



Board Agenda Item 83

DATE: June 20, 2017

TO: Board of Supervisors

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

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

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a Consultant Professional Services Agreement with Parrish Hansen, Inc., Lawrence Nye Carlson Associates, Mechanical Design Concepts, Inc., and Wood Wiley and Jebian to assist the Department of Public Works and Planning in developing various Capital Improvement Projects, effective for a period of three years, with two one-year extensions (maximum contract amount of \$500,000 per agreement).

The recommended action approves and authorizes the Chairman to execute professional services agreements for various mechanical and structural services. Consultants may be called upon to assist on Capital 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 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. Proposals were received for mechanical and structural 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, and amount of work projected, the selection committee recommended two firms be retained for a mechanical contracts and four firms for structural contract agreements. The agreements brought to the Board at this time, two mechanical and two structural, were reviewed negotiated and approved by the Consultants. Additional agreements are planned to be brought to the Board at a later date for approval.

The Agreements provide that before beginning work on a specific project, the consultant and the Department agree on the specific scope of services and a maximum not-to-exceed fee for each specific project. The Agreement may also be used by various departments, through the Department's Capital Projects Division.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Parrish Hansen, Inc.
On file with Clerk - Agreement with Lawrence Nye Carlson Associates.
On file with Clerk - Agreement with Mechanical Design Concepts, Inc.
On file with Clerk - Agreement with Wood Wiley and Jebian

CAO ANALYST

John Hays