



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



**Date:** September 16, 2015  
**Board Meeting Date:** November 3, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors, Acting on behalf of the County and the Governing Board of County Service Areas No. 7 and No. 11

**From:** James C. Porter, Director of Public Works

**Subject:** Certified Operators for County Maintained Small Water and Wastewater Systems

**RECOMMENDATION:**

Acting as the Governing Board of the County and County Service Areas No. 7 and 11, adopt a resolution authorizing an agreement with Bracewell Engineering, Inc., to provide operation and maintenance services for County-maintained small water and wastewater systems, for the term of November 3, 2015 through November 2, 2018, in an amount not-to-exceed \$500,000.

**BACKGROUND:**

Your Board adopted Resolution No.072216, on October 23, 2012, which authorized the County to enter into an agreement with Bracewell Engineering, Inc. (BEI), to provide operation and maintenance services for County-maintained small water and wastewater systems for a term of October 23, 2012 through October 22, 2015.

The contractor selection procedures in the County of San Mateo's Administrative Memorandum B-1 were used to select a contractor for the Water and Wastewater System Operation and Maintenance Services Agreement. The Request for Proposals Process Matrix describing the process and selected firm is attached as Exhibit "A".

**DISCUSSION:**

BEI has been designated as the certified operators for the County Service Area No. 7 (CSA 7) and County Service Area No. 11 (CSA 11) water systems since October 2012. The Department of Parks (Parks) employees maintain and operate the Memorial Park water and wastewater systems; however, BEI has been utilized on an as-needed basis through the 2012 Agreement.

State Regulators require certified operators for small water and wastewater systems. The County no longer has the number of certified operators necessary to provide primary and “back up” coverage for these systems. Without the professional services of an independent contractor, the Department cannot maintain and operate the CSA 7 and CSA 11 water systems.

Retaining a contractor to operate and provide services to the County’s small water and wastewater systems on a long-term basis will ensure that these small systems comply with State regulations, that the water systems continue to produce good quality drinking water, and that the wastewater treatment plants continue to be adequately maintained to prevent contamination to the environment and public health.

Proposals were solicited from contractors with expertise in the operation and maintenance of small water and wastewater systems as outlined in Exhibit A by advertising in the newspapers, by posting information to the Department’s website, and holding a pre-proposal site visit. The BEI proposal was the only proposal submitted, which has been reviewed by the Department and Parks. The Department is recommending BEI be retained to provide operation and maintenance services for the County-maintained small water and wastewater systems. The agreement is structured to allow for the elimination of services to a specific facility or system at the County’s request during the term of the agreement.

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval of this agreement will contribute to the Shared Vision 2025 outcome of a Healthy Community by enabling the Department to provide properly trained and certified personnel to deliver safe drinkable water and to protect the environment with proper maintenance of wastewater infrastructure for the benefit of the public.

**FISCAL IMPACT:**

The term of the agreement will be for three (3) years: from November 3, 2015 through November 2, 2018. The Agreement has a not-to-exceed amount of \$500,000, depending on the number and scope of the tasks to be performed by the contractor.

The sum of the fees for the various tasks to be performed by BEI will not be greater than the not-to exceed amount of the agreement. Any increase above the limit of the agreement would be brought back to your Board for approval.

Funds to pay for the assigned work will come from the budgets for each water system and the Parks Fund.

There is no impact to the General Fund.

Attachment: Exhibit “A”

**Exhibit "A"**

**Request for Proposals Process Matrix**  
**Operation and Maintenance of County Maintained**  
**Small Water and Wastewater Systems**

1.	General Description of RFP	Provide operation and maintenance of domestic water treatment plants and distribution systems at CSA 7 and Memorial Park, domestic wells, supply lines, storage tank, pump house, and distribution system at CSA 11, and the wastewater treatment plant and related facilities of Memorial Park.	
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 website.	
4.	In addition to any advertisement, list others to whom RFP was sent	Notifications with the link to download the RFP from the Public Works website were sent via electronic mails to three (3) firms or individuals who had expressed interest in performing similar services for the County.	
5.	Total number of RFP's sent to prospective proposers	Electronic mails were sent to three (3) firms with advice to download copy of the RFP from Public Works' website.	
6.	Number of proposals received	One (1) submitted proposal.	
7.	Who evaluated the proposals	Representatives from the Department of Public Works	
8.	In alphabetical order, names of proposers (or finalists, if applicable) recommended for service agreement	Bracewell Engineering, Inc., 6200 Harwood Ave., Oakland, CA 94618	Contract - \$500,000
<b>Total Contract Amount: \$500,000</b>			