



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 16-346

Board Meeting Date: 6/27/2017

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

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** On-Call Hazardous Materials Services Agreements

**RECOMMENDATION:**

Adopt a resolution regarding the On-Call Hazardous Materials Services agreements:

- A) Authorizing agreements with "on-call" Hazardous Material firms: SCA Environmental, Inc., Vista Environmental Consulting, Inc., and Mecca Consulting dba, Millennium Consulting Associates, to provide hazardous material and consulting services on various County Facilities construction projects on an as-needed basis, for the term June 27, 2017 through June 26, 2020, for an amount not-to-exceed \$300,000 per agreement for a total fiscal obligation of up to \$900,000; and
- B) Authorizing the Director of Public Works, or his designee, to execute subsequent change orders to increase the County's fiscal obligation by a maximum of \$25,000 per agreement and modify the contract term and/or services so long as the modified term or services are within the fiscal provisions.

**BACKGROUND:**

The Department of Public Works (Department) regularly maintains a number of "on-call" agreements with hazardous material firms to provide services on an as-needed basis. The on-call professional services process has expedited numerous County Department projects over the years.

**DISCUSSION:**

Over the next two fiscal years, a significant number of projects have been scheduled that will require the expertise of hazardous materials professionals. With these agreements in place, the Department will be able to respond more expeditiously and meet construction schedules by issuing task orders against these standing agreements versus having to conduct a Request for Proposals (RFP) process each time a requirement presents itself.

The Department conducted a RFP process and ten (10) firms responded. A selection committee

comprised of inter-departmental staff reviewed and ranked the submissions received from qualified firms. The Department is recommending that "on-call" agreements be executed with the best qualified firms for this service.

The Department will issue individual Task Orders comprised of a project scope of work and a not-to-exceed amount to the hazard material firms. The not-to-exceed amount for the individual Task Order will vary; however, the cumulative sum of Task Orders will not exceed the maximum amount of the agreements.

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

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

Approval of these agreements contributes to the Shared Vision 2025 outcome of a Collaborative Community by approaching construction and renovation projects in County facilities with fiscal accountability and concern.

**FISCAL IMPACT:**

The terms of these agreements are for three-years, from June 27, 2017 through June 26, 2020. The total not-to-exceed amount for each agreement is \$300,000, with a total maximum fiscal obligation for all three agreements at \$900,000. Funding has been included in the Department's Fiscal Year 2017-18 Recommended and Fiscal Year 2018-19 Tentatively Recommended budgets.

There is no additional impact to the General Fund.

Attachment: Request for Proposal Matrix