



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 24-585

Board Meeting Date: 6/25/2024

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Ann M. Stillman, Director of Public Works  
**Subject:** Agreements with Consulting Firms for On-Call Vertical Transportation Consulting Services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) On-call vertical transportation consulting services agreements with ATIS Elevator Inspections, LLC and Gannett Fleming for the term of June 25, 2024 through June 24, 2027, each in an amount of \$500,000 for a total aggregate amount of \$1,000,000; and
- B) The Director of Public Works, or the Director's designee, to execute contract amendments to modify the County's maximum fiscal obligation for each contract by no more than \$25,000 and/or modify the contract term and/or services as long as the modified term and/or services is/are within the current or revised fiscal provision.

**BACKGROUND:**

The Department of Public Works (Department) maintains on-call agreements with various firms with subject matter knowledge in the areas of vertical transportation consulting services on an as-needed basis to help expedite necessary work on many Department managed Capital Projects.

The consultant selection procedures in the County of San Mateo's Administrative Memorandum B-1 and Contract Handbook were used to select consultants for on-call vertical transportation consulting services agreements. The Request for Proposals Matrix describing the process and selected firms is attached as Exhibit "A".

**DISCUSSION:**

It is anticipated that numerous Department managed Capital Projects will require the use of subject matter expertise to provide assessment, design, and administrative services in all phases of vertical transportation equipment (elevator) repair, replacement, and modernization in the County's elevator portfolio, as well as for proposed new capital projects and other projects as necessary.

Proposals were solicited from firms with expertise in vertical transportation consulting services. The solicitation was made through electronic mail, the County's e-Procurement system, advertisement in the local newspaper, and posting to the Department's website.

On May 29, 2024, the Department received proposals from two firms and Department staff reviewed the submittals for completeness and qualifications. Based on the results of the review, the Department is recommending that the firms listed in Exhibit "A" to this memorandum be retained to provide on-call vertical transportation consulting services on an as-needed basis. The consulting service agreements are for a maximum aggregate amount of \$500,000 per agreement.

Consultants will be selected by the Department for specific projects and Task Orders will be issued to the firms. The Task Orders will detail the requirements of the project, including a detailed scope of work and a not-to-exceed amount. Fees for individual Task Orders for specific projects or 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.

The Department is also requesting this Board authorize the Director, or the Director's designee, to execute contract amendments, which modify the County's maximum fiscal obligation for each contract by no more than \$25,000, and/or modify the contract term and/or services provided the modified term or services is/are within the current or revised fiscal provisions. Any contract amendments above the Director's authority would be brought to this Board for approval.

The term of each agreement is for three years from June 25, 2024 through June 24, 2027, with the option to extend the agreement term for two additional years, if needed.

County Attorney has reviewed and approved the resolution and agreements as to form.

**FISCAL IMPACT:**

Each agreement has a not-to-exceed amount of \$500,000. Funds to pay for the assigned work are included in the Capital Projects Budget for FY 2023-24 and the Recommended FY 2024-25 budget.

There is no impact to the General Fund.

Attachment: Exhibit "A"