



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: February 14, 2017
Board Meeting Date: February 28, 2017
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 Services for Public Works Projects

RECOMMENDATION:

Adopt a resolution authorizing agreements with Mechanical and Electrical Engineering firms: Turley and Associates Mechanical Engineering Group, Inc., Canyon Consulting Engineers, Taylor Engineering LLC, and Ackerman Practicon, to provide on-call mechanical services on various County Facilities construction projects, on an as needed basis, for the term of March 1, 2017 through February 29, 2020, in an amount not to exceed \$300,000 per agreement, for combined aggregate amount of \$1,200,000.

BACKGROUND:

The Department of Public Works (Department) regularly maintains a number of agreements with consulting firms to provide on-call engineering 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 be undergoing mechanical, electrical, and plumbing system project upgrades. This undertaking will require the expertise of Mechanical and Electrical Engineering Consultants. Consultants will assist in the coordination and assessments of existing systems, system inspections, testing and recommending energy efficient and cost effective corrective measures. By executing the agreements, the Department will have the ability to utilize the Consultants' expertise in mechanical and electrical systems to execute the tasks associated with the planning, design, construction and upgrades to the County's building systems.

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, and made recommendations. We are recommending that “on call” agreements be executed with the four mechanical and electrical engineering firms found most qualified by the selection committee.

The Department will issue individual Work Orders, under each contract to the consultant, including the 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 with each consultant. Any increase above the amount or term of the agreement(s) would be submitted to your Board for approval.

The resolution contains the County’s standard provisions allowing amendment of the County’s fiscal obligations by a maximum of \$25,000 (in aggregate).

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 March 1, 2017 through February 29, 2020. The total maximum fiscal obligation for each agreement is \$300,000. The total maximum fiscal obligation for all four agreements combined is \$1,200,000. The various individual Work Orders will be funded through previously approved and appropriated projects.

Attachment: RFQ Matrix

Request for Qualifications – Matrix

1	Where was the RFP advertised?	Daily Journal
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	None
3	State the total number of RFP's sent to prospective proposers:	None
4	How many proposals did you receive?	10
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Ackerman Practicon Canyon Consulting Taylor Engineering Turley & Associates