



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 18-988

Board Meeting Date: 10/23/2018

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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:** Retention of Consulting Firms for On-Call Engineering Professional Services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) On-call engineering professional services agreements with: Engineering Design firms: BKF Engineers, Quincy Engineering, and AECOM Technical Services, Inc.; Environmental Study and Document Preparation firms: MIG, Inc., Horizon Water and Environment, and Kimley-Horn and Associates, Inc.; Structural Engineering firms: Quincy Engineering, AECOM Technical Services, Inc., and Biggs Cardosa Associates; Surveying firms: Towill, Inc., BKF Engineers, Ruggeri-Jensen-Azar; Hydraulic and Hydrologic Studies firms: WRECO, Moffatt & Nichol, Schaaf & Wheeler; Geotechnical Engineering firms: Parikh Consultants, Inc., Cal Engineering & Geology, and Alan Kropp & Associates; Traffic Engineering and Analysis firms: Kimley-Horn and Associates, Inc., Hexagon Transportation Consultants, Inc., and W-Trans; Biological Monitoring firms: Avila and Associates Consulting Engineers, Inc., Swaim Biological, Inc., Coast Ridge Ecology, LLC; and Construction Management firms: TRC/Vali Cooper & Associates, AECOM Technical Services, Inc., Park Engineering, Inc., for the term of October 23, 2018 through October 22, 2021, for an aggregate amount of \$19,400,000; and
- B) The Director of Public Works to execute contract amendments to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services if the modified term of services is/are within the current or revised fiscal provision.

**BACKGROUND:**

The consultant selection procedures in the County of San Mateo's Administrative Memorandum B-1 and Contract Handbook were used to select consultants for the On-Call Engineering Professional Services Agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

**DISCUSSION:**

On October 20, 2015, your Board adopted Resolution No. 074153, which authorized agreements with consulting firms for on-call engineering professional services for the Department of Public Works for the term of October 23, 2015 through October 22, 2018.

Retaining on-call consultants enables the Department to utilize consultants with specific expertise for certain projects or project components, which may include engineering design, environmental study and document preparation, structural engineering, surveying, hydraulic and hydrologic engineering, geotechnical engineering, traffic engineering and analysis, biological monitoring, and construction management. It is anticipated that roadway, bridge, retaining wall, slide repair, drainage and other miscellaneous facility infrastructure projects may need to be designed and constructed within the next three years. These projects may include repair work required to deteriorated infrastructure or construction of new infrastructure. Additionally, environmental, hydraulic, and geotechnical analysis or studies may be required to complete the design and obtain the necessary environmental clearances and permits to construct the projects.

Proposals were solicited from engineering and environmental firms with expertise in specific categories, as outlined in Exhibit "A", by e-mail, through advertising in the newspaper, and by posting information to the Department's website and the County's Public Purchase website. Department staff reviewed proposals submitted by fifty-two firms. Based on the results of the review, the Department is recommending that the firms listed in 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 \$500,000 to \$3,000,000.

Consultants will be selected for specific projects by the Department and Task Orders will be issued to the firms, which will detail the requirements of the projects, including a 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. We are also requesting that your Board authorize the Director or Director's designee to execute contract amendments, which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), 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 your Board for approval.

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 Livable Community by enabling the Department to expedite projects that improve and maintain the integrity of County infrastructure and protect the environment for the benefit of the public.

**FISCAL IMPACT:**

Each On-Call Professional Service Agreement has a not-to-exceed amount ranging from \$500,000 to \$3,000,000, 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 be from the appropriate funding source, which will include the Road Fund.

There is no impact to the General Fund.

Attachment: Exhibit "A"