



Board Report

File #: A 22-138, **Version:** 1

- a. Approve Professional Service Agreements with the following four (4) contractors: M3 Environmental, LLC, MECA Consulting, Inc. dba Millennium Consulting Associates, Professional Service Industries, Inc., and S Tech Consulting, LLC, to provide on-call Environmental Hygienists Consulting services for the Department of Public Works, Facilities, and Parks, pursuant to Request for Proposal (RFP) #10828, amounts not to exceed \$350,000 each, for a combined total of \$1,400,000, for a term of three (3) years beginning April 23, 2022 to April 22, 2025, with the option to extend each Agreement for up to two (2) additional years;
- b. Approve additional term extensions beyond the anticipated five (5) year term with no increase to the dollar amount or change in the scope of work limited to project(s) initiated during the initial five (5) year term to allow continuity of services for active projects, subject to review and approval by the Office of the County Counsel and the Contract/Purchasing Officer or Contracts/Purchasing Supervisor; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Professional Service Agreements and future amendments to each Agreement where the amendments do not increase the approved amount of each Agreement subject to the review and approval as to form of any future amendments by the Office of the County Counsel.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Professional Service Agreements with the following four (4) contractors: M3 Environmental, LLC (M3), MECA Consulting, Inc. dba Millennium Consulting Associates (Millennium Consulting Associates), Professional Service Industries, Inc. (PSI), and S Tech Consulting, LLC (S Tech), to provide on-call Environmental Hygienists Consulting services for the Department of Public Works, Facilities, and Parks, pursuant to Request for Proposal (RFP) #10828, amounts not to exceed \$350,000 each, for a combined total of \$1,400,000, for a term of three (3) years beginning April 23, 2022 to April 22, 2025, with the option to extend each Agreement for up to two (2) additional years;
- b. Approve additional term extensions beyond the anticipated five (5) year term with no increase to the dollar amount or change in the scope of work limited to project(s) initiated during the initial five (5) year term to allow continuity of services for active projects, subject to review and approval by the Office of the County Counsel and the Contract/Purchasing Officer or Contracts/Purchasing Supervisor; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the PSAs and future amendments to each Agreement where the amendments do not increase the approved amount of each Agreement subject to the review and approval as to form of any future amendments by the Office of the County Counsel.

SUMMARY:

The recommended actions would allow for the approval of PSAs with M3 in the amount of \$350,000, Millennium Consulting Associates in the amount of \$350,000, PSI in the amount of \$350,000, S Tech in the amount of \$350,000, to provide on-call Environmental Hygienist Consulting services for the Department of Public Works, Facilities, and Parks. The term for the PSAs will be for three (3) years beginning April 23, 2022 to April 22, 2025, with the option to extend each PSA for two (2) additional years. The proposed PSAs are provided in Attachments A through D.

DISCUSSION:

The Department of Public Works, Facilities and Parks (PWFP) - Facilities Division is responsible for maintaining safe and efficient operation of County buildings and grounds. The PSAs will provide professional Environmental Hygienists consulting services to implement various projects included in the Annual Capital Improvement Plan (CIP) and unforeseen emergency projects. The scope of services for each consultant includes the full range of professional environmental hygienist consulting services associated with mold, asbestos, and lead, including air and material inspections, monitoring and testing, development of work plans, and consultation services on an as-needed basis. These PSAs provide a readily available on-call consultant services that are procured in a timely manner and minimize administrative tasks.

On December 16, 2021, the County issued Request for Proposal (RFP) #10828 to solicit proposals from contractors for on-call Environmental Hygienist Consulting services for PWFP. The County received five (5) proposal packages in response to RFP #10828. Following staff's review and evaluation of the proposal packages, four (4) contractors were selected for awards based on the selection criteria outlined in RFP #10828. Proposal packages submitted by M3, Millennium Consulting Associates, PSI, and S Tech, demonstrate their expertise and capabilities, which include their capacity to abide by all local, state, and federal regulations, and to provide all labor, materials, tools, equipment, and supervision necessary to provide Environmental Hygienists consulting services solicited through RFP #10828, in accordance with County policies and state, local and federal laws.

To encourage local vendor response to the RFP, a five percent (5%) points incentive was provided during the award selection process to contractors who completed the County's Local Business Preference Declaration form in accordance with the County's Local Preference Policy. The awarded contractors local to the County include M3, PSI, and S Tech.

Approval of the recommended actions will allow for the issuance of four (4) PSAs for Environmental Hygienists consulting services, each with an amount not to exceed \$350,000, for a combined total of \$1,400,000, each for a period of three (3) years beginning April 23, 2022 to April 22, 2025, with the option to extend each PSA for two (2) additional years.

Construction project schedules may extend beyond the maximum five (5) year term proposed in the RFP. To allow continuity of service and avoid the need to change contracts or contractors mid-project, staff requests that the Board also authorize project-specific term extensions (as needed) beyond the standard maximum five (5) year term. The scope of work would be revised to limit work only to those active projects initiated before the conclusion of the five (5) year term. Any new projects initiated after the five (5) year term would require a new contract under a separate procurement process.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The costs associated with these Environmental Hygienists Consulting services will be funded by the Adopted Budget for the individual project for which the work is performed.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended actions support the Board of Supervisors Strategic Initiatives for Infrastructure, Health & Human Services, and Public Safety and enable PWFP to complete essential services related to infrastructure

and maintenance needs.

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

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Director of Public Works, Facilities and Parks

Attachments:

Attachment A - PSA with M3 Environmental, LLC

Attachment B - PSA with MECA Consulting, Inc. dba Millennium Consulting Associates

Attachment C - PSA with Professional Service Industries, Inc.

Attachment D - PSA with S Tech Consulting, LLC