

Staff Report

Subject: Approval of Indefinite Delivery Contracts (IDC) for Engineering and Architectural Services
Author: Danielle Carver, PCPM
Department:
Meeting Date: July 2, 2024
Item Description: Award multiple IDC master service agreements with selected firms to provide engineering and architectural services for the County.

Summary Recommendation:

Throughout the year, the County will advertise and select professional design consultants to provide services to the County. These services vary from roadway, water and sewer, building, and site design, transportation, utility, and road planning documents, small scale / short timeline repairs and renovations, etc. The time need to properly prepare an Request for Qualification, advertise for responses, reviewing Statements of Qualifications, awarding contracts and negotiating fees can be extensive and has the potential to delay needed project several months. The IDC process is needed to pre-qualify teams and individual firms and establish negotiated rates under a master service agreement. Once each firm is under contract, requesting a scope of service and man-hour estimate would take only a day or two instead of the traditional 90+ days.

Executive Summary/Background:

- The County prepared a RFQ for firms to submit qualifications and hourly fees for 12 different service areas. Nineteen submittals were received.
- A selection committee consisting of the PCPM, County Engineer, County Manager, and Albeck Group reviewed and ranked the teams and firms in each of the 12 service areas.
- The County staff recommend entering into a master service agreement with the teams/firms listed within each service area. See attached summary.

Alternatives for Commission to Consider

- 1 – Approve selection of the listed firms for IDC Master Service Agreements
- 2 – Take no action

Recommended Alternative: Alternative 1

Other Alternatives: 2

Department Review: County Engineering; County Attorney, PCPM, Albeck Group

Funding Source: N/A (Master Service Agreements have no funding. Each Task Order authorized under the MSA will have dedicated funding associated with the project.)

Attachments:

1. Draft Contract (each vendor will have the same contract)
2. Scoring Summary
3. Listing of recommended firms
4. Rate Sheets for each Vendor