



Monterey County

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Board Report

Legistar File Number: A 17-452

December 05, 2017

Introduced: 11/9/2017

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Standard Agreements with the following four (4) consultants: Associated Right of Way Services, Inc.; Bender Rosenthal, Inc.; Briggs Field Services, Inc.; and Overland, Pacific & Cutler, LLC to provide on-call real estate appraisal and acquisition services under Request for Qualifications #1702, in an amount not to exceed \$300,000 each for a combined total of \$1,200,000, for a period of three (3) years beginning December 5, 2017 to December 5, 2020, with the option to extend each Agreement for two (2) additional one (1) year period(s); and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute said Standard Agreements and future amendments to said Agreements where the amendments do not significantly alter the scope of work or change the approved amount of said Agreements.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Standard Agreements with the following four (4) consultants: Associated Right of Way Services, Inc.; Bender Rosenthal, Inc.; Briggs Field Services, Inc.; and Overland, Pacific & Cutler, LLC to provide on-call real estate appraisal and acquisition services under Request for Qualifications #1702, in an amount not to exceed \$300,000 each for a combined total of \$1,200,000, for a period of three (3) years beginning December 5, 2017 to December 5, 2020, with the option to extend each Agreement for two (2) additional one (1) year period(s); and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute said Standard Agreements and future amendments to said Agreements where the amendments do not significantly alter the scope of work or change the approved amount of said Agreements.

SUMMARY:

Over the last five (5) years, the County of Monterey's (County) Resource Management Agency (RMA) has established several on-call agreements by prequalifying multiple professional firms in specialized fields. The purpose of having on-call consultants is to expedite the procurement process when needing specialized expertise from a professional firm when County staff lacks the expertise or when the volume of work exceeds RMA's capacity. These on-call agreements are utilized across the RMA, and at times used by other County Departments, for specialized expertise on capital projects. In general, the services include real estate appraisal and acquisition services.

DISCUSSION:

The RMA has identified a continuous need for real estate appraisal and acquisition services for a variety of County projects. RMA builds and administers public improvement projects involving roads, curbs, gutters, sidewalks, curb ramps, retaining walls, barriers, drainage system (culverts, headwalls and storm drains), bicycle paths, and structural improvement projects (buildings and bridges). These types of improvements, at times, require real property acquisition.

The purpose of the on-call real estate appraisal and acquisition services is to off-set and augment the need for services when the volume of work exceeds the RMA's capacity, and to provide specialized expertise the RMA does not have. With the readily available on-call Standard Agreements (SA's), consultant services are procured in a timely manner and with the least amount of administrative effort.

The RMA solicited for Statements of Qualifications (SOQs) from qualified consultants through Request for Qualifications (RFQ) #1702 for on-call real estate appraisal and acquisition services. Six (6) firms' SOQs were received. Of the six (6) firms, four (4) firms, Associated Right of Way Services, Inc.; Bender Rosenthal, Inc.; Briggs Field Services, Inc.; and Overland, Pacific & Cutler, LLC, were determined to be the most qualified and were tentatively awarded for their expertise and capabilities to provide on-call real estate appraisal and acquisition services for projects through a competitive selection process in accordance with County policies and State and Federal laws under RFQ #1702. The RFQ solicitation process complies with the California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM) and allows the RMA to use the selected firms for federally funded projects administered through Caltrans.

Approval of the recommended action would allow for the issuance of four (4) multi-year agreement (MYA) SA's, each for a period of three (3) years beginning December 5, 2017 to December 5, 2020, with the option to extend each SA for two (2) additional one (1) year period(s), in the amount not to exceed \$300,000 for each SA, for a combined total of \$1,200,000. Each consultant's scope of services includes, in general, the full range of real estate appraisal and acquisition services typically required for public works projects.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller's Office have reviewed and approved the SA's as to form and legality, and fiscal provisions, respectively.

FINANCING:

Services provided by each consultant will be reimbursed from the respective funding source of each project. Costs associated with services provided by these on-call consultants and funding will be contained within the approved budget allocations of the individual departments authorizing the use of these on-call agreements. For the RMA, funding is either within the approved budget allocations for a specific operating unit or contained within the Board of Supervisors approved project budget within Fund 002 Road Fund, Fund 401 Facilities Maintenance Projects, Fund 402 Capital Projects, or Fund 404 Facility Master Plan Projects.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The on-call services will be used to provide right of way acquisition services for projects that improve the quality of life for County residents. The recommended action supports the Board of Supervisors' Strategic Initiatives as indicated below:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Donald D. Searle, RMA Deputy Director of Public Works and Facilities
Approved by: Carl P. Holm, AICP, RMA Director

The following attachments are on file with the Clerk of the Board:
Attachment A - SA with Associated Right of Way Services, Inc.
Attachment B - SA with Bender Rosenthal, Inc.
Attachment C - SA with Briggs Field Services, Inc.
Attachment D - SA with Overland, Pacific & Cutler, LLC
Attachment E - RFQ #1702
Attachment F - Addendum No. 1 to RFQ #1702
Attachment G - Addendum No. 2 to RFQ #1702