



## SUMMARY REPORT

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**Agenda Date:** 10/15/2019

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**To:** Board of Supervisors

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:** Johannes J. Hoevertsz 707-565-2231

**Vote Requirement:** Majority

**Supervisory District(s):** All

**Title:**

On-Call Environmental Planning Services Agreements

**Recommended Action:**

- A) Authorize the Chair to execute on-call professional services agreements with ten shortlisted environmental services consultants, with a not-to-exceed amount of \$990,000 per agreement and a combined not-to-exceed amount of \$9,900,000, with terms of three years each.
- B) Delegate to the Director of Transportation & Public Works the authority to execute individual task orders under the agreements for any amount up to the not-to-exceed amounts for each agreement.

**Executive Summary:**

The Department of Transportation and Public Works (TPW) requests that the Board of Supervisors execute agreements with ten consultants who are experts in providing environmental planning services. The not-to-exceed amount of each agreement is \$990,000, for a term of three years. On-call services will augment environmental planning work already provided by County staff in order to deliver a steadily increasing number of road and bridge improvement, replacement, and repair projects. This procurement is vital to bolster staffing capacity on approximately 75 disaster repair projects related to emergency work resulting from the February 2019 storms, October 2017 fires, and storms in January and February 2017. Additionally this will TPW to respond more quickly in the event of future disasters.

**Discussion:**

Three factors were considered in the decision to seek an on-call list of this nature:

1. Delivering current infrastructure projects: In 2012, the Board of Supervisors began an increased investment in road improvements. TPW is committed to maintaining the momentum to build these long-term improvements. The ongoing work to deliver this commitment requires the full capacity of County staff, as well as the additional capacity provided by these consultants.
2. Building long-term capacity and resilience: There are approximately 75 construction projects at various stages of design that form TPW's recovery from the disasters in 2017 and 2019. The proposed agreements dramatically increase the number of these projects that TPW can bring to construction each year.

3. Recovery and Resiliency Framework: One of the goals established as part of the Sonoma County Recovery and Resiliency Framework was for TPW to procure contracts that could be used to support disaster recovery. Maintaining a list of environmental planning services consultants aligns with this goal, and will reduce response time for critical services to be delivered to the community.

On June 4, 2019, TPW issued a Request for Qualifications (RFQ) for on-call environmental planning services, with the intent to complete the procurement and have on-call services available before winter 2019. TPW received 15 proposals and selected the ten most qualified firms. The selected firms are, in alphabetical order:

- AECOM
- Drake Haglan & Associates, Inc.
- GPA Consulting
- Kimley Horn & Associates, Inc.
- LSA Associates, Inc.
- NCE
- Rincon Consultants, Inc.
- Stantec Consulting Services, Inc. TRC Solutions, Inc.
- WRA, Inc.

The primary criteria for selection were: understanding of work, similar experience to required services, and technical ability and qualifications. Rates were required to be submitted, but were not used as selection criteria. A list of firms who submitted proposals, along with identification of those ten proposers recommended for the shortlist is included with this Summary as “Attachment 1.”

The RFQ was prepared in accordance with the California Department of Transportation’s (Caltrans) “Two-step” method. This means the procurement includes a general scope of duties from which firms may write a proposal and develop a cost estimate.

Should the Board approve the execution of the on-call agreements as recommended, TPW will solicit individual projects from the shortlisted consultants using project-specific “task orders”. These task orders contain a specific scope of work and each shortlisted firm will have the opportunity to provide a detailed cost estimate based on the rates of compensation established in their original proposal. After reviewing responses from shortlisted firms, the Department will select a proposer and execute the individual task order for the project. Though this method is time intensive at the beginning, it allows TPW to react quickly once the shortlist is established.

While TPW may not use the full \$9.9 million value of the proposed agreements, the requested not-to-exceed limits will provide flexibility and critical capacity to deliver the infrastructure and recovery projects currently

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committed to, and will provide expedited capacity for future disaster recovery efforts. If these agreements are not approved, timely completion of current and future Federal Emergency Management Agency (FEMA)-funded projects could be jeopardized.

**Prior Board Actions:**

None

**FISCAL SUMMARY**

| <b>Expenditures</b>                | <b>FY 19-20<br/>Adopted</b> | <b>FY20-21<br/>Projected</b> | <b>FY 21-22<br/>Projected</b> |
|------------------------------------|-----------------------------|------------------------------|-------------------------------|
| Budgeted Expenses                  | \$3,300,000                 | \$3,300,000                  | \$3,300,000                   |
| Additional Appropriation Requested |                             |                              |                               |
| <b>Total Expenditures</b>          | <b>\$3,300,000</b>          | <b>\$3,300,000</b>           | <b>\$3,300,000</b>            |
| <b>Funding Sources</b>             |                             |                              |                               |
| General Fund/WA GF                 |                             |                              |                               |
| State/Federal                      | \$3,300,000                 | \$3,300,000                  | \$3,300,000                   |
| Fees/Other                         |                             |                              |                               |
| Use of Fund Balance                |                             |                              |                               |
| Contingencies                      |                             |                              |                               |
| <b>Total Sources</b>               | <b>\$3,300,000</b>          | <b>\$3,300,000</b>           | <b>\$3,300,000</b>            |

**Narrative Explanation of Fiscal Impacts:**

Appropriations are included in the FY 2019-20 Maintenance and Capital Improvement adopted budget for these professional services. The projects that will utilize these services will determine the funding source. A majority of the projects are funded with gas tax revenues as well as reimbursement from FEMA and Federal Highway Administration (FHWA).

| <b>Staffing Impacts:</b>                       |  |                               |                               |
|--|--|-------------------------------|-------------------------------|
| <b>Position Title (Payroll Classification)</b> | <b>Monthly Salary Range<br/>(A-I Step)</b> | <b>Additions<br/>(Number)</b> | <b>Deletions<br/>(Number)</b> |
|  |  |                               |                               |
|  |  |                               |                               |
|  |  |                               |                               |

**Narrative Explanation of Staffing Impacts (If Required):**

The proposed Agreement will not reduce or modify existing environmental planning services currently provided by County staff, rather it will increase capacity and allow TPW to perform more services to keep up with increased demands for these services, resulting from disaster projects. No staffing impacts are anticipated.

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**Attachments:**

Attachment 1: List of Proposals

Attachment 2: Final Agreement

**Related Items “On File” with the Clerk of the Board:**

Agreement with AECOM

Agreement with Drake Haglan

Agreement with GPA

Agreement with Kimley-Horn

Agreement with LSA

Agreement with Nichols Consulting

Agreement with Rincon

Agreement with Stantec

Agreement with TRC

Agreement with WRA