



Midpeninsula Regional  
Open Space District

R-13-78  
Meeting 13-20  
August 28, 2013

## AGENDA ITEM 6

### AGENDA ITEM

Authorization to Award a Contract to Questa Engineering Corporation for Engineering, Geotechnical, Geological, Permitting, and Environmental Review Services

### GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to award a contract to Questa Engineering Corporation for an amount not-to-exceed \$200,000 to provide engineering, geotechnical, geological, permitting, and environmental review services to implement District priority projects.

### SUMMARY

Numerous high-priority FY2013-14 Action Plan projects require the assistance of technical experts in civil engineering, engineering geology, and environmental review. To maximize efficiencies given an ambitious District Action Plan, staff combined all essential disciplines into a single Request for Qualifications and Proposals (RFQP) to solicit interest from multidisciplinary consultant teams that possess, rather than solicit an RFQP for each individual discipline. Based on the results of this RFQP process, staff recommends awarding a contract to Questa Engineering Corporation for an amount not-to-exceed \$200,000 to provide the technical services needed to complete the design, permitting, and environmental review for high-priority District projects.

### DISCUSSION

During the development of the FY2013-14 Action Plan, the Operations, Real Property and Planning departments prepared a list of capital improvement projects that require a wide range of consultant services. Typically, District staff would issue separate Requests for Qualifications and Proposals (RFQP) for each discipline, but decided to test a new, more efficient and streamlined approach of soliciting proposals by combining all of the requested disciplines into a single RFQP. This RFQP process facilitates the hiring of a consulting team that possesses a large array of skills and experience across multiple disciplines to assist the District in carrying out its high-priority projects.

The priority projects associated with this contract are expected to span multiple years. They include:

- 1) Evaluation, design, and repair of four vehicle bridges at Purisima Creek Open Space Preserve that provide critical patrol and fire access and are either damaged, in disrepair, or have been determined to be potentially insufficient to support patrol and/or fire trucks;
- 2) Demolition and clean up of abandoned structures in the Skyline (La Honda Creek Open Space Preserve) and Foothills (Sierra Azul Open Space Preserve) areas, and potentially other areas if time and money allow; and
- 3) Environmental review of land purchases, encroachment resolutions, lease and rental agreements, etc.

The Planning Department released an RFQP on July 10, 2013 to twelve (12) firms and received four proposals from consultant teams. All four firms were deemed qualified to perform the work by the review team. The Board's "Public Contract Bidding, Vendor, and Professional Consultant Selection, and Purchasing Policy" provides, under section III "Exceptions to Standard Purchasing Procedures," part D "Professional Services," subsection 7 "Prequalified Consultant File," allows qualified consultants who submitted proposals to be placed on a roster for future related work for a period of up to two years from determination of the qualification of such consultant (until August 2015). Any District staff needing services within these categories can utilize the RFQP process already performed during this timeframe and negotiate a contract directly with the consultant pool without additional public advertisement of a new RFQP. The firms who qualify for this roster are listed alphabetically below:

- ESA, San Francisco
- Jakaby Engineering, Campbell
- Sandis, Oakland
- Questa Engineering, Corporation, Point Richmond

This new, streamlined public RFQP approach reduces the amount of staff time required to carry out the public bidding and contracting process, and manage multiple consultants. On average, a typical RFQP process for one discipline can require between 40-60 hours of combined staff time, depending on whether there is a pre-proposal field tour necessary.

The review team selected Questa Engineering Corporation from Point Richmond as the best qualified consultant to perform the three specific priority projects described above. Questa has the most relevant experience in open space and park planning, public access, bridge design, and demolition that is applicable to these projects.

### **FISCAL IMPACT**

Funds for this contract were included in the FY2013-14 budget.

### **BOARD COMMITTEE REVIEW**

No committee review is necessary to award this contract.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

Retention of professional consultants to conduct evaluations, prepare design documents, and assist with environmental review or permitting does not constitute a project under CEQA as it will not result in a direct physical change in the environment [CEQA Guidelines Section 15060(c)(2)].

**NEXT STEPS**

Finalize contract and initiate project work as soon as possible.

Responsible Department Head:  
Meredith Manning, Co-Acting Planning Manager

Prepared by:  
Same

Contact person:  
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