



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 23-942

Board Meeting Date: 11/14/2023

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

**To:** Honorable Board of Supervisors  
**From:** Ann M. Stillman, Director, Department of Public Works  
**Subject:** Retention of Consulting Firms for On-Call Engineering and Professional Services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) On-call engineering and professional services Agreements with: Flood Control and Drainage System Study and Design firms: BKF Engineers, Lotus Water, and Schaaf & Wheeler; Water Supply and Distribution System Study and Design firms: Freyer & Laureta, Inc., HydroScience Engineers, Inc., and Water Works Engineers; Sanitary Sewer System Study and Design firms: Bellecci & Associates, BKF Engineers, Freyer & Laureta, Inc., HydroScience Engineers, Inc., Schaaf & Wheeler, Water Works Engineers, and Woodard & Curran; Environmental Protection and Stormwater Management Study and Design firms: Lotus Water and Waterways Consulting, Inc.; Environmental Permitting and Compliance firms: Denise Duffy & Associates, Inc., EOA, Inc., Montrose Environmental Solutions, Rincon Consultants, Inc., and SWCA; Biological Monitoring firms: BioMaAS, Inc., H.T. Harvey & Associates, MIG, Inc., and Sequoia; Closed Landfill Management and Monitoring firm: Geo-Logic Associates; and Construction Management and Inspection firms: Anchor Engineering, Inc., CSG Consultants, Inc., Haley & Aldrich, Inc., and Swinerton, for the term of November 14, 2023 through November 13, 2026, for an aggregate amount of \$24,000,000; 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 as long as the modified term of services is/are within the current or revised fiscal provision.

**BACKGROUND:**

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 Engineering and Professional Services Agreements. The Request for Proposals Process Matrix describing the process and selected firms is attached as Exhibit "A".

**DISCUSSION:**

On November 13, 2018, this Board adopted Resolution No. 076279 (a-o), which authorized agreements with consulting firms for on-call engineering and professional services for the Department of Public Works (Department) for the term of November 13, 2018 through November 12, 2021 with the option to extend the agreement for two (2) additional years until November 12, 2023.

Retaining on-call consultants enables the Department to utilize consultants with specific expertise for certain projects or project components, which may include preliminary studies, alternative design studies, geotechnical investigations, specific engineering designs, biological monitoring, environmental assessment, permitting, environmental mitigation implementation, landfill management, and construction management. Several water and sanitary sewer system capital improvement and other infrastructure projects are planned and need to be designed and constructed within the next three to five years. These projects may include a water distribution pipeline replacement in County Service Area No. 7 (La Honda water system) and sanitary sewer mainline rehabilitation and replacement projects in various County maintained sanitation/sewer maintenance districts. Additionally, environmental, hydraulic, and geotechnical analysis or studies may be required to complete the designs and obtain the necessary environmental clearance and permits to construct the projects.

Proposals were solicited from engineering and environmental firms with expertise in specific categories, as outlined in Exhibit "A", by electronic mail, through advertising in the newspapers, and by posting information to the Department's and Public Purchase websites. The Department reviewed proposals submitted by twenty-eight (28) firms. Based on the results of the review, the Department is recommending that the firms listed on Exhibit "A" be retained to provide on-call engineering and professional consulting services for the various work categories on an as-needed basis. The consulting service agreements are for maximum amounts ranging from \$500,000 to \$1,500,000.

Consultants will be selected for specific projects by the Department and Task Orders will be issued to the firms, which 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. We are also requesting that this 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 to this Board for approval.

The term of the agreements will be for three (3) years from November 14, 2023 through November 13, 2026 with the option to extend the agreement for two (2) 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 Engineering and Professional Service Agreement has a not-to-exceed amount ranging from \$500,000 to \$1,500,000, depending on the project category and number of firms to be retained

for work in that category. Funds to pay for the assigned work are anticipated to be from the budgets associated with County special districts (flood control zones on behalf of the San Mateo County Flood and Sea Level Rise Resiliency District, water, street lighting, and sewer/sanitation), the Solid Waste Fund, and the Road Fund. Other work and budgets approved by this Board that support special district projects may also utilize these agreements.

There is no impact to the General Fund.

Attachment: Exhibit "A"