



## Legislation Details (With Text)

**File #:** 2020-1083  
**Type:** Consent Calendar Item      **Status:** Agenda Ready  
**File created:** 11/17/2020      **In control:** General Services  
**On agenda:** 11/17/2020      **Final action:**  
**Title:** Master Services Agreement Contracts Award  
**Sponsors:** General Services  
**Indexes:**  
**Attachments:** 1. Summary Report.pdf, 2. Att1-MSA Respondents for 2020.pdf, 3. Att2-2017 to 2020 MSA Usage.pdf, 4. Revised Att3-Sample AE Agreement Rev.pdf, 5. Revised Att4-Sample Engineering Agreement Rev.pdf, 6. Revised Att5-Sample CM PM Agreement Rev.pdf

Date	Ver.	Action By	Action	Result
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**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 new Master Service Agreements for as-needed architectural, engineering, construction and project management services in support of capital projects undertaken at County owned and leased facilities, as follows:
  - i. Authorize Chair to execute three (3) year Master Services Agreements with the following firms, each in an amount not-to-exceed \$3,000,000, to provide architectural and engineering services for County-owned and leased facilities: Brown Reynolds Watford Architects, Interactive Resources, Ross Drulis Cusenbery Architecture, TEF Design, and TLCD Architecture.
  - ii. Authorize Chair to execute three (3) year Master Services Agreements with the following firms, each in an amount not-to-exceed \$1,000,000, to provide engineering services for County-owned and leased facilities: BKF Engineers, EBA Engineering, GHD Inc., ZFA Structural Engineers, and 15000 Inc.
  - iii. Authorize Chair to execute three (3) year Master Services Agreements with the following firms, each in an amount not-to-exceed \$1,000,000, to provide construction and project management services for County-owned and leased facilities: AECOM, Hill International, Kitchell, OCMI Inc., and Vanir.
- B) 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; 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, engineering, construction and project management resources for delivery of projects. Having professional services consultants under contract on an as-needed basis minimizes the time and expense of individual capital projects since multiple, separate, project-specific procurements for such services are avoided.

**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.

### **Terms and Conditions of Master Services Agreements**

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

Each Agreement's total contract limit will be up to \$1,000,000 for construction and project management services, up to \$1,000,000 for engineering services, and up to \$3,000,000 for architectural/engineering services. Actual expenditures incurred will be determined by the number and value of the Task Orders issued under the Agreements.

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 October 5, 2020 staff issued a Request for Proposals for architectural/engineering, engineering, construction and project management 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.

24 architectural/engineering consultants, 14 engineering consultants and 17 construction and project management 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 and references. Representatives from General Services, Permit & Resource Management, Regional Parks and Transportation and Public Works Departments participated on the evaluation teams.

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

Architecture / Engineering Consultant	Engineering Consultant	Construction & Project Management Consultant
Brown Reynolds Watford Architects	BKF Engineers	AECOM
Interactive Resources	EBA Engineering	Hill International
Ross Drulis Cusenbery	GHD Inc.	Kitchell
TEF Design	ZFA Structural Engineers	OCMI Inc.
TLCD Architecture	15000 Inc.	Vanir

**Prior Board Actions:**

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, TLCDC 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, TLCDC 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			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Master Services Agreements do not identify specific projects and can be used only after the Board has approved 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. Per the policy put in place during the initial establishment of the Master Services Agreement in 2011, the General Services Director provides approval for Task Orders up to \$25,000 and Task Orders between \$25,001 to \$100,000 are approved by the County Administrator. For all Task Orders over \$100,000 the Board has provided the Chairperson authorization to sign on their behalf after approval by the Board of Supervisors. 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.

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

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

None

**Attachments:**

- Attachment 1: 2020 Request for Proposal Respondents
- Attachment 2: 2017 to 2020 Master Service Agreement Usage History
- Attachment 3: Architect/Engineering Master Service Agreement Template
- Attachment 4: Engineering Master Service Agreement Template
- Attachment 5: Construction & Project Management Master Service Agreement Template

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

4 copies of Master Services Agreements