



County of San Mateo

Inter-Departmental Correspondence

Department: GOVERNING BOARD

File #: 20-813

Board Meeting Date: 10/20/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors, Acting on behalf of the County and the Governing Board of County Service Areas No. 7 and No. 11

From: James C. Porter, Director of Public Works

Subject: Certified Operators for County Maintained Small Water Systems

RECOMMENDATION:

Acting on behalf of the County and the Governing Board of County Service Areas No. 7 and No. 11, adopt a resolution authorizing:

- A) An agreement with Bracewell Engineering, Inc., to provide operation and maintenance services for County-maintained small water systems, for the term of October 20, 2020 through October 19, 2023, in an amount not-to-exceed \$850,000; 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:

On November 3, 2015, this Board adopted Resolution No. 074168, which authorized an agreement with Bracewell Engineering, Inc. (BEI) to provide operation and maintenance services for County maintained small water and wastewater systems for a period of three years through October 22, 2018 for a not-to-exceed amount of \$500,000 (Agreement).

On September 25, 2018, this Board adopted Resolution No. 076173 extending the Agreement for a period of two years through October 22, 2020 and increased the not-to-exceed by \$350,000 for a new not-to-exceed amount of \$850,000.

The contractor selection procedures in the County of San Mateo's Administrative Memorandum B-1 and Contract Handbook were used to select a contractor for the Water System Operation and Maintenance Services Agreement. The Request for Proposals Process Matrix describing the process and selected firm is attached as Exhibit "A".

DISCUSSION:

State Regulators require certified operators for small water and wastewater systems. Without the professional services of an independent contractor, the Department cannot maintain and operate the CSA 7 and CSA 11 water systems.

Retaining a contractor to operate and provide services to the County’s small water and wastewater systems on a long-term basis will ensure that these small systems comply with State regulations, that the water systems continue to produce good quality drinking water and that the wastewater treatment plant continue to be adequately maintained to prevent contamination to the environment and public health.

Proposals were solicited from contractors with expertise in the operation and maintenance of small water systems as outlined in Exhibit A by advertising in the newspapers and by posting information to the Department’s website and using Public Purchase websites. The BEI proposal was the only proposal submitted, which was reviewed by the Department. The Department is recommending BEI be retained to provide operation and maintenance services for the County-maintained small water systems. The agreement is for a maximum amount of \$850,000. The agreement is structured to allow for the elimination or addition of services to a specific facility or system at the County’s request during the term of the agreement.

The term of the agreement will be for three (3) years from October 20, 2020 through October 19, 2023 with the option to extend the agreement for two (2) additional years for one time, if needed.

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 back to this Board for approval.

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

FISCAL IMPACT:

The term of the agreement will be for three (3) years: from October 20, 2020 through October 19, 2023. The Agreement has a not-to-exceed amount of \$850,000, depending on the number and scope of the tasks to be performed by the contractor.

The sum of the fees for the various tasks to be performed by Bracewell Engineering, Inc. will not be greater than the not-to exceed amount of the agreement. Any increase above the limit of the agreement would be brought back to this Board for approval.

Funds to pay for the assigned work will come from the budgets for each water system.

There is no impact to the General Fund.

Attachment: Exhibit “A”