

**SUBMITTAL TO THE FLOOD CONTROL AND
WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
11.1
(ID # 6577)

MEETING DATE:
Tuesday, June 12, 2018

FROM : FLOOD CONTROL DISTRICT:

SUBJECT: FLOOD CONTROL DISTRICT: Approve District's 2018 On-Call Professional Services Providers List, Fiscal Limits and Associated On-call Professional Services Agreements between the District and the 58 Service Providers; All Districts. 4 Years; [\$26,300,000 - District Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:


1. Approve the District's 2018 On-Call Professional Services Providers List (Attachment "A") for Fiscal Years 2018-2019, 2019-2020, 2020-2021 and 2021-2022; and
2. Approve the cumulative On-Call Professional Services fiscal appropriation limits set forth herein (see Financial Data);
3. Approve fifty eight (58) 4-year On-Call Professional Services Agreements between Riverside County Flood and Water Conservation District (District) and the selected On-Call Service Providers (Service Providers). The firms, service categories and contract amounts are also listed on Attachment "A";
4. Authorize the Chairman to execute the Agreement documents on behalf of the District; and
5. Direct the Clerk of the Board to return two (2) executed Agreements for each Provider to the District.

ACTION: Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: June 12, 2018
xc: Flood

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$6,575,000	\$26,300,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: See Additional Fiscal Information			Budget Adjustment: No	
			For Fiscal Year: 18/19-21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The District relies upon professional service firms to furnish critically important and often specialized engineering/consulting/environmental services to augment the District's in-house technical capabilities and capacity. Historically, the Board of Supervisors had approved dozens of multi-year on-call service contracts to support the District's Capital Improvement, Construction Management, Operation and Maintenance, NPDES Compliance, Floodplain Management, Environmental and Regulatory Compliance and Development Review/Plan Check Services. Managing multiple service provider lists and multiple contracts with individual firms was costly and administratively burdensome for both the District and the subject firms. In an effort to improve overall efficiency and reduce overhead, the District proposed to streamline its contracting process by consolidating its roster of pre-qualified service providers into a single on-call list in 2015. Further, to reduce delays in initiating time sensitive projects, the District entered into up-front task-order based agreements with each selected service provider. The Board approved that first on-call list of providers and associated task-order based agreements on July 21, 2015 [Agenda Item No. 11-4]. This new process has had the desired effect on timeliness, efficiency and overhead.

The District's existing July 21, 2015 Service Provider On-Call list and associated Agreements expire on July 1, 2018. The District is now proposing to establish a new On-Call list and Task-Order based Agreements using the same process as 2015. The process is summarized below:

Pursuant to procedures in County Board Policy H-7, the District advertised on September 7, 2017 a single Request for Qualifications (RFQ) with the intent of establishing a single list of pre-qualified service providers (On-Call List) covering seven major service categories. A Notice of Availability of the RFQ was published in the Press Enterprise, the Californian, and the Desert Sun on September 7, 2017. The RFQ was also made available to the public on the District's website on September 7, 2017.

In response to the RFQ, 82 firms submitted a Statement of Qualifications (SOQ) pertaining to one or more of the following service categories:

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- Hydrology and Hydraulic Engineering
- Structural Engineering
- Construction Oversight and Management
- Geotechnical Engineering and Potholing
- Environmental and Regulatory Services
- Watershed Protection (Water Quality and Water Conservation)
- Development Review / Plan Check

The District established a separate review committee for each of the seven (7) major service categories listed above. Each review committee was comprised of District representatives having expertise with the subject matter. Each of the SOQs were evaluated relative to the following criteria:

- Personnel, Technical Competence and Qualifications
- Relevant Experience, Technical Competence and Past Performance
- Location/Local Experience

Based on the SOQ review process, a total of 58 firms are recommended for inclusion on the District's 2018 On-Call Professional Services Providers List contained in Attachment "A". Attachment "A" also identifies the approved service categories for each On-Call Professional Service Provider.

The District further requests that the Board of Supervisors approve fifty-eight (58) 4-year On-Call Professional Services Agreements between the District and the selected Service Providers. Each Agreement stipulates a specific "not-to-exceed" amount for the entire 4-year term of the contract. The "not-to-exceed" amounts for each firm are also listed on Attachment "A". The aggregate appropriation (i.e., expenditures) for these contracts are further bound by the lower of the District's approved Budget for each fiscal year and the fiscal limits shown in the Financial Data fields above.

