



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** PARKS

**File #:** 19-183

Board Meeting Date: 2/26/2019

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

**To:** Honorable Board of Supervisors  
**FROM:** Peggy Jensen, Interim Parks Director  
**SUBJECT:** Agreements with specified consulting firms for the delivery of on-call professional services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute agreements with Fall Creek Engineering, Inc.; Pacific Watershed Associates, Inc.; Construction Testing Services; 4LEAF, Inc.; Questa Engineering Corporation; Towill, Inc.; R.E.Y. Engineers, Inc.; Horizon Water and Environmental; MIG, Inc.; Environmental Science Associates; WRA, Inc.; Basin Research Associates, Inc.; Harris Design; Gates + Associates; UDLA; H.T. Harvey; Sequoia Ecological Consulting, Inc.; and RRM Design Group for the delivery of on-call professional services, for a not-to-exceed amount specified in each agreement, and a term commencing March 1, 2019, and expiring February 28, 2022; and
- B) The Parks Director, or her designee, to execute amendments to the agreements to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate per agreement), and/or modify the agreements' terms and/or services, so long as the modified term(s) and/or services is/are within the current or revised fiscal provisions.

**BACKGROUND:**

The San Mateo County Parks Department ("Department") manages 23 parks, approximately 194 miles of trails, over 16,000 acres of parkland, and one marina. The diversity of park settings allows the park system to support a variety of recreational opportunities including hiking, walking, running, equestrian, dog walking, camping, birdwatching, and more. In order to be effective stewards of the parks, the Department regularly maintains and improves park facilities and infrastructure. The Department also completes regular habitat restoration and preservation projects for the benefit of park ecosystems. These projects often require the preparation of detailed project designs, securing of permits and approvals, and completion of mitigation and monitoring activities. To expedite the delivery of maintenance, repair, and improvement projects, the Department sometimes chooses to

use qualified consultants.

On December 10, 2018, the Department released a Request for Proposals (“RFP”) seeking qualified consultants to provide the following on-call professional services: civil engineering, geotechnical engineering, topographic and property boundary surveying, landscape architecture, biological assessments, biological monitoring, archeological assessments and monitoring, and construction management. These services were identified as the highest need based on the Department’s existing and anticipated priorities.

**DISCUSSION:**

The Department released the RFP on publicpurchase.com, posted the RFP to the Department’s website, and complied with all requirements for procuring on-call professional services. Upon closing of the RFP process, and a detailed review of all 41 proposals received, the Department selected 18 firms to provide the desired services. A summary of which firms were selected to provide specified services is provided below:

- Fall Creek Engineering, Inc. - Civil Engineering
- Pacific Watershed Associates, Inc. - Civil Engineering and Geotechnical Engineering
- Construction Testing Services - Geotechnical Engineering
- 4LEAF, Inc. - Construction Management
- Questa Engineering Corporation - Construction Management
- Towill, Inc. - Land Surveying
- R.E.Y. Engineers, Inc. - Land Surveying
- Horizon Water and Environmental - Biological Assessments and Archaeological Services
- MIG, Inc. - Biological Assessments and Biological Monitoring
- Environmental Science Associates - Biological Assessments
- WRA, Inc. - Biological Assessments
- Basin Research Associates, Inc. - Archaeological Services
- RRM Design Group - Landscape Architecture
- Harris Design - Landscape Architecture
- Gates + Associates - Landscape Architecture
- UDLA - Landscape Architecture
- H.T. Harvey - Biological Monitoring
- Sequoia Ecological Consulting - Biological Monitoring

Each firm has been given a not-to-exceed amount for the term of the agreement based on the services they will be providing and the Department’s needs. The not-to-exceed amounts range from \$200,000 for landscape architecture services to \$700,000 for construction management services. The types of projects that consultants may work on include creating new recreational trails and fire trails, replacing bridges and culverts that are at risk of failing due to erosion, replacing and upgrading water and wastewater facilities, replacing and upgrading prefabricated structures and foundations, preparing master plans, and developing plans, specifications, and estimates for upgrading park infrastructure and facilities. Selected consultants may also provide a supporting role in implementing capital improvement projects, including the Tunitas Creek Beach Improvement Project, Re-imagine Flood Park, and Eastern Promenade Project at Coyote Point.

County Counsel has reviewed and approved the resolution and agreements as to form.

Approval of this action contributes to the Shared Vision 2025 outcome of Livable Community, as the projects advanced by the consultants will enable the Department to enhance public access to unique recreational opportunities.

**FISCAL IMPACT:**

The term of each of these agreements is from March 1, 2019 through February 28, 2022. The not-to-exceed amount for each agreement ranges from \$200,000 to \$700,000, with a total maximum not-to-exceed amount for all agreements combined of \$5,900,000. There is no impact to the General Fund.