



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 22-516

Board Meeting Date: 6/28/2022

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

**To:** Honorable Board of Supervisors

**From:** Ann M. Stillman, Interim Director, Department of Public Works

**Subject:** Agreements with Consulting Firms for On-Call Professional Consulting Services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) On-call professional services agreements with: Structural Engineering Firms: SOHA Engineers, SOM Structural Engineering, and ZFA Structural Engineers; Mechanical Engineering Firms: Advance Design Consultants, Inc., Kitchell, and Salas O'Brien; Electrical Engineering Firms: Advance Design Consultants, Inc., Arsenio Ortega, and Kitchell; Energy Consulting and Design Firms: Integral Group, Inc., kW Engineering, Taylor Engineers, and Willdan Energy Solutions; and, Hazardous Materials Firms: ZNAP Fly, Atlas, and Vista Environmental for the term of June 28, 2022 through June 27, 2025, each in an amount not to exceed \$500,000, for a total aggregate amount of \$5,600,000; and
- B) The Director of Public Works, or designee, 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 as long as the modified term of services is/are within the current or revised fiscal provision.

**BACKGROUND:**

The Department of Public Works (Department) regularly maintains agreements with various firms with subject matter expertise in the areas of structural engineering, mechanical engineering, electrical engineering, energy consulting and design, vertical transportation, and hazardous materials on an as-needed basis to help expedite necessary work on numerous Department managed Capital Projects.

The consultant selection procedures in the County of San Mateo's Administrative Memorandum B-1 and Contract Handbook were used to select consultants for the On-Call Professional Services agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

**DISCUSSION:**

It is anticipated that a number of Capital Projects may require the use of subject matter expertise to assist with the construction, design, and completion of Department managed projects. The work may include, but will not be limited to, inspection, planning, design, and construction work to current infrastructure.

Proposals were solicited for the various engineering professions, vertical transportation, and hazardous materials with expertise in their respective categories, as outlined in Exhibit "A", by e-mail, through advertising in the newspaper, and by posting information to the Department's website. Department staff reviewed proposals submitted by 24 firms. Based on the results of the review, the Department is recommending that the firms listed in Exhibit "A" be retained to provide on-call professional consulting services for the various categories on an as-needed basis. The consulting service agreements are for maximum amounts ranging from \$300,000 to \$500,000.

Consultants will be selected for specific projects by the Department and Task Orders will be issued to the firms. The Task Orders will detail the requirements of the projects, including a scope of work and a not-to-exceed amount. Fees for individual Task Orders for specific projects or the sum of the fees for the various individual Task Orders, should the firm be assigned to more than one project, will not be greater than the not-to-exceed amount of the agreement.

The Department is also requesting that this Board authorize the Director of Public Works, or 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 to this Board for approval.

The term of the agreements will be for three years from June 28, 2022 through June 27, 2025 with the option to extend the agreement for two additional years for one time, if needed.

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

**FISCAL IMPACT:**

Each On-Call Professional Service Agreement has a not-to-exceed amount ranging from \$300,000 to \$500,000, depending on the project category and number of firms to be retained for work in that category. Funds to pay for the assigned work will included in Capital Projects' FY 2022-23 Adopted Budget. There is no impact to the General Fund.

Attachment: Exhibit "A"