



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Works/Flood
Control/Water
Agency/Laguna
Sanitation
Department No.: 054
For Agenda Of: January 9, 2018
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
Board of Directors, Flood Control and Water Conservation District
Board of Directors, Water Agency
Board of Directors, Laguna County Sanitation District

FROM: Department Director(s) Scott D. McGolpin, Public Works Director, 568-3010
Contact Info: Thomas D. Fayram, Deputy Public Works Director, 568-3436

SUBJECT: Request for Proposals for Professional Services for the Public Works Department, Flood Control and Water Conservation District, Water Agency, and Laguna County Sanitation District, All Supervisorial Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Approve prequalified consultant listings for ten (10) major service group categories and associated subcategories for professional services to be used by the Public Works Department for the next three years; and
- b) Determine that the proposed action is not a project under the California Environmental Quality Act, pursuant to Guidelines Section 15378 (b)(5), organization or administrative activities that will not result in a direct or indirect physical change in the environment.

That the Board of Directors for the Flood Control and Water Conservation District:

- c) Approve prequalified consultant listings for ten (10) major service group categories and associated subcategories for professional services to be used by the Public Works Department for the next three years; and
- d) Determine that the proposed action is not a project under the California Environmental Quality Act, pursuant to Guidelines Section 15378 (b)(5), organization or administrative activities that will not result in a direct or indirect physical change in the environment.

That the Board of Directors of the Water Agency:

- e) Approve prequalified consultant listings for ten (10) major service group categories and associated subcategories for professional services to be used by the Public Works Department for the next three years; and
- f) Determine that the proposed action is not a project under the California Environmental Quality Act, pursuant to Guidelines Section 15378 (b)(5), organization or administrative activities that will not result in a direct or indirect physical change in the environment.

That the Board of Directors of the Laguna County Sanitation District:

- g) Approve prequalified consultant listings for ten (10) major service group categories and associated subcategories for professional services to be used by the Public Works Department for the next three years; and
- h) Determine that the proposed action is not a project under the California Environmental Quality Act, pursuant to Guidelines Section 15378 (b)(5), organization or administrative activities that will not result in a direct or indirect physical change in the environment.

Summary Text:

This item is on the agenda in order to approve the prequalified consultant listings (Attachment A) for professional services for the Public Works Department (Department). The prequalified list of consultants will be used when contracting for the identified service categories of work for the next three years.

On October 13, 2017, the Department sent out a Request for Qualifications (RFQs) for the following ten (10) major service group categories (SGCs) and associated subcategories that are frequently used in the Department:

- SGC 1: Water Resources Engineering
 - Subcategory 1.1: Water Resources Services
 - Subcategory 1.2: Groundwater Services
- SGC 2: Flood Control Engineering
- SGC 3: Water Quality Planning and Engineering

- SGC 4: Resource Recovery and Waste Management Engineering
 - Subcategory 4.1: Solid Waste Facilities Design and Permitting Support
 - Subcategory 4.2: Landfill Gas System Design and Management
 - Subcategory 4.3: Small Project Engineering Support
- SGC 5: Construction Services
- SGC 6: Hazardous Material Assessment
- SGC 7: Environmental Services
 - Subcategory 7.1: Environmental Document Preparation and Permitting
 - Subcategory 7.2: Biological Services
- SGC 8: Surveying
 - Subcategory 8.1: Aerial Surveying
- SGC 9: Geotechnical Engineering
- SGC 10: Wastewater Engineering

The RFQ Notice was mailed to more than 300 consultants from an existing 2013 mailing list and was also posted on our website. The RFQ was available on the Department's RFQ Online Information System and notices were also emailed to the over 300 registered consultants. Public Notices were published in the Santa Barbara Newspress and Santa Maria Times on October 13 and 20, 2017.

This RFP processes streamlines the prequalification of professional services; while assuring a fair and competitive contracting process. Having prequalified firms readily available to hire saves time and staffing costs and has proven to be an invaluable tool for the Department. The Department intends to go out to RFQ for these services every three years.

The selection criteria and rating process was outlined in the RFQ and provided to the consultants. The firms that submitted Statement of Qualifications (SOQs) that met the criteria and accumulated the required score are considered prequalified and are included in the listing by category.

Notices were emailed to all of the firms that submitted a SOQ notifying them if they met the criteria to be prequalified. The consultants had a 5-day appeal process; no appeals were received.

Background: This professional services selection process complies with the Federal Government's Brooks Act and the State's Mini-Brooks Act, which govern professional services selection.

The Public Works Department has been performing similar RFQ processes to prequalify firms for professional services since 1997.

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

Narrative:

There are no fiscal impacts associated with this Board action.

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Special Instructions:

Direct the Clerk of the Board to send a minute order of this action to the Flood Control District office;
Attn: Christina Lopez.

Attachments:

Attachment A – Public Works Department Prequalified Consultants Listing 2019-2021 by SGCs

Authored by:

Thomas D. Fayram, Deputy Public Works Director, 568-3436

cc: