



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 18-1051

Board Meeting Date: 11/13/2018

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 Construction and Maintenance Services

RECOMMENDATION:

Adopt a resolution authorizing:

- A) On-call construction and maintenance services agreements with: Inspection and Maintenance Services for Green and Structural Devices for Stormwater Treatment firm: Ecological Concern, Inc.; and Inspection, Maintenance and Construction Services for Landscaping, Mitigation, Restoration, or Conservation Areas firms: Ecological Concern, Inc. and Go Native, Inc., for the term of November 13, 2018 through November 12, 2021, for an aggregate amount of \$1,250,000; 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 as long as the modified term of services is/are within the current or revised fiscal provision.

BACKGROUND:

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

DISCUSSION:

As a result of complying with the State Water Resources Control Board Municipal Regional Stormwater National Pollutant Elimination System (NPDES) Permit and various project mitigation requirements, the Department currently has more than 12 green infrastructure sites and 20 locations within the James V. Fitzgerald Area of Special Biological Significance (Fitzgerald ASBS) watershed to maintain and protect. On-call Construction and Maintenance Services Agreements will allow for the inspection and maintenance of these sites at the required frequencies to insure these systems are in

good condition and operating effectively. The cost of maintaining these sites from 2015 to 2018 exceeded \$430,000. It is anticipated that future projects will establish or require additional sites that will need to be inspected and maintained.

Maintenance and inspection costs for the individual projects that will utilize the On-Call Construction and Maintenance Services are expected to range between \$430,000 and \$1,000,000.

Retaining on-call contractors will enable the Department to utilize contractors with specific expertise in maintaining green infrastructure facilities, landscaping, structural devices, and stormwater treatment sites, which may include, vegetation and trash removal, pest control, planting, and sediment and erosion control. Proposals were solicited from construction and maintenance contractors with expertise in specific categories, as outlined in Exhibit "A", by electronic mail, through advertising in the newspapers, and by posting information to the Department's and Public Purchasing websites. The Department reviewed proposals submitted by two firms. Based on the results of the review, the Department is recommending that the firms listed on Exhibit "A" be retained to provide on-call construction and maintenance services for the various work categories on an as-needed basis. The maintenance service agreements are for maximum amounts of \$500,000 and \$750,000.

Contractors will be selected for specific projects by the Department, and Task Orders will be issued to the firms that 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.

The term of the agreements will be for three (3) years from November 13, 2018 through November 12, 2021 with the option to extend the agreement for two (2) additional years for one time, if needed.

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

FISCAL IMPACT:

Each On-Call Construction and Maintenance Service Agreement has a not-to-exceed amount ranging from \$500,000 to \$750,000, depending on the project category and number of firms to be retained for work in that category. The not-to-exceed amount for these agreements is \$1,250,000 in aggregate. Funds to pay for the assigned work will be from the budgets associated with the County special districts (flood control, water, street lighting, and sewer/sanitation), the Solid Waste Fund, and the Road Fund.

There is no impact to the General Fund.

Attachment: Exhibit "A"