



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



**Date:** November 7, 2012  
**Board Meeting Date:** December 11, 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 Park Professional Services

**RECOMMENDATION:**

Adopt a Resolution authorizing agreements with consulting firms for On-Call Park Professional Services for the term of December 11, 2012 through December 11, 2015 in an amount not-to-exceed \$300,000 to \$500,000 per agreement.

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

**DISCUSSION:**

The 2009 Public Works and Parks Department's On-Call Engineering Professional Services agreements expired on April 27, 2012. Services provided to the Department through the agreements valued over \$1.5 million and enabled the successful completion or partial completion of eighteen (18) projects for the various County maintained special districts and facilities. Based on the successful use of these agreements and the anticipated projects, the Department is interested in executing new On-Call Park Professional Services agreements for a three-year period specifically for the Parks Division. Similar agreements have been developed for the Engineering and Water Resources/Utilities Division.

It is anticipated that a number of park improvement projects will need to be designed, constructed and permitted within the next three years. A majority of these projects are

being proposed to improve new facilities such as Devil's Slide Coastal Trail, Green Valley Trail, San Vicente Creek restoration at Fitzgerald Marine Reserve, Coyote Point Marina improvements, and repair of deteriorated infrastructure, and to meet State and Federal requirements and standards.

Construction costs for the individual projects that will utilize the On-Call Park Professional Services are expected to range between \$50,000 and \$2,000,000. 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" for specific projects will typically range from \$5,000 to \$250,000.

Retaining consultants will enable the Department to utilize consultants with specific expertise for the projects or project components, which may include preliminary studies, alternative design studies, specific designs, environmental assessment, permitting, marina engineering, landscape architectural services, archaeological assessments, and construction management.

Proposals were solicited from engineering and environmental firms with expertise in specific categories, as outlined in Exhibit A, by direct mail (152 potential contractors), notification through marketing firms (2), through advertising in the newspapers, and posting information to the Department's website. Eight categories of services were solicited: Civil Engineering, Geotechnical Engineering, Marina Engineering, Surveying, Landscape Architecture, CEQA/NEPA and Permitting, Archaeology, and Construction Management. The Department reviewed proposals submitted by 56 firms in a total of 78 different categories. 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 exceed the not-to-exceed amount of the Agreement. Any increase above the limit of the Agreements that are less than \$500,000 would be brought back to your Board for approval.

The term of the agreement will be for three (3) years from December 11, 2012 through December 11, 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 can improve

and maintain the integrity of various County infrastructures and protect the environment for the benefit of the public.

**FISCAL IMPACT:**

Each On-Call Park 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 Park Division's General Fund, Acquisition and Development Fund, Marina Fund, or Capital Improvement Program.

Attachment: Exhibit "A"

## **Exhibit “A”**

### **Request for Proposals Process Matrix**

#### **On-Call Park Professional Services for Park Projects within the County of San Mateo**

#### **County of San Mateo Department of Public Works and Parks**

1.	General Description of RFP	<p>Provide on-call engineering professional services for Park Division projects in the following work categories:</p> <p>Category 1 – Civil Engineering</p> <p>Category 2 – Geotechnical Engineering</p> <p>Category 3 – Surveying</p> <p>Category 4 – Marina Engineering</p> <p>Category 5 – Landscape Architecture</p> <p>Category 6 – CEQA/NEPA/Permitting</p> <p>Category 7 – Archaeology</p> <p>Category 8 - 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	2 Contractor Marketing firms.	
5.	Total number of RFP's sent to prospective proposers	Direct mail to 152 engineering and environmental consulting firms in the Bay Area and California.	
6.	Number of proposals received	<p>Fifty six (56) 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 – Fifteen (15)</p> <p>Category 2 – Seven (7)</p> <p>Category 3 – Nine (9)</p> <p>Category 4 – Three (3)</p> <p>Category 5 – Thirteen (13)</p> <p>Category 6 – Nineteen (19)</p> <p>Category 7 – Seven (7)</p> <p>Category 8 – Six (6)</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>AMEC Environment and Infrastructure, Inc.</p> <p>2101 Webster Street, 12th Floor</p> <p>Oakland, CA 94612-3066</p>	<p>Contract - \$300,000 in Category 1</p> <p>(Civil Engineering), and 2 (Geotechnical Engineering)</p>
		<p>Anchor QEA</p> <p>130 Battery Street, Suite 400</p> <p>San Francisco, CA 94111</p>	<p>Contract - \$300,000 in Category 4 (Marina Engineering)</p>
		<p>Archaeological Resources Service</p> <p>3820 Bodega Ave.</p>	<p>Contract - \$300,000 in Category 7 (Archaeology)</p>

		Petaluma, CA 94952	
		Basin Research Associates 1933 Davis Street, Suite 210 San Leandro, CA 94577	Contract - \$300,000 in Category 7 (Archaeology)
		Bellecci and Associates 6601 Koll Center Parkway, Suite 240 Pleasanton, CA 94566	Contract - \$500,000 in Categories 1 (Civil Engineering), 2 (Geotechnical Engineering), 3 (Surveying), 4 (Landscape Architecture), and 8 (Construction Management).
		BKF Engineers 255 Shoreline Drive, Suite 200 Redwood City, CA 94065	Contract - \$500,000 in Categories 1 (Civil Engineering), 2 (Geotechnical Engineering), 3 (Surveying), 4 (Marina Engineering), and 5 (Landscape Architecture).
		Coast Ridge Ecology 1824 Noriega Street, Suite 7 San Francisco, CA 94122	Contract - \$300,000 in Category 6 (CEQA/NEPA/Permits)
		DCE Planning Center 1625 Shattuck Ave., Suite 300 Berkeley, CA 94709	Contract - \$500,000 in Category 4 (Marina Engineering), 5 (Landscape Architecture) and 6 (CEQA/NEPA/Permits).

	Harris Design 755 Folger Ave Berkeley, CA 94710	Contract - \$300,000 in Category 5 (Landscape Architecture)
	Huffman/Broadway 828 Mission Ave. San Rafael, CA 94901	Contract - \$300,000 in Category 6 (CEQA/NEPA/Permits)
	TRA Environmental 545 Middlefield Road, Suite 200 Menlo Park, CA 94025	Contract - \$300,000 in Category 6 (CEQA/NEPA/Permits)
	Questa Engineering Corporation 1220 Brickyard Cove Road, Suite 206 Point Richmond, CA 94801	Contract - \$500,000 in Categories 1 (Civil Engineering), 2 (Geotechnical Engineering), 6 (CEQA/NEPA/Permits), and 8 (Construction Management).
	Wilsey Ham 3130 La Selva Street, Suite 100 San Mateo, CA 94403	Contract - \$500,000 in Categories 1 (Civil Engineering), 2 (Geotechnical Engineering, 3 (Surveying), 4 (Marina Engineering), 5 (Landscape Architecture), 6 (CEQA/NEPA/Permits) 7 (Archaeology) and 8 (Construction Management).
<b>Total Contract Amount: \$4,900,000.00</b>		