

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

116



**FROM:** Purchasing & Fleet Services

**SUBMITTAL DATE:** May 27, 2003

**SUBJECT: APPROVAL OF MULTI-YEAR INDEPENDENT CONTRACTOR AGREEMENT FOR METHANE GAS MITIGATION FOR THE COMMUNITY HEALTH AGENCY, DEPARTMENT OF ENVIRONMENTAL HEALTH**

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Pursuant to applicable California Code, ratify and authorize the Chairman to execute the attached independent contractor service agreement with SCS Engineers (renewable annually), in an amount not to exceed \$1,500,000 total for five years.
2. Authorize the Purchasing Agent to renew the agreement annually on behalf of the County for up to three (3) additional years, for a total term not to exceed five (5) years.
3. Authorize the Purchasing Agent to amend the agreement and to move dollars between the years to accommodate fluctuations in demand for services originally contracted to the extent the total for all five years is not exceeded, and the yearly dollar amount does not exceed 10% of the annual total.
4. Direct the Clerk of the Board to file one copy and return three executed originals to the County Purchasing Department for further processing.

**BACKGROUND:** The Department of Environmental Health developed and implemented a Methane Mitigation project. Environmental Health, with the assistance of the SCS Engineers, continues to address methane mitigation protocols within residential developments in the Norco area. SCS Engineers services are required to review reports from other consultants and prepare recommendations for approval and recommend technical existing and future construction of residential homes located on former dairy land.

(Continued on Page 2)

  
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 ROBERT J. HOWDYSHELL, Director  
 Purchasing and Fleet Services

**FINANCIAL DATA:**

**CURRENT YEAR COST:** \$300,000  
**NET COUNTY COST:** -0-

**ANNUAL COST:** \$300,000  
**IN CURRENT YEAR BUDGET:** YES/NO  
**BUDGET ADJUSTMENT:** YES/NO FOR FY: 02/03

**SOURCE OF FUNDS:** Reimbursed through Building & Safety deposit-based grading permits fee chargeable to builders

**C.E.O. RECOMMENDATION:** **APPROVE!**

County Executive Officer Signature



COUNTY COUNSEL  
 MAY 28 2003  
 BY: *[Signature]*

Policy  
 Policy

Consent  
 Consent

Department Recommendation:  
Per Executive Office:

Prev. Agn. ref.  
NONE

Dist.  
ALL

AGENDA NO.

3 38

**Board of Supervisors**

**Form 11: APPROVAL OF MULTI-YEAR INDEPENDENT CONTRACTOR AGREEMENT FOR METHANE GAS MITIGATION FOR THE COMMUNITY HEALTH AGENCY, DEPARTMENT OF ENVIRONMENTAL HEALTH**

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**BACKGROUND (Continued)**

On October 24, 2000, the Board of Supervisors approved Agenda Item No. 3.12 executing an agreement with SCS Engineers for the period of July 1, 2000, to June 30, 2001, to assist with this program. In April 2001, the Purchasing Department issued a formal RFP for those consulting services. SCS Engineers was selected as the low, responsible and responsive bidder, and Purchasing subsequently issued a purchase order to SCS Engineering for the period of July 1, 2001, through June 30, 2002. However, annual demands for this service continue to increase, and at this time Purchasing requests Board approval to continue this critical and sensitive work since the dollar value exceeds the Purchasing Agent's authority. The demands in the Norco area are expected to increase as more development moves in. Therefore, it is critical to continue this work to protect the public.

**PRICE REASONABLENESS:** In April 2001, Purchasing issued a formal Request for Proposal for these services with the agreement being annually renewable for up to five (5) one year periods. The RFP was sent to four vendors and posted on the County Internet website with two responses received. The bid received from Charles Abbott Associates was determined to be at a higher hourly rate (\$350.00 per blended hour) than those from SCS Engineers (\$291.00 per blended hour). The bid from SCS Engineers was estimated at \$380,000 per year, \$60,824 lower than the bid from Charles Abbott Associates, and SCS Engineers consequently was selected as the low responsible and responsive bidder based on the evaluation criteria as set forth in the RFP. SCS Engineers agrees to hold the rates quoted in the RFP for the five year term.

## Form 11 Attachment Contract/Lease/Purchase Summary Data

**Contract**

**Lease**

**Purchase**

Approval/Renewal

Sole Source

Personal Services

Independent Contractor

Other than low Bid

Change Order

Approval/Renewal

Multi-Year Lease

Equipment

Real Property

Change Order

Sole Source

Other Than Low Bid

Change Order

<b>User Department:</b>	<b>Department of Enviromental Health</b>
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<b>Vendor/Lessor Name:</b>	<b>SCS Engineers</b>
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<b>Vendor/Lessor Location:</b>	<b>Long Beach CA</b>
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Selection Committee Member Names  
(RFP's Only) Earl Tundland, Gary Root,  
Mike Shelter

Minority n/a

Status:        9 M    9 W    9 DV    x

None

Local Preferences Applied: Yes    X No

Effected Award?    Yes    X No

**Applicable Board Policy # California Code**

**Comments:**

**RFQ/RFP Process:**

Date Mailed: 4/05/01

Response Date: 4/25/01

# of Responses: 2

# of Qualified Responses: 2

**Bidding Process:**

Bid Range:        \$ 291.00 To: \$ 350.00

Local Bid Range: \$ 0    To: \$ 0

Responsive and

Responsible Bid Range: \$ 291.00 To: \$ 350.00

Local Preference Award Cost \$ n/a

Local Preference FYTD: Cost \$ n/a

**Contract/Lease Renewals Only  
Proposed Differences**

Existing Agreement Items

Proposed Agreement Items

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability
6. Other

(Continue on blank sheet, if necessary)