



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: September 6, 2017

SUBJECT: **Agenda Item VIII: Consideration of resolution authorizing contracts for on-call professional services to Ninyo and Moore, Guida Surveying, VCA Engineering, and SCST, Inc.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing contracts for on-call professional services to Ninyo and Moore, Guida Surveying, VCA Engineering, and SCST, Inc.

Background: MRCA's Outreach and Advertising Policy (policy) requires that a comprehensive request for qualifications (RFQ) for various professional services disciplines be conducted on a bi-annual basis to maintain a current list of qualified consultants. As stated in the policy, the overall goal is to increase the number of disadvantaged businesses and individuals benefitting from MRCA contracts and employment opportunities. The bi-annual RFQ is intended to ensure that firms who are interested in working with MRCA have the opportunity to introduce themselves.

In March 2017 an RFQ was released for disciplines related to the design, planning, and implementation of capital improvements: engineering, architecture, landscape architecture, topographic surveying and mapping, construction management, cost estimating, geotechnical studies and environmental analysis. The RFQ was distributed through several means, including direct e-mail to over 1,000 email addresses, public posting on MRCA's website, announcement on social media sites including Facebook, and a paid advertisement in the Los Angeles Times. Disadvantaged businesses were targeted through direct contact to over 600 certified DBEs and by distribution to minority and local chambers of commerce, various elected official offices and professional trade organizations. The RFQ announcements were published in both English and Spanish.

Fifty-five statements of qualifications were received, for a variety of professional services, many from firms that had not previously worked with MRCA. All firms were deemed to have demonstrated competence for qualification, and all firms will be placed on the short list for future RFPs. Contact information for these firms will be

distributed to staff working on capital improvement projects.

An on-call services contract is a convenient way to accomplish small, discrete tasks that are most efficiently performed on a time-and-materials basis. Without a contract in place for on-call services, it is overly complicated and time-consuming to hire a firm to produce something that may take only 10-20 hours of work. Furthermore, many firms are not interested in such small contracts and costs rise accordingly. Based on a review of contracts awarded in the past 12 months, geotechnical engineering, civil engineering, topographic surveying, and environmental site assessments are disciplines where MRCA is likely to multiple small, discrete, time-and-materials type tasks each year. Therefore, on-call contracts are recommended for these subject areas only.

Ninyo and Moore is recommended to provide on-call geotechnical engineering services for MRCA. Ninyo and Moore is a multidisciplinary consulting firm that provides geotechnical and environmental consulting services. They have been used by MRCA on numerous projects for more than 10 years with a high degree of satisfaction. Ninyo and Moore is a certified Minority Business Enterprise (MBE).

Guida Surveying is recommended to provide on-call topographical surveying and mapping services for MRCA. Guida Surveying was founded over 20 years ago and is a multi-disciplined land surveying firm that provides on-call and project based surveying and mapping services throughout California. Guida Surveying is both a Women's Business Enterprise (WBE) and Small Business Enterprise (SBE).

VCA Engineering is recommended to provide on-call civil and structural engineering services for MRCA. VCA Engineering is a civil and