



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 16-256, **Version:** 1

- a. Approve Professional Service Agreements with the following seven (7) consultants: Harris & Associates, Inc.; Kimley-Horn and Associates, Inc.; MNS Engineers, Inc.; Omni-Means, Ltd.; Quincy Engineering, Inc.; TRC Engineers, Inc.; and Wood Rodgers, Inc. to provide civil engineering services on an “on-call” basis for transportation projects located in Monterey County, California under Request for Qualifications (RFQ) No. 1601, in an amount not to exceed \$300,000 each for a combined total of \$2,100,000, for a period of three (3) years beginning September 1, 2016 to August 31, 2019, 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 Professional Service 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.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Professional Service Agreements with the following seven (7) consultants: Harris & Associates, Inc.; Kimley-Horn and Associates, Inc.; MNS Engineers, Inc.; Omni-Means, Ltd.; Quincy Engineering, Inc.; TRC Engineers, Inc.; and Wood Rodgers, Inc. to provide civil engineering services on an “on-call” basis for transportation projects located in Monterey County, California under Request for Qualifications (RFQ) #1601, in an amount not to exceed \$300,000 each for a combined total of \$2,100,000, for a period of three (3) years beginning September 1, 2016 to August 31, 2019, 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 Professional Service 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 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 in operations and specific facility and capital projects. Civil engineering consultant services, in general, include the following: drainage design, environmental documentation, permit coordination, preparation of project reports, roadway design, right-of-way coordination, support during construction, surveys, traffic analysis, and utility coordination.

DISCUSSION:

The RMA has identified a continuous need for professional civil engineering services for a variety of County transportation projects. The 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 (buildings and bridges). These types of road improvements, maintenance and repairs are spread over the geographic limits of the County.

The purpose of the on-call civil engineering services is to augment the need for services when the volume of work exceeds RMA's capacity, and to provide professional specialized expertise the RMA does not have. With the readily available on-call, consultant services are procured in a timely manner in the least amount of administrative effort.

The RMA solicited for Statements of Qualifications from qualified consultants through Request for Qualifications (RFQ) #1601 for Civil Engineering Services on an on-call basis for transportation projects located in Monterey County. Eleven (11) firms' qualifications were received. Of the eleven (11) firms, seven (7) firms, including Harris & Associates, Inc., Kimley-Horn and Associates, Inc., MNS Engineers, Inc., Omni-Means, Ltd., Quincy Engineering, Inc., TRC Engineers, Inc., and Wood Rodgers, Inc., were determined to be the most qualified and were selected for their expertise and capabilities to provide civil engineering services for transportation projects through a competitive selection process in accordance with County policies and State and Federal laws under RFQ #1601. The RFQ solicitation process complies with 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 seven (7) multi-year agreement (MYA) Professional Service Agreements (PSAs), each for a period of three (3) years beginning September 1, 2016 to August 31, 2019, with the option to extend each PSA for two (2) additional one (1) year period(s), in the amount not to exceed \$300,000 for each PSA, for a combined total of \$2,100,000. Each consultant's scope of services includes in general, the full range of professional engineering services, including all disciplines typically required for transportation projects in the public sector. The scope of services does not include bridge projects. The RMA solicited, under RFQ #10490, and has active PSAs with qualified firms to provide on-call bridge design services over \$100,000 for bridge projects located in Monterey County.

The recommended action supports the Board of Supervisors' Strategic Initiative for Infrastructure, "Meeting our Facilities, Water, Technology and Transportation Needs". The on-call services will be used to plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel, and Auditor-Controller, have reviewed and approved the PSAs 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.

Prepared by: Jonathan L. Pascua, P.E., Civil Engineer, (831) 755-8963

Reviewed by: Benny J. Young, Interim RMA Deputy Director of Public Works and Facilities

Approved by: Carl P. Holm, AICP, RMA Director

Dated: August 12, 2016

Attachments:

Attachment 1 - Harris & Associates, Inc. PSA

Attachment 2 - Kimley-Horn and Associates, Inc. PSA

Attachment 3 - MNS Engineers, Inc. PSA

Attachment 4 - Omni-Means, Ltd. PSA

Attachment 5 - Quincy Engineering, Inc. PSA

Attachment 6 - TRC Engineers, Inc. PSA

Attachment 7 - Wood Rodgers, Inc. PSA

Attachment 8 - RFQ #1601

Attachment 9 - Addendum No. 1 to RFQ #1601 (Attachments on file with Clerk of the Board)