



County of San Mateo

Inter-Departmental Correspondence

Department: PARKS

File #: 22-112

Board Meeting Date: 2/8/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Nicholas J. Calderon, Parks Department

Subject: **Measure K:** Agreement with Bracewell Engineering, Inc. for the operation and maintenance of the Memorial County Park Wastewater Treatment System

RECOMMENDATION:

Measure K: Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute an agreement with Bracewell Engineering, Inc. for the operation and maintenance of the Memorial County Park Wastewater Treatment System, with a term of February 12, 2022 to February 11, 2025, and for an amount not to exceed \$650,578; and
- B) The Parks Director, or the Parks Director's designee, to execute amendments to the agreement to modify the County's maximum fiscal obligation by no more than \$25,000, and/or to modify the agreement's terms and/or services, so long as the modified term(s) and/or services is/are within the current or revised fiscal provisions.

BACKGROUND:

In 1924, the County of San Mateo opened its first park - Memorial County Park ("Memorial Park"). Situated among the redwood trees in unincorporated Loma Mar, Memorial Park serves as the primary campground for the San Mateo County park system. The park has 130 campsites, including family, youth group, and large group sites, and also provides a visitor center, an amphitheater, day use picnic areas, and nearly seven miles of hiking trails. During peak season, Memorial Park can serve up to 2,000 visitors per day, putting substantial demand on its infrastructure.

Visitors to Memorial Park have access to a number of restroom and shower buildings that are located throughout the campground and day use areas. Wastewater produced at these facilities is treated by the park's on-site Wastewater Treatment System, which includes: the Wastewater Treatment Plant that supports the main campground and day use areas; a septic system that supports the Homestead

Youth Campground, the Loma Mar Fire Station, and a ranger residence on the western side of the park; the approximately 9,650 linear foot wastewater collection system; and 56 manholes.

State regulators require that operators of domestic wastewater treatment systems be fully licensed and insured. The Parks Department (“Department”) does not have a staff member that meets these qualifications, and therefore, is required to contract with a qualified individual or entity to ensure system operations comply with State regulations.

DISCUSSION:

On November 3, 2021, the Department released a Request for Proposals (“RFP”) seeking a qualified and fully licensed and insured contractor to operate and maintain the Memorial Park Wastewater Treatment System. The Department received two proposals in response to the RFP. Both proposals were reviewed and evaluated by staff from the Department and the Department of Public Works. The Department complied with the contractor selection procedures from the County of San Mateo’s Administrative Memorandum B-1 and Contract Handbook when evaluating and selecting a vendor.

From the proposals received, Bracewell Engineering, Inc. provided the most competitive pricing and is able to meet the County’s emergency response time requirements. The Department recommends that Bracewell Engineering, Inc. be retained to provide the required operation and maintenance services for the Memorial Park Wastewater Treatment System. The proposed agreement is for an amount not to exceed \$650,578, and a term of three (3) years from February 12, 2022 through February 11, 2025.

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

FISCAL IMPACT:

The agreement with Bracewell Engineering, Inc. is for an amount not to exceed \$650,578. Sufficient Measure K appropriations for the agreement are included in the Parks Department’s FY 2021-22 Adopted Budget and will be included in future budgets. There is no Net County Cost associated with approving the recommendation.