



SUMMARY REPORT

Agenda Date: 2/9/2021

To: Sonoma County Board of Supervisors
Department or Agency Name(s): General Services
Staff Name and Phone Number: Toni Anthony Holland: 565-3425
Vote Requirement: Majority
Supervisory District(s): All

Title:
Master Services Agreement Contracts Award

Recommended Action:

- A) Award and authorize the Chair to execute new, non-federal Master Service Agreements for as-needed architectural and engineering services in support of capital projects at County owned and leased facilities, with each of the following firms and each in an amount not-to-exceed \$1,000,000: Nichols, Melburg, Rossetto Design; MKM & Associates; AXIA Architects; JKA Architecture and STRATA
- B) Under such Agreements, authorize the Director of General Services to sign Task Orders not to exceed \$50,000; authorize the County Administrator to sign Task Orders up to \$100,000; and authorize the Chair of the Board of Supervisors to sign all Task Orders over \$100,000 on behalf of the Board, after approval by the Board.

Executive Summary:

This Board item requests approval of multi-year Master Services Agreements for professional architectural and engineering resources for delivery of projects. In contrast to the similar Master Agreements approved by your Board in November 2020, these Master Service Agreements are not intended for projects eligible for federal reimbursement and accordingly do not contain federal required terms and were procured with local hiring preference. Having professional services consultants under contract on an as-needed basis minimizes the time and expense of conducting solicitations for professional services required for an individual capital project.

Discussion:

History of Master Services Agreements within General Services

The General Services Department Facilities Development and Management Division's (hereafter 'the Division') mission is to "plan, design and manage County facility construction projects which meet user needs and provide safe, healthy and aesthetic environments in a sensible, cost-effective manner".

To fully accomplish this mission, the Division's staff is augmented by external professional service consultants that provide services such as architectural design, various engineering specialties, project and construction management and cost estimating.

General Services generally solicits and competitively procures these services for each project individually and

as required by the work to be performed.

Project specific Request for Proposals, staff review of those qualifications and administrative approvals can add up to 4 months to a project's duration including associated management and administrative costs. Additionally, the increase in project time will correspondingly increase total project cost as a result of construction cost escalation, changing market conditions and seasonal impacts.

On smaller, schedule-sensitive projects this process can add significant time and cost. To counter this, the Division has undertaken a competitive process to retain a pool of qualified firms to provide supportive services on such projects. Through the Master Services Agreements with this pool, the Division is able to rapidly identify appropriate project teams, solicit and evaluate fee proposals, and initiate smaller projects, saving the County both time and money by expediting the project schedule. Utilizing Master Services Agreements, a consultant can be working on a project within days of defining the scope of services. Projects accordingly get the advantage of early scope clarification which can enhance the project initiation and execution. This allows the project to start much sooner, saving time and reducing costs.

Master Service Agreements do not preclude the County from soliciting and entering into a project-specific consultant services agreement if such a process can best provide the services required for a specific project, and for larger project where fees would exceed the pre-established limits.

Master Services Agreement

Master Services Agreements are open service ("as needed") contracts that do not in themselves describe a specific scope of work or fee. These are used at local, State and Federal levels as an expeditious and cost effective means of procuring frequently used services. Agreement terms and billing rates are established in the Agreement and hold for the duration of the agreement. The specific services that are provided through these agreements are negotiated based on a defined scope of work and agreed to and undertaken by issuance of a Task Order for that work.

An approved Master Services Agreement does not obligate the County to pay any consultant fees; only a Task Order approved by the General Services Director, County Administrator or the Board of Supervisors obligates the County. Distribution of work will be made by aligning the Consultant firm's skills, capacities and similar project experience with that of the particular needs of the project. Staff will endeavor to distribute the work equally among the firms to the greatest extent possible, as shown in the Master Service Agreement contract history from 2014 to present.

In the last three years, Master Service Agreement task orders have been issued for architectural design, technical and civil engineering studies and cost estimating services for projects such as the Key Kiosk and EV Charging at Fleet, MADF F-Mod Barrier Removal, Bodega Sports Fisherman's Dock Toilet, Sheriff's Office Generator and various American with Disability Act upgrades at County properties. See Attachment 2,

("2017 to 2020 Master Service Agreement Usage History").

