



SUMMARY REPORT

Agenda Date: 1/26/2021

To: Board of Supervisors

Department or Agency Name(s): Transportation & Public Works

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

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

On-Call Construction Management Services Agreements for Road and Bridge Infrastructure Improvement Projects

Recommended Action:

1. Authorize the Chair to execute eight, three year on-call Professional Services Agreements for construction management services. Each agreement has a maximum, not-to-exceed amount of \$2,000,000 with a total combined not-to-exceed amount of \$16,000,000. ☐
2. Delegate to the Director of Transportation and 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:

This item requests that the Board of Supervisors execute eight Professional Service Agreements (Agreement) for construction management and related services. Each agreement is for a term of three years, and has maximum, not-to-exceed value of \$2,000,000. On-call construction management services will augment the Department of Transportation and Public Works (TPW) staff in delivering a high volume of urgently needed road improvement and disaster recovery projects over the next three years. This procurement will replace an existing on-call list of five construction management agreements approved by the Board in April 2019 that contributed to the successful delivery of multiple projects over the past two construction seasons. As a result, the majority of the agreements approved in 2019 have reached their maximum, not-to-exceed value, limiting TPW's ability to solicit competitive proposals from the existing on-call list. In order to continue delivering competitively procured road improvement and disaster recovery projects over the next three years, TPW is requesting approval of these agreements and delegation of authority to the Director of TPW to execute individual task orders as necessary.

Discussion:

TPW is requesting Board approval of eight agreements for on-call construction management services. The term for each contract is three years with a maximum, not-to-exceed value for each contract of \$2,000,000. TPW is requesting this approval for the following three reasons:

1. Delivering current infrastructure projects: In 2012, the Board of Supervisors began an increased investment in road improvements with annual contributions to a Pavement Preservation Program.

These contributions, combined with the passage of Senate Bill 1, the Road Repair and Accountability Act (SB1) in April 2017, have enabled TPW to repair and improve an increasing number of road miles each year. TPW is committed to maintaining the momentum created by this additional funding, however, this commitment requires the full capacity of TPW's professional staff, as well as, contributions by outside consultants.

2. Building long term capacity and resilience: There are multiple capital projects that are ready to construct and form part of TPW's recovery from disasters in 2017, 2019, and 2020. Most of these projects are reimbursable through the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) but require timely completion in order to remain eligible for funding. The on-call construction management agreements requested in this Board Item 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 (Goal CP 4.1.10) is for TPW to procure contracts that could be used to support disaster recovery. Maintaining a list of on-call construction management consultants aligns with this goal and will reduce response time for critical services during a disaster.

On September 9, 2020, TPW issued a Request for Qualifications to provide on-call construction management services with the intent to complete the procurement and have on-call services available in time for the 2021 construction season. TPW received 14 proposals and selected the eight most qualified firms. The selected firms are, in alphabetical order:

- Biggs Cardosa Associates, Inc.
- Coastland Civil Engineering
- GHD, Inc.
- Ghirardelli Associates, Inc.
- Green Valley Consulting Engineers
- Mark Thomas & Company, Inc.
- MNS Engineers, Inc.
- Psomas

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 eight proposers recommended for the shortlist is included with this Summary as "Attachment 1."

The Request for Qualifications was prepared in accordance with the California Department of Transportation's (Caltrans) "Two-step" method and is compliant with County procurement policies. This means the

procurement includes a general scope of duties from which firms 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, TPW 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. A Request for Proposals can take from four to six months to go from proposal to executed contract, however, a task order can be advertised and awarded to a shortlisted firm in as little as two weeks.

While TPW may not use the full \$16 million 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 disaster recovery efforts. If these agreements are not approved, timely completion of current and future FEMA-funded projects could be jeopardized.

Prior Board Actions:

4/30/2019 -On-Call Construction Management Services Agreements for Road and Bridge Infrastructure Improvement Projects.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	\$1,500,000	\$4,500,000	\$6,000,000
Additional Appropriation Requested			
Total Expenditures	\$1,500,000	\$4,500,000	\$6,000,000
Funding Sources			
General Fund/WA GF	\$500,000	\$1,500,000	\$2,000,000
State/Federal	\$500,000	\$1,500,000	\$2,000,000
Fees/Other	\$500,000	\$1,500,000	\$2,000,000
Use of Fund Balance			
Contingencies			
Total Sources	\$1,500,000	\$4,500,000	\$6,000,000

Narrative Explanation of Fiscal Impacts:

Appropriations for the contracts will be included in the annual Roads Division Budget and funding will come from a variety of sources including General Fund contributions to the Pavement Preservation Program, HUTA/SB1 (gas taxes), FEMA/CalOES Grants, or Disaster relief funds depending on the project. The annual expenditure amount for these services and contracts are only estimates.

Staffing Impacts: None			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

Attachment 1: List of Proposers

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

Biggs Cardosa Associates, Inc. Agreement
Coastland Civil Engineering Agreement
GHD, Inc. Agreement
Ghirardelli Associates, Inc. Agreement
Green Valley Consulting Engineers Agreement
Mark Thomas & Company Inc. Agreement
MNS Engineers, Inc. Agreement
Psomas Agreement