



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 19-021

Board Meeting Date: 1/8/2019

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager  
Deborah Bazan, Director

**Subject:** On Call Consulting Agreements: Hazardous Materials Assessment, Engineering, and Commissioning

### **RECOMMENDATION:**

Adopt resolutions authorizing the Director of Project Development Unit (PDU) or his/her designee to execute:

- A) On-call agreements with ATC Group Services, Intertek-PSI, SCA Environmental, Terracon, Vista Environmental Consulting, and Znap Fly to provide Hazardous Materials Assessment Consulting support for County projects from December 1, 2018 through November 30, 2021 in an amount not to exceed \$600,000 per agreement for an aggregate not to exceed amount of \$3,600,000; and
- B) An on-call agreement with stok, LLC to provide engineering and commissioning services for County projects from December 1, 2018 through November 30, 2021 in an amount not to exceed \$600,000.

### **BACKGROUND:**

In January 2017, the County Manager's Project Development Unit (PDU) was formed to oversee and manage all ground up construction performed by the County of San Mateo. In March 2017, this Board held a Study Session to consider the recommendations for capital improvements made in Feasibility Studies and Master Plans to address the County's use of leased space, aging facilities, OSHPD compliance work, public accessibility and navigation, parking, environmental standards, and efficiency of employee work spaces. Direction was given to the County Manager and the PDU to move forward with certain recommended capital improvements. The approved and on-going Capital Projects total approximately \$650 million.

### **DISCUSSION:**

## A. On-Call Hazardous Materials Assessment Consulting

Multiple County capital projects are underway and require intensified PDU operations for several years. The PDU does not have sufficient organic personnel to appropriately manage the size and number of current projects without additional support from specialized construction consultants. To secure these consultants, the PDU conducted a Request for Proposals to solicit qualified firms to provide the Hazardous Materials Assessment Consulting Services. A selection committee comprised of departmental staff reviewed and ranked the submissions received from qualified firms, conducted background and reference checks, and recommended on-call retention of six firms.

By executing the on-call agreements with the recommended firms, PDU will have the ability to access all manner of Hazardous Materials Assessment Services for County capital projects. These services include, but are not limited to: building inspection, sampling and testing, laboratory testing and evaluation, preparation of abatement plans, demolition and abatement project designs, cost estimates and schedules, and abatement permit documentation, oversight, and clearances.

The PDU will issue individual Work Orders of a project scope of work and a not-to-exceed amount for the individual Work Order. The cumulative sum of Work Orders will not exceed the maximum amount of the agreement.

The consultants have agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memorandum, including but not limited to: minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies. County Counsel has reviewed and approved the accompanying Resolution as to form.

Executing the "on-call" Hazardous Materials Assessment Consulting Services agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to complete major County construction projects.

## B. On-Call Engineering and Commissioning Consulting

On September 25, 2018, this Board approved multiple on-call agreements for engineering and commissioning consulting services for County capital projects. The approving resolution incorrectly identified the official business name of one of the approved firms. To correct this, the PDU requests that this Board approve an on-call agreement with stok, LLC, the official business name of the previously recommended and approved entity, in an amount not to exceed \$600,000.

The PDU will issue individual Work Orders of a project scope of work and a not-to-exceed amount for the individual Work Order. The cumulative sum of Work Orders will not exceed the maximum amount of the agreement.

The consultants have agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memorandum, including but not limited to: minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies. County Counsel has reviewed and approved the accompanying Resolution as to form.

Executing the "on-call" Engineering and Commissioning Consulting Services agreement with stok, LLC contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost

and time required to complete major County construction projects.

**FISCAL IMPACT:**

The not-to-exceed amount for the Hazardous Materials Assessment agreements is \$600,000 per agreement or \$3,600,000 in aggregate. The not-to exceed amount for the Engineering and Commissioning agreement is \$600,000. The cost of these contracts will be funded by the budgets of the individual projects to which the consultant is assigned. A portion of these agreements is included in the FY 2018-19 Adopted Budget and the remainder will roll into future fiscal years.