



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PUBLIC WORKS

**File #:** 23-943

Board Meeting Date: 11/14/2023

---

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

**To:** Honorable Board of Supervisors

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

**Subject:** Retention of Firms for On-call Construction and Maintenance Services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) On-call construction and maintenance services Agreements with: Inspection and Maintenance Services for Green and Structural Devices for Stormwater Treatment firm: Ecological Concerns, Inc.; and Inspection, Maintenance and Construction Services for Landscaping, Mitigation, Restoration, or Conservation Areas firms: Ecological Concerns, Inc. and Go Native, Inc., for the term of November 14, 2023 through November 13, 2026, for an aggregate amount of \$1,750,000; 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 contractor selection procedures in the County of San Mateo's Administrative Memorandum B-1 and Contract Handbook were used to select contractors for the On-Call Construction and Maintenance 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. 076278(a-b), which authorized agreements with firms for on-call construction and maintenance 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.

In May 2022 the San Francisco Bay Regional Water Quality Control Board issued the Municipal

Regional Stormwater National Pollutant Discharge Elimination System Permit Order No. R2-2022-0018 (MRP) to counties and municipalities of the San Francisco Bay Area, including the County, with the goal of reducing trash and contaminants flowing into the Bay. The MRP requires increased green infrastructure and stormwater treatment devices to be installed by the County. Additionally, the County is in the third year of its first five-year Routine Maintenance Program (RMP) established in 2021 to facilitate the performance of routine maintenance activities by the Department and the Parks Department to ensure that County facilities are properly functioning and operational in compliance with the terms and conditions of the various regulatory agency permits. The RMP permits could potentially require the County to establish habitat mitigation sites depending on the impact of the maintenance activities. Retaining on-call contractors will enable the Department to utilize contractors with specific expertise in maintaining existing and new green infrastructure facilities, landscaping, structural devices, and stormwater treatment sites, which may include vegetation and trash removal, pest control, planting, sediment and erosion control, and habitat enhancement.

Proposals were solicited from construction and maintenance contractors 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 Purchasing websites. The Department reviewed proposals submitted by two 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 construction and maintenance services for the various work categories on an as-needed basis. The agreements are for maximum amounts of \$750,000 and \$1,000,000.

Contractors will be selected for specific projects by the Department, and Task Orders will be issued to the firms that 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 agreement 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 Construction and Maintenance Service Agreement has a not-to-exceed amount ranging from \$750,000 to \$1,000,000, 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 be from the budgets associated with the 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"