

## INTER OFFICE MEMO

To: A&F Committee

Date: August 31, 2020

From: J. Scott Mitchell  
Chief Operating Officer

Reviewed by: *JS*

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### SUBJECT: On-Call General Engineering Consulting Services Contract Award

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#### BACKGROUND:

For the last five years, we have had an on-call engineering contract with Diablo Engineering. Projects we have utilized Diablo Engineering's services for include:

- Bus stop access improvements – design, amenities, sidewalk, real time signage, curb and gutter work.
- Concrete pad replacement.
- WAVE inductive charging system at Walnut Creek BART and on County Connection property.

#### SUMMARY OF ISSUES:

County Connection released a RFP for engineering services on March 13, 2020. Proposals were due May 15, 2020. Proposers were asked to provide engineering studies, civil and site improvement designs, mechanical and electrical designs, environmental studies, architectural and space planning, structural design, constructability and cost estimating, and construction management. We received two proposals.

Staff working with Legal developed the RFP and Sample Agreement to ensure conformance to State and Federal requirements. The contract will be non-exclusive allowing us to hire other engineering firms if we desire. There is no guaranteed minimum level of compensation. The contract will be for a term of three years with two one-year options.

The proposals have been reviewed by staff in accordance with the evaluation process in the Request for Proposal, qualifications, key personnel, and approach and capacity. Based on evaluation of the provided Proposals, we have determined that Diablo Engineering best meets the needs of County Connection.

<u>Scoring</u>	<u>BKF</u>	<u>Diablo Engineering</u>
Firm Qualifications	45	45
Key Personnel	32	35
Approach and Capacity	<u>17</u>	<u>20</u>
Final Score	94	100

We expect to have numerous projects in the next five years that will require engineering services. These projects may include replacement of underground fuel tanks and expanding the electric bus charging stations.

- OPTION 1:** The A&F Committee recommend that the County Connection Board of Directors authorize the General Manager to enter into a contract with Diablo Engineering for the On-Call General Engineering Consulting Services.
- OPTION 2:** Release new Request for Proposal for On-Call General Engineering Consulting Services.
- FINANCIAL IMPLICATIONS:** Will be determined annually based on Capital Projects. Total not to exceed 1.8 million over 3 years with two one-year options.
- RECOMMENDATIONS:** Staff recommends that the A&F Committee recommend that the Board of Directors authorize the General Manager to enter into a contract with Diablo Engineering for the On-Call General Engineering Consulting Services for the amount not to exceed 1.8 million over the contract term 3 years with two additional one-year options.
- ACTION REQUESTED:** Staff requests and recommends that the A&F Committee recommend that the Board of Directors at its September 17, 2020, meeting, adopt a Resolution authorizing the General Manager to enter into a contract with Diablo Engineering for the On-Call General Engineering Consulting Services.