



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 3/25/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

On-Call Engineering Services for Capital Projects

Recommended Action:

- A) Authorize the Director of Public Infrastructure to execute the proposed eighteen (18) Professional Services Agreements for on-call, as-needed engineering and related services, each in an amount not-to-exceed \$3,000,000, for an agreement term of three (3) years.
- B) Delegate to the Director of the Sonoma County Department of Public Infrastructure the authority to execute individual task orders under the Agreements for any amount up to the not-to-exceed value.
- C) Delegate to the Director of the Sonoma County Department of Public Infrastructure the authority to execute up to two, one year, no-cost time extensions, for a maximum potential contract period of five years for each of the professional service agreements.

Executive Summary:

The Sonoma County Department of Public Infrastructure (SPI) is requesting authorization to execute eighteen (18) professional services agreements for engineering and related services. Each agreement is for a term of three years with the possibility of two, no-cost, one-year extensions. Each agreement has a not-to-exceed value of \$3,000,000, however the agreements stipulate that there is no guaranteed minimum quantity of work.

The proposed agreements will support the Capital Projects division and will support County project delivery at County facilities, such as improvement upgrades and repairs.

Discussion:

On November 14, 2024, SPI issued a Request for Qualifications to provide on-call engineering design services with the intent to complete the procurement and have on-call services available by the spring of 2025. The RFQ was formulated to establish on-call engineering lists for the following disciplines: civil, environmental, geotechnical, mechanical, electrical, plumbing, special inspections, and structural engineering. Some firms offer multiple disciplines, while others specialize in one. The goal is to have a comprehensive pool of engineering firms available to quickly support the design, construction, and maintenance of County facilities.

A three-person panel evaluated all firms based on scope of work, relevant experience, firm qualifications, key staff expertise, and sub-consultant qualifications. For the highest-ranking firms, references were checked,

hourly rates reviewed, and certificates of insurance obtained. SPI received thirty proposals and selected the eighteen (18) most qualified firms. The selected firms are, in alphabetical order:

A & S Engineering
ABSG
Achievement Engineering
Advanced Design Consultants
Biggs Cardosa Associates (BCA)
BKF, Inc.
Brokaw Design
Brunsing Associates
CMTA
Costa Engineers
EBA
Geo-Logic Associates
Kelder
Kleinfelder
NorBay Consulting
Shannon & Wilson
Signet
ZFA Structural Engineers

In accordance with applicable laws, the primary selection criteria included understanding of work, similar experience, and technical ability and qualifications. Rates were not considered for selection criteria and were not received until after all proposals had been evaluated and the shortlist selected.

Should the Board approve the execution of the proposed on-call agreements as recommended, consultants would only perform work if SPI issues project-specific “task orders” under the agreements. These task orders contain a specific scope of work, and each shortlisted firm will have the opportunity to provide a detailed proposal and cost estimate based on the rates of compensation established under the agreements. After reviewing responses, SPI would then select a firm and execute the individual task order for the project.

Though this method is time intensive at the beginning, it allows for efficiency once the list of on-call engineers is established. A Request for Proposals can take from three to six months to go from proposal to executed contract; however, a task order can be advertised and awarded to an on-call firm in as little as two weeks.

While SPI may not use the full \$3,000,000 value of these agreements, the requested not-to-exceed limits provide flexibility and critical capacity to deliver the infrastructure and recovery projects currently committed to, as well as for future efforts.

The proposed engineering professional services agreements will create more efficiency in delivering projects. Union notification letter was sent in February 2025.

Strategic Plan:

This item directly supports the County’s Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Resilient Infrastructure

Goal: Goal 1: Invest in County buildings and technology to enhance service delivery and improve employee mobility

Objective: Objective 4: Streamline routine administrative procedures and workflows and delegate more signature authority to department heads in order to re-direct work force resources to more strategic priorities.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

None

FISCAL SUMMARY

	FY 24-25 Adopted	FY 25-26 Projected	FY 26-27 Projected
Expenditures			
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There is no direct fiscal impact from this Board Action as no work is being awarded at this time. Work authorized by the Task Order process outlined in this Board Item will be from the Recommended Budget and/or Consolidated Budget Adjustments each year. The Capital Projects Division derives its funding from a

variety of sources including: State and Federal Grants, as well as contributions from Sonoma County's General Fund.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

On-Call Professional Services Agreements:

1. A & S Engineering
2. ABSG
3. Achievement Engineering
4. Advanced Design Consultants
5. Biggs Cardosa Associates (BCA)
6. BKF, Inc.
7. Brokaw Design
8. Brunsing Associates
9. CMTA
10. Costa Engineers
11. EBA
12. Geo-Logic Associates
13. Kelder
14. Kleinfelder
15. NorBay Consulting
16. Shannon & Wilson
17. Signet
18. ZFA Structural Engineers

Related Items "On File" with the Clerk of the Board:

None