

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE BOARD GOVERNED COUNTY SERVICE AREAS
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE FOLLOWING:
BIG BEAR VALLEY RECREATION AND PARK DISTRICT
BLOOMINGTON RECREATION AND PARK DISTRICT
AND RECORD OF ACTION**

August 6, 2019

FROM

LUTHER SNOKE, Interim Director, Special Districts Department

SUBJECT

Agreements for On-Call Environmental Consulting Professional Services

RECOMMENDATION(S)

1. Acting as the governing body of County Service Areas and their Zones, approve agreements with the following consultants for on-call environmental consulting professional services with a total not-to-exceed amount of \$1,250,000 per agreement (\$250,000 per fiscal year) for the period of August 6, 2019 through June 30, 2024:
 - a. Aspen Environmental Group **Contract No. 19-550**
 - b. Dudek **Contract No. 19-551**
 - c. ECORP Consulting, Inc. **Contract No. 19-552**
 - d. Jericho Systems, Inc. **Contract No. 19-553**
 - e. Lilburn Corporation **Contract No. 19-554**
2. Acting as the governing body of the Big Bear Valley Recreation and Park District, approve agreements with the following consultants for on-call environmental consulting professional services with a total not-to-exceed amount of \$1,250,000 per agreement (\$250,000 per fiscal year) for the period of August 6, 2019 through June 30, 2024:
 - a. Aspen Environmental Group **Contract No. 19-550**
 - b. Dudek **Contract No. 19-551**
 - c. ECORP Consulting, Inc. **Contract No. 19-552**
 - d. Jericho Systems, Inc. **Contract No. 19-553**
 - e. Lilburn Corporation **Contract No. 19-554**
3. Acting as the governing body of the Bloomington Recreation and Park District, approve agreements with the following consultants for on-call environmental consulting professional services with a total not-to-exceed amount of \$1,250,000 per agreement (\$250,000 per fiscal year) for the period of August 6, 2019 through June 30, 2024:
 - a. Aspen Environmental Group **Contract No. 19-550**
 - b. Dudek **Contract No. 19-551**
 - c. ECORP Consulting, Inc. **Contract No. 19-552**
 - d. Jericho Systems, Inc. **Contract No. 19-553**
 - e. Lilburn Corporation **Contract No. 19-554**

Agreements for On-Call Environmental Consulting Professional Services
August 6, 2019

(Presenter: Luther Snoke, Interim Director, 386-8811)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The total cost for each agreement will not exceed \$1,250,000 during the approximately five-year term. The costs will be funded by revenue received from special taxes, charges, and/or assessments collected through the annual tax roll of property owners within the applicable Board-governed special districts. Appropriation and revenue related to these services are included in the 2019-20 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Special Districts Department (Department) provides engineering and project management services in support of various capital improvement projects for the Board-Governed County Service Areas, Big Bear Valley Recreation and Park District, and Bloomington Recreation and Park District (Districts). Occasionally, the Department requires environmental support and permitting services in support of those projects.

This item seeks approval of agreements with the five previously identified consultants to provide the subject services beginning August 6, 2019 and ending June 30, 2024 with a total not-to-exceed amount of \$1,250,000 per consultant. Per County Policy 11-04, the Board of Supervisors must approve all service contracts in excess of \$200,000 per year. The environmental consulting professional services will be provided on an as-needed basis. Either party may terminate the agreement, for any reason, with a 30 day written notice.

The recommended agreements enable the Department to operate in a fiscally-responsible and business-like manner by aligning the need for temporary services with temporary consultants. Workloads and assignments to on-call contractors will be based on availability, responsiveness, and expertise in areas of particular need. All work orders will be tracked and monitored for expenditure compliance in the County's Enterprise Financial Management System (EFMS).

PROCUREMENT

A Request for Proposals (RFP No. SDD-970) for the subject services was issued on April 12, 2019 through the County's Electronic Procurement Network (ePro). On April 30, 2019, a mandatory pre-proposal conference was held with 19 companies in attendance. On May 16, 2019, the Department received 15 proposals. These proposals were initially reviewed for completeness and all 15 met the minimum RFP submission requirements. Proposals were subsequently provided to an evaluation committee that included staff from Public Works Environmental Management Division, Land Use Services Department, and Special Districts Department for scoring and ranking. The proposals were evaluated on project team qualifications, CEQA/NEPA experience, work plan of services, experience with regulatory agencies, technical expertise, and knowledge of local endangered species. Based on this criteria, the committee recommends agreements with Aspen Environmental Group, Dudek, ECORP Consulting, Jericho Systems, and Lilburn Corporation to ensure adequate coverage and achieve a balanced workload distribution for all Districts.

**Agreements for On-Call Environmental Consulting Professional
Services
August 6, 2019**

Notices of Denial and Intent to Award letters were sent to all RFP submitters on June 14, 2019. No protests were received.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Dawn Martin, Deputy County Counsel, 387-5455) on July 17, 2019; Purchasing Department (Michael Candelaria, Lead Buyer, 387-0321) on July 18, 2018; Finance (Tom Forster, Administrative Analyst, 387-4635) on July 18, 2019; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on July 19, 2019.

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Record of Action of the Board of Supervisors
Board Governed County Service Areas

Record of Action of the Board of Directors
Big Bear Valley Recreation and Park District
Bloomington Recreation and Park District

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Dawn Rowe
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: August 6, 2019



cc: SDD- Bacon w/agree
 Contractor c/o SDD w/agree
 File- w/agree
vh 08/9/2019