Process Matrix

Exhibit A

Request for Proposals Process Matrix

On-Call Professional Services for County of San Mateo Parks Department

1.	General Description of RFP	<p>Provide on-call professional services for Park Department projects in the following work categories:</p> <p>Category 1 - Civil Engineering</p> <p>Category 2 - Geotechnical Engineering</p> <p>Category 3 - Topographic and Bathometric Surveying</p> <p>Category 4 - Marina Engineering</p> <p>Category 5 - Landscape Architecture</p> <p>Category 6 - Biological Monitoring, CEQA/NEPA, and Permitting Compliance</p> <p>Category 7- Archaeology</p> <p>Category 8 - Construction Management and Inspection</p> <p>Category 9 - Construction, Utilities and Grading</p> <p>Category 10 - Plumbing and Septic Repairs (including determining pipe locations, video inspections, hydro-flushing, and repairs)</p> <p>Category 11 - Fencing and Gate Construction</p> <p>Category 12 - Tree Removal and Limbing Services</p> <p>Category 13 - Vegetation Management Services (including IPM services)</p>	
2.	List Key Evaluation Criteria	<p>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.</p>	
3.	Where Advertised	<p>San Mateo Daily Journal, also posted on Parks website.</p>	
4.	In addition to any advertisement, list	<p>2 Contractor Marketing Firms</p>	

	others to whom RFP was sent		
5.	Total number of RFP's sent to prospective proposers	E-mail to 158 engineering, and environmental consulting firms in the Bay Area and California.	
6.	Number of proposals received.	<p>Twenty seven (27) 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 - Thirteen (13) Category 2 - Ten (10) Category 3 -Seven (7) Category 4 - Two (2) Category 5 - Twelve (12) Category 6 - Eleven (11) Category 7 - Five (5) Category 8 - Five (5) Category 9 - 0 Category 10 - 0 Category 11 - 0 Category 12 - Three (3) Category 13 - Two (2)</p>	
7.	Who evaluated the proposals	Representatives from the Department of Public Works and Parks	
8.	In alphabetical order, names of proposers (or finalists, if applicable) and work category for On-Call Services	Alta Planning and Design 96 N 3rd Street, #200 San Jose, CA 95112	Contract - \$500,000 in Category 5 (Landscape Architecture)
9.		BKF Engineers 255 Shoreline Drive, Suite 200 Redwood City, CA 94065	Contract - \$500,000 in Category of 1 (Civil Engineering)
10.		Construction Testing Services One Embarcadero Center San Francisco, CA 94111	Contract - \$300,000 in Category 2 (Geotechnical Engineering)

11.		GHD 1735 North First Street, Suite 301 San Jose, CA 95112	Contract - \$300,000 in Category 7 (Archaeology)
12.		MIG/TRA 800 Hearst Ave Berkeley, CA 94710	Contract - \$500,000 in Categories of 5 (Landscape Architecture), and 6 (Biological Monitoring, CEQA/NEPA, and Permitting Compliance).
13.		Rincon 180 Grand Ave, Suite 400 Oakland, CA 94612	Contract - \$300,000 in Categories of 6 (Biological Monitoring, CEQA/NEPA, and Permitting Compliance) and 7 (Archaeology)
14.		Sequoia Ecological Consulting, Inc. 319 Diablo Road, Suite 220 Danville, CA 94526	Contract - \$300,000 in Category 6 (Biological Monitoring, CEQA/NEPA, and Permitting Compliance)
		Total Contract Amount	\$3,000,000