



County of Monterey

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

Board Report

File #: A 22-001, **Version:** 1

- a. Approve Professional Services Agreements with the following six (6) consultants: Denise Duffy & Associates, Inc., Dokken Engineering, Inc.; GHD Inc., a California Corporation; LSA Associates, Inc.; Michael Baker International, Inc.; and SWCA, Inc. dba SWCA Environmental Consultants to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks projects located within Monterey County, California under Request for Qualifications (RFQ) #10805, in an amount not to exceed \$1,000,000 each for a combined total of \$6,000,000, for a period of three (3) years beginning February 1, 2022 to January 31, 2025, with the option to extend each Agreement for two (2) additional one (1) year period(s); and
- b. Approve additional term extensions for each Agreement beyond the anticipated five (5) year term of the RFQ with no increase to the dollar amount or change in the scope of work to allow continuity of services for active projects initiated during the anticipated five (5) year term of each Agreement, subject to review and approval by the Office of the County Counsel and the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute said 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 Services Agreements with the following six (6) consultants: Denise Duffy & Associates, Inc., Dokken Engineering, Inc.; GHD Inc., a California Corporation; LSA Associates, Inc.; Michael Baker International, Inc.; and SWCA, Inc. dba SWCA Environmental Consultants to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks projects located within Monterey County, California under Request for Qualifications (RFQ) #10805, in an amount not to exceed \$1,000,000 each for a combined total of \$6,000,000, for a period of three (3) years beginning February 1, 2022 to January 31, 2025, with the option to extend each Agreement for two (2) additional one (1) year period(s); and
- b. Approve additional term extensions for each Agreement beyond the anticipated five (5) year term of the RFQ with no increase to the dollar amount or change in the scope of work to allow continuity of services for active projects initiated during the anticipated five (5) year term of each Agreement, subject to review and approval by the Office of the County Counsel and the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute said 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:

The County of Monterey, Department of Public Works, Facilities & Parks (PWF) has established several on-call Professional Services Agreements (PSAs) for specialized services when County staff requires special expertise or when the volume of work exceeds staff's capacity to manage in a timely manner. The purpose for having on-call consultants is to expedite the procurement process when needing specialized expertise from a professional firm. On-call PSAs are utilized across PWF and by other County Departments for specialized expertise in operations, management and specific facility and capital projects. The recommended action would

allow for the issuance of six (6) multi-year agreements (MYAs), each for \$1,000,000, for a cumulative total of \$6,000,000, to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks projects.

DISCUSSION:

On July 8, 2021, PWFPP solicited Statement of Qualifications (SOQs) from qualified consultants through Request for Qualifications (RFQ) #10805 for on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks projects, in accordance with the specifications set forth in the RFQ. PWFPP received ten (10) SOQ packages and following staff's review and evaluation, the following six (6) firms were determined to be the most qualified: Denise Duffy & Associates, Inc.; Dokken Engineering, Inc.; GHD Inc., a California Corporation; LSA Associates, Inc.; Michael Baker International, Inc.; and SWCA, Inc. dba SWCA Environmental Consultants. These six (6) firms are recommended for approval due to their expertise and capabilities to provide environmental planning and consulting services, as determined through a competitive selection process in accordance with County policies and State laws under RFQ #10805.

Approval of the recommended action would allow for the issuance of six (6) MYAs, each for a period of three (3) years beginning February 1, 2022 to January 31, 2025 with the option to extend each Agreement for two (2) additional one (1) year period(s), in the amount not to exceed \$1,000,000 for each Agreement, for a combined total of \$6,000,000. The scope of services for each consultant includes the full range of professional environmental planning and consulting services, including those of subconsultants typically required for County building, bicycle, pedestrian, parks, road, and bridge projects on an as-needed basis.

The RFQ solicitation process did not include the County's Local Preference Policy in order for PWFPP to use the selected firms for federally funded projects. However, some local consultants submitted SOQ packages. The awarded consultants local to the County include Denise Duffy & Associates.

Work in progress may extend beyond the maximum five (5) year term proposed in the RFQ and each Agreement shall continue to cover the term of on-call services for projects which were issued a notice to proceed until the services in relation to those projects have been completed. Per the stated objective, staff requests that the Board also authorize project-specific term extensions (as needed) beyond the maximum five (5) year term when these conditions exist. 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, and Auditor-Controller's Office, have reviewed and approved the Agreements as to form 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 use of these on-call PSAs. For PWFPP, 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 402 Capital Projects, or Fund 404 Facility Master Plan Projects

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

These on-call services will allow for the planning and development of sustainable, physical infrastructure that

improves the quality of life for County residents and supports economic development results, County facilities and infrastructure.

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

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Reviewed by: Tom Bonigut, PE, Interim Assistant Director of Public Works, Facilities, & Parks

Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities, & Parks

The following attachments are on file with the Clerk of the Board:

- Attachment A-PSA with Denise Duffy & Associates, Inc.
- Attachment B-PSA with Dokken Engineering, Inc.
- Attachment C-PSA with GHD Inc., a California Corporation
- Attachment D-PSA with LSA Associates, Inc.
- Attachment E-PSA with Michael Baker International, Inc.
- Attachment F-PSA with SWCA, Inc. dba SWCA Environmental Consultants
- Attachment G-RFQ #10805
- Attachment H-Addendum No. 1 to RFQ #10805