



Midpeninsula Regional  
Open Space District

R-15-140  
Meeting 15-24  
September 23, 2015

## AGENDA ITEM 6

### AGENDA ITEM

Contract Amendments for Hazardous Materials Consulting Services

#### GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "J. J. [unclear]".

1. Approve a contract amendment and term extension with Hazardous Management Services, Inc., extending the contract two years through August 2018 and increasing the contract by \$50,100, for a total amount not-to-exceed \$75,000 to provide hazardous materials consulting services.
2. Approve a contract amendment and term extension with SCA Environmental, Inc., extending the contract two years through August 2018 and increasing the contract by \$50,100, for a total amount not to exceed \$75,000 to provide hazardous materials consulting services.

#### SUMMARY

In May 2014, staff released a Request for Qualifications and Professional Rates (RFQPR) for hazardous materials surveys and monitoring in support of capital and operational construction projects on an on-call basis as the need arose. Staff evaluated eight (8) proposals and identified four (4) most qualified firms and entered into contract with these firms for an amount not-to-exceed \$24,900 to perform on-call hazardous materials services. Hazardous Management Services, Inc., (HMS) and SCA Environmental, Inc., (SCA) have been the most responsive firms and their existing contracts are nearly complete. Staff is recommending the contracts with HMS and SCA be amended up to \$75,000 and the contract term be extended two years through August 2018. The two-year extension is consistent with the General Manager's recommendation that is also before the Board of Directors for this same meeting of September 23, 2015, to extend the period of prequalification for professional services from 2 years to 4 years. Funds for the on-call contract work are already included as part of individual project budgets, which are approved annually as part of the fiscal year budget.

#### DISCUSSION

Prior to initiating the RFQPR process to establish multiple on-call contracts for the District, staff from several departments were soliciting multiple bids for each individual project as needed. HMS was frequently selected as a qualified firm and was often deemed the lowest bidder through the competitive bid process and has a proven track record with the District for being highly responsive and performing quality work within short time frames. In order to increase efficiency in the professional services contracting process and reduce the District's reliance on any one consultant, staff developed the RFQPR to enter into on-call contracts. Almost all construction projects involving a structure at the District require hazardous materials consulting

services before and during construction, and in many cases, these discoveries become known as the work unfolds, making on-call contracts highly effective.

Through the RFPQR process, the District selected and contracted with the four (4) most qualified firms: HMS, Vista Environmental Consultant, Terracon/IHI Environmental, and SCA for an amount not-to-exceed \$24,900. Requests for work (“task orders”) have been rotated among these four qualified firms with the goal of diversifying our use of consultants and allowing consultants to gain more experience performing this work on District projects.

IHI and Vista have provided small amounts of work, but have been slow to respond and slow to create high quality work products due to a very busy construction and abatement construction market. The construction industry is booming in the Bay Area and professional services in support of construction are in high-demand. Rates for this type of work do not vary much among the four most qualified firms, but responsiveness and interest in providing work for the District has varied substantially.

District hazardous materials projects tend to be small and require a higher degree of coordination relative to the project budget. HMS and SCA, by contrast, have provided timely responses and high quality work products. For these reasons, the General Manager is recommending Board approval to increase the on-call services contracts with HMS and SCA for an amount not-to-exceed \$75,000 and to extend the contract terms for an additional two years through August 2018. Staff will continue to rotate work opportunities and draw down remaining funds from the other three contracts as needed (Vista: \$20,662, IHI: \$16,642). Depending on the continued work performance of the other two firms, staff would consider returning to the Board at a later date for authorization to amend those contracts as needed, for an amount not-to-exceed \$50,000 and extend the term through August 2018.

### **FISCAL IMPACT**

The funds for the two contracts amendment, which total \$100,200, are budgeted in individual projects, which are part of the annual approved budget.

### **BOARD COMMITTEE REVIEW**

There was no committee review for this agenda item.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

### **NEXT STEPS**

If approved by the Board, staff will proceed to amend the contracts with HMS and SCA. Staff will continue to rotate work through the four qualified firms.

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