Terms and Conditions of Non-Federal Master Services Agreements

Staff is recommending that each new Master Services Agreement have a 3 year term.

Each Agreement's total contract limit will be up to \$1,000,000 for architectural/engineering services. Actual expenditures incurred will be determined by the number and value of the Task Orders issued under the Agreements.

These Master Service Agreements will not be used on projects where federal (e.g. FEMA, FAA, etc.) reimbursement would be sought. The Agreements therefore were not required to be procured in accordance with federal requirements, nor do the Agreements contain required federal contracting terms and conditions. As a result, the County local hiring preference policy is applied. The typical scenario in which these Agreements will be used is on 100% locally-funded projects. General Services FDM staff will be monitoring contracting to ensure that the appropriate MSA contract is used for federally reimbursed or non-federally funded projects.

MSAs are non-exclusive and the County is not obligated to issue task orders or use those retained consultants. Separate Requests for Proposals may be solicited for specific projects based on a variety of factors, such as when determined to be in the best interest of the County.

Consultant Selection

On December 14, 2020 staff issued a Request for Proposals for architectural and engineering, services with the intent of creating a "pool" of consultants under open scope Master Services Agreements. The Request for Proposals was advertised in the Press Democrat and published on the County of Sonoma Supplier Portal. The Supplier Portal enabled us to send invitations to this solicitation to over 2,560 suppliers who had registered their interest in these types of contracts.

Twelve architectural/engineering consultants responded to the Request for Proposals (Attachment 1). These firms were evaluated and ranked by staff according to predetermined selection criteria, which included experience with similar projects, staff qualifications and experience, project approach, quality assurance program, local hiring preference, and references.

Based on the criteria, the following were ranked the top firms and are recommended:

Architecture / Engineering Consultant	Address
Nichols, Melburg, Rossetto Design	2455 Bennett Valley Road Santa Rosa, Ca 95403
MKM & Associates	5880 Commerce Blvd., Suite 150 Rohnert Park, Ca 94928

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AXIA Architects	250 D Street Suite 210 Santa Rosa, Ca 95404
JKA Architecture	200 E Street Santa Rosa, Ca 95404
STRATA	23562 Arnold Drive Sonoma, Cs 95476

Prior Board Actions:

11/17/20: Authorize Chair to execute multi-year Master Services Agreements Brown Reynolds Watford Architects, Interactive Resources, Ross Drulis Cusenbery, TEF Design, TLCD Architecture for Architecture / Engineering Consulting, BKF Engineers, EBA Engineering, GHD Inc., ZFA Structural Engineers, 15000 Inc. for Engineering Consulting and AECOM, Hill International, Kitchell, OCMI Inc. and Vanir for Construction & Project Management Consulting

07/18/17: Authorize Chair to execute multi-year Master Services Agreements with AXIA Architects, DLR Group/KwanHenmi, Nichols, Melberg and Rossetto, Ross Drulis Cusenbery Architecture, BKF Engineering, GHD, Inc., Kitchell Inc., Lefler Engineering, MKM & Associates, Construction Development Solutions and Voorhis Robertson Justice Services

06/10/14: Authorize Chair to execute multi-year Master Services Agreements with Ross Drulis Cusenbery Architecture, GHD, Inc., Kitchell Inc, Glass Architects, Construction and Development Solutions, TLCD Architecture, Voorhis Robertson Justice Services and Kwan Henmi Architecture + Planning

07/12/11: Authorize Chair to execute multi-year Master Services Agreements with Ross Drulis Cusenbery Architecture, Glass Architects, TLCD Architecture, Kitchell Inc., Construction and Development Solutions and A.G. Frey Company

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
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:

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Master Services Agreements do not identify specific projects and can be used only after the Board has approved non-federal/state funding for a project. For each project, a Task Order is prepared by the Capital Projects Manager or staff, with the scope and fee separately and clearly defined in the Task Order. Charges for services and supplies provided by a consultant under the Master Services Agreement are funded by each project budget as described in the Task Order.

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:

Attachment 1: 2020 Request for Proposal Phase 2 Respondents

Attachment 2: 2017 to 2020 Master Service Agreement Usage History

Attachment 3: Architect/Engineering Master Service Phase 2 Agreement Template

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

None