



County of San Mateo

Inter-Departmental Correspondence

Department: PARKS

File #: 19-363

Board Meeting Date: 4/23/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Peggy Jensen, Interim Parks Director

Subject: Agreements with specified contractors 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 Anchor QEA, LLC and Moffatt & Nichol for delivery of on-call professional services, for a not-to-exceed amount specified in each agreement, and a term commencing April 23, 2019, and expiring April 22, 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 22 parks, approximately 190 miles of trails, over 16,000 acres of parkland, and one marina. The diversity of park environments allows for a variety of recreational activities, including hiking, walking, running, horseback riding, dog walking, camping, birdwatching, and more. To be an effective steward 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.

To expedite the completion of maintenance, repair, and improvement projects, the Department enters into "on-call" contracts with pre-qualified service providers. A Request for Proposals (RFP) for engineering and other services was issued by the Parks Department on December 10, 2018. Your Board approved agreements with 18 on-call contractors for the Parks Department, selected from responses to the December 2018 RFP, on February 26, 2019. Two additional firms were selected for contracting by the Department from the December RFP, but were not included in the February 26, 2019 agenda item because contract documents were not completed prior to that meeting.

DISCUSSION:

The Department is requesting that the Board approve on-call contracts with the two additional firms selected from the December 2018 RFP: (1) Anchor QEA, LLC, which provides marine engineering services, and (2) Moffatt & Nichol, which provides civil and marine engineering services. The term of each of these agreements is from April 23, 2019, through April 22, 2022.

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 completed by contractors will enable the Department to enhance public access to unique recreational opportunities.

FISCAL IMPACT:

The not-to-exceed amount for these agreements is \$200,000 for Anchor QEA, LLC, and \$500,000 for Moffatt & Nichol. With these two agreements, the total maximum not-to-exceed amount for all of the on-call contracts approved from the December 2018, RFP will be \$6,700,000. Sufficient appropriations are included in the Department's FY 2018-19 Adopted Budget and will be included in future budgets to cover the cost of these agreements.