



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 18-1053

Board Meeting Date: 11/13/2018

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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:** Amendment to the Agreements with Denise Duffy & Associates, Inc. and Biological Monitoring and Assessment Specialists, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) An amendment to the agreement with Denise Duffy & Associates, Inc. for on-call engineering and professional services to provide environmental permitting assistance and other as-needed services and extending the term of the agreement from November 16, 2018 to November 16, 2020; and
- B) An amendment to the agreement with Biological Monitoring and Assessment Specialists, Inc. for on-call engineering and professional services to provide as-need biological monitoring services, extending the term of the agreement from November 16, 2018 to November 16, 2020, and increasing the amount by \$200,000 to an amount not to exceed \$600,000.

**BACKGROUND:**

On November 17, 2015, your Board adopted Resolution No. 074205, which authorized agreements with consulting firms for On-Call Engineering and Professional Services for various not-to-exceed amounts ranging from \$300,000 to \$500,000 and for a period of three years through November 16, 2018.

**DISCUSSION:**

Denise Duffy & Associates, Inc. (DDA) has been providing environmental permitting services to the Department under the 2015 On-Call Engineering and Professional Services Agreement. The work authorized by the Department to date has been for amounts less than the not-to-exceed amount of the Agreement.

The environmental permitting services provided by DDA pursuant to the existing Agreement has been for work associated with proposed bank stabilization efforts on Mirada Road adjacent to the existing

pedestrian bridge over Arroyo de en Medio Creek. Due to the rapidly deteriorating conditions of the existing Mirada Road pedestrian bridge and the needed replacement of the bridge, the Department intends to have DDA include environmental permitting work in connection with the bridge replacement efforts. The California Environmental Quality Act analysis and related permitting activities for the expanded project scope (bank stabilization and bridge replacement) cannot be completed within the existing term of the Agreement. The Department anticipates that remaining tasks to complete environmental permitting for the Project may take up to two years to complete.

Amending the term of the DDA Agreement will ensure consistency and will result in efficiencies to complete environmental permitting for the work described above at Mirada Road (bank stabilization and bridge replacement). Therefore, the Department is recommending that an amendment extending the term of the DDA Agreement to November 16, 2020 be authorized, which will also allow for additional services that may be required on an as-needed basis for future projects.

Biological Monitoring and Assessment Specialists, Inc. (BioMaas) has been providing biological monitoring services to the Department for multiple construction projects under the 2015 On-Call Engineering and Professional Services Agreement. The work authorized by the Department to date has been for amounts less than the not-to-exceed amount of the Agreement.

The Department released the 2018 On-Call Utilities Engineering and Professional Services Request for Proposals on July 30, 2018. However, no proposals were received for Category 7 - Biological Monitoring.

The Department anticipates that additional biological monitoring services will be required on an as-needed basis for future projects. Therefore, the Department recommends that an amendment increasing the not-to-exceed amount of the BioMaas Agreement by \$200,000 and extending the term of the agreement to November 16, 2020 be authorized.

County Counsel has reviewed the Request for Proposals issued for the agreements and approved the resolution and amendments as to form.

Approval of the amendments contributes 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 the environment for the benefit of the public.

**FISCAL IMPACT:**

The Denise Duffy and Associates, Inc. Amendment will extend the term of the DDA Agreement to November 16, 2020. The existing not-to-exceed amount of the DDA Agreement is expected to be sufficient for the anticipated services by DDA.

The Biological Monitoring and Assessment Specialist, Inc, Amendment increases the not-to-exceed amount of the BioMaas agreement by \$200,000 to \$600,000 and extends the term of the BioMaas agreement to November 16, 2020.

Funds to pay for the assigned work will be from the budgets of the Department administered Special Districts, the Road Fund, and Airports.

There is no impact to the General Fund.