



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 18-1052

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 Engineering and Professional Services

RECOMMENDATION:

Adopt a resolution authorizing:

- A) On-call engineering and professional services agreements with: Flood Control and Drainage System Study and Design firms: GEI Consultants, Inc., Schaaf & Wheeler, and WRECO; Water Supply and Distribution System Study and Design firms: Freyer & Laureta, Inc., HydroScience Engineers, Inc., Schaaf & Wheeler, and Water Works Engineers, LLC; Sanitary Sewer System Study and Design firms: BKF Engineers, Schaaf & Wheeler, Water Works Engineers, LLC, and Woodard & Curran; Environmental Protection and Storm Water Management Study and Design firms: Horizon Water and Environment, LLC and Michael Baker International, Inc.; Environmental Permitting and Compliance firms: EOA, Inc., Horizon Water and Environment, LLC, and WRECO; Closed Landfill Management and Monitoring firms: Geo-Logic Associates, and SCS Engineers; and Construction Management and Inspection firms: 4Leaf, Inc., CSG Consultants, Inc., and Water Works Engineers, LLC, for the term of November 13, 2018 through November 12, 2021, for an aggregate amount of \$10,500,000; 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 and Professional Services Agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

DISCUSSION:

On October 6, 2015, your Board adopted Resolution No. 074205, which authorized agreements with consulting firms for on-call engineering and professional services for the Department of Public Works for the term of November 17, 2015 through November 16, 2018. The amount of services provided to the Department through the agreements exceeded \$4.5 million and enabled the successful completion or partial completion of over 70 projects for the various County maintained special districts and facilities. The agreements also allowed the Department to design, permit and construct repairs to facilities damaged by the severe winter storms in 2017. It is anticipated that several flood control, water supply and distribution, storm and sanitary sewer and streetlight improvement projects will need to be designed, permitted, and constructed within the next five years. Many of these projects are being proposed to repair deteriorated infrastructure and meet State and Federal requirements and standards.

Construction costs for the individual projects that will utilize the On-Call Engineering and Professional Services are expected to range between \$500,000 and \$5,000,000. In addition, the projects will be required to obtain the necessary environmental clearances and permits in order to be constructed.

Retaining on-call consultants will enable the Department to utilize consultants with specific expertise for certain projects or project components, which may include preliminary studies, alternative design studies, specific engineering designs, biological monitoring, environmental assessment, permitting, environmental mitigation implementation, landfill management, and construction management.

Proposals were solicited from engineering and environmental firms 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 Purchase websites. The Department reviewed proposals submitted by sixteen 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 engineering and 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 \$1,500,000.

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.

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 Engineering and Professional Service Agreement has a not-to-exceed amount ranging from \$500,000 to \$1,500,000, 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 \$10,500,000 in aggregate. Funds to pay for the assigned work are anticipated to be from the budgets associated with County special districts (flood control, water, street lighting, and sewer/sanitation), the Solid Waste Fund, and the Road Fund for environmental permitting. Other work and budgets approved by your Board that support special district projects may also utilize these agreements.

There is no impact to the General Fund.

Attachment: Exhibit "A"