



Board Agenda Item 58

DATE: September 13, 2016

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Agreement with Consultant for Miscellaneous On-Call Professional Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a Consultant Professional Services Agreement with Hazard Management Services, Inc., to assist the Department of Public Works and Planning in developing various Capital and Road Improvement Projects, effective for a period of three years, with two one-year extensions (maximum of \$500,000).

The recommended action approves and authorizes the Chairman to execute a professional services agreement with Hazard Management Services, Inc. (Consultant) for various Capital and Roads improvement projects for a period of three years, with two one-year extensions possible based upon the satisfactory performance of the consultant. The services are considered as “on-call” and there is no guaranteed minimum amount the County is required to pay to the Consultant.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, smaller scope projects may be delayed because each project will require an independent selection process to select professional consultant services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The professional consultant services agreement provides for fees with a maximum of \$500,000 for a period of three years plus two one-year extensions if the consultant is performing satisfactorily. The Consultant will be compensated at agreed hourly rates for services performed. As the services are provided, costs will be paid for or reimbursed from the appropriate County fund and budget units for budgeted Capital and Roads improvement projects undertaken. Each department is responsible for budgeting their anticipated need for professional services each year.

DISCUSSION:

The objective of the recommended action is to retain specialized professional consultant services to assist the Department of Public Works and Planning (Department) in completing a variety of capital projects. The services will also be available for use by other County departments through the Capital Projects Division. The consultant will be for “on-call” assignments to supplement the services provided by County staff. It is less costly and more efficient to administer these smaller project elements under specialty professional consultant services agreements than to solicit proposals, select consultants and administer separate agreements for each project. Each project’s specific anticipated scope is identified and defined in advance of approving the proposal and conducting the work. A not-to-exceed cost for each project is negotiated and authorized in writing by the Department, in consultation with the user department, prior to the commencement of work.

On July 16, 2014, the Department issued a formal Request for Proposal (RFP) in accordance with County Ordinance Code Chapter 4.10 for the Selection of Architects, Engineers and Other Professionals. Forty responses to the RFP were received on August 15, 2014. Only one proposal was received for industrial hygienist services.

A selection committee composed of representatives from the County Administrative Office and the Department reviewed and evaluated the consultants' responses to the RFP based on Board of Supervisors approved criteria for selection. After considering the qualifications, experience, familiarity with County projects, past performance, size of staff, availability and consultants' hourly rates, the selection committee recommended the listed firm be offered the contract.

A Proposed Agreement has been negotiated and is presented for the Board's approval. The Agreement provides that before beginning work on a specific project, the consultant and the Department agree on the specific scope of services and a maximum fee for the specific projects. The Agreement may be used by various departments, through the Department's Capital Projects Division.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Hazard Management Services, Inc.

CAO ANALYST

John Hays