Once a contract is approved, the District will have the ability, but is under no obligation, to issue one or more Task Orders to utilize the firm's services on an as-needed basis. No Task Order shall be issued in an amount exceeding \$400,000; nor initiated after June 30, 2022.

For Task Orders exceeding \$100,000, the District shall seek proposals from at least three of the pre-qualified firms listed on Attachment "A".

County Counsel has approved the Agreements as to legal form and the Service Providers have executed the Agreement.

Impact on Residents and Businesses

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These On-Call Services contracts will allow the District to draw upon additional expertise and resources, as needed, to expedite the delivery of important programs and projects for the benefit of residents and businesses throughout the District's service area. Additionally, the consolidation of the District's On-Call Service Provider Lists and Contracts will provide administrative efficiency, reduce overhead costs and provide a greater level of transparency to the public.

SUPPLEMENTAL:

Additional Fiscal Information

The services provided pursuant to these agreements will be paid for by a number of existing District revenue sources including ad valorem property tax revenue; the District's existing Benefit Assessments for the Santa Ana, Santa Margarita and Whitewater watersheds; contributions from other agencies; and fee for service revenue. No new taxes, fees or assessments are needed to pay for these services. Percentage of funds will be further determined upon services provided.

Sufficient funding is included in the District's budget for FY 2018-19. Additional funding will be included in the proposed budgets for FY 2019-2020, 2020-2021 and 2021-2022, as appropriate.

SOURCE OF FUNDS: (continued)

25180 947540 525440 NPDES Whitewater Assessment
25190 947560 525440 NPDES Santa Ana Assessment
25200 947580 525440 NPDES Santa Margarita Assessment
25110 947400 525440 Zone 1 Professional Services
25120 947420 525440 Zone 2 Professional Services
25130 947440 525440 Zone 3 Professional Services
25140 947460 525440 Zone 4 Professional Services
25150 947480 525440 Zone 5 Professional Services
25160 947500 525440 Zone 6 Professional Services
25170 947520 525440 Zone 7 Professional Services
40660 947140 524820 Subdivision Operations
40670 947160 524820 Encroachment Permits
15000 947180 525440 Special Accounting

Please see Additional Fiscal Information for distribution.

Contract History and Price Reasonableness

On July 21, 2015 [Agenda Item No. 11-4] and September 1, 2015 [Agenda Item No. 11-10], the Board of Supervisors approved the District's 2015 On-Call Service Providers List covering a

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total of 63 firms. Consolidating the District's On-Call Service Lists has improved administrative efficiency and public transparency. Billing rates will be established prior to the issuance of a Task Order and will be within the range of acceptable industry practice for the type of services being provided.

ATTACHMENTS:

Attachment A – 2018 On-Call Service Providers List

Attachment B – On-Call Professional Services Agreements (58)

AMR:mcv
P8/221178



Gregory V. Priaplos, Director County Counsel 5/31/2018

ATTACHMENT A 2018 On-call Professional Service Providers List

Firm	Selected Service Categories ("X")								4-Yr Contract Capacity*
	A	B	C	D	E	F	G	H	
Weston Solutions, Inc.						X			\$1,200,000
Woodard & Curran Inc.						X			\$1,000,000
Aspen Environmental Group					X				\$600,000
Cogstone Resource Management					X				\$600,000
Dokken Engineering					X				\$400,000
Holistic Engineering and Land Management, Inc.	X								\$600,000
Huitt-Zollars, Incorporated	X								\$600,000
The K.W.C. Companies, Inc., dba KWC Engineers	X								\$600,000
Lockwood, Andrews & Newnam, Inc							X		\$1,000,000
Mead & Hunt, Inc	X								\$600,000
Santa Ana Watershed Association					X				\$800,000
Scheevel Engineering				X					\$200,000
WOLFE Engineering and Design, Inc.							X		\$500,000
WSP USA Inc.	X	X							\$800,000

*Contract totals were determined based on projected expenditures and the number of service categories for which the firm was selected.

Service Categories		PS ITEM CODES. (POSSIBLE)
A	Hydrology and Hydraulics	90742
B	Structural	92588
C	Construction Oversight and Managemen	95826
D	Geotechnical Engineering and Potholin	92597
E	Environmental and Regulatory Complia	92600
F	Watershed Protection Programs	91843
G	Development Plan Check	92561
H	Public Ed, Marketing and Communication	

**ADDITIONAL ITEMS FILED
WITH
THE CLERK OF THE
BOARD**