



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works and Parks



Date: August 28, 2012
Board Meeting Date: October 2, 2012
Special Notice / Hearing: None
Vote Required: Majority

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

RECOMMENDATION:

Adopt a Resolution authorizing execution of agreements with consulting firms for On-Call Engineering Professional Services for the Department of Public Works and Parks.

BACKGROUND:

On April 28, 2009, your Board adopted Resolution No. 070063, which authorized the President of the Board to execute agreements with consulting firms for On-Call Engineering Professional Services for a period of three years.

The consultant selection procedures in the County of San Mateo's Administrative Memorandum B-1 were used to select consultants for the On-Call Engineering Professional Services Agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

DISCUSSION:

The 2009 On-Call Engineering Professional Services agreements expired on April 27, 2012. The amount of services provided to the Department through the agreements exceeded \$1.5 million and enabled the successful completion or partial completion of eighteen projects for the various County maintained special districts and facilities. Based on the successful use of this type of agreement and in light of anticipated projects, the Department is interested in executing On-Call Engineering Professional Services agreements again for a three-year period.

It is anticipated that a number of flood control, water 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 Professional Services are expected to range between \$50,000 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 consultants will enable the Department to utilize consultants with the requisite and specific expertise for certain projects or project components, which may include preliminary studies, alternative design studies, specific designs, environmental assessment, permitting, 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 the newspapers, and by posting information to the Department's website. The Department reviewed proposals submitted by thirty-four firms. Based on the results of the review, the Department is recommending that the firms listed on Exhibit "A" be retained to provide on-call 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.

The term of the agreements will be for three (3) years from October 2, 2012 through October 1, 2015.

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

FISCAL IMPACT:

Each On-Call Engineering 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. Funds to pay for the assigned work will come from the budgets for the flood control, water, sewer and streetlight 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 Engineering 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 and Parks

1.	General Description of RFP	<p>Provide on-call engineering professional services for Public Works projects in the following work categories:</p> <p>Category 1 – Flood Control and Drainage System Study and Design</p> <p>Category 2 – Water Supply and Distribution System Study and Design</p> <p>Category 3 – Sanitary Sewer System Study and Design</p> <p>Category 4 – Streetlight System Study and Design</p> <p>Category 5 – Environmental Study and Permit Document Preparation</p> <p>Category 6 – Closed Landfill Management and Monitoring</p> <p>Category 7 – Construction Management and Inspection (CM)</p>
2.	List 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 and Parks website.
4.	In addition to any advertisement, list others to whom RFP was sent	Direct mail to forty (40) engineering and environmental consulting firms in the Bay Area and California.
5.	Total number of RFP's sent to prospective proposers	Forty (40). Two (2) other firms were advised to download copy of the RFP from Public Works and Parks website.

6.	Number of proposals received	<p>Thirty-four (34) 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 – Eight (8)</p> <p>Category 2 – Seven (7)</p> <p>Category 3 – Eleven (11)</p> <p>Category 4 – One (1)</p> <p>Category 5 – Twelve (12)</p> <p>Category 6 – Three (3)</p> <p>Category 7 – Five (5)</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 recommended for On-Call Services	<p>Biological Monitoring and Assessment Specialists, Inc.</p> <p>333 Valencia Street, Suite #324</p> <p>San Francisco, CA 94103</p>	Contract - \$300,000 in Category 5 (Environmental)
		<p>BKF Engineers</p> <p>255 Shoreline Drive, Suite 200</p> <p>Redwood City, CA 94065</p>	Contract - \$500,000 in Categories 1 (Flood Control) & 3 (Sanitary Sewer)
		<p>Brown and Caldwell</p> <p>201 North Civic Drive, Suite 115</p> <p>Walnut Creek, CA 94596</p>	Contract - \$500,000 in Category 3 (Sanitary Sewer)
		<p>Denise Duffy & Associates, Inc.</p> <p>947 Cass Street, Suite 5</p> <p>Monterey, CA 93940</p>	Contract - \$300,000 in Category 5 (Environmental)

	EOA, Inc. 1410 Jackson Street Oakland, CA 94612	Contract - \$300,000 in Category 1 (Flood Control)
	ESA 225 Bush Street, Suite 1700 San Francisco, CA 94104	Contract - \$300,000 in Category 5 (Environmental)
	Geo-Logic Associates 143E Spring Hill Drive Grass Valley, CA 95945	Contract - \$300,000 in Category 6 (Landfill Management)
	Harris & Associates 1301 Willow Pass Road, Suite 500 Concord, CA 94520	Contract - \$300,000 in Category 7 (Construction Management)
	Horizon Water and Environment 1330 Broadway, Suite 600 Oakland, CA 94612	Contract - \$300,000 in Category 5 (Environmental)
	Hydroscience 741 Allston Way Berkeley, CA 94710	Contract - \$300,000 in Category 2 (Water Supply)
	RMC Water and Environment 2290 North First Street, Suite 212 San Jose, CA 95131	Contract - \$300,000 in Category 3 (Sanitary Sewer)
	Tanko Lighting 210 Rose Street San Francisco, CA 94102	Contract - \$300,000 in Category 4 (Street Lighting)

	Townsend Management, Inc. P.O. Box 24442 San Francisco, CA 94124	Contract - \$300,000 in Category 7 (Construction Management)
	Water Works Engineers 5767 Broadway, Suite 201 Oakland, CA 94618	Contract - \$500,000 in Category 2 (Water Supply) & 3 (Sanitary Sewer)
	Wreco 1243 Alpine Road, Suite 108 Walnut Creek, CA 94596	Contract - \$300,000 in Category 1 (Flood Control)
Total Contract Amount: \$5,100,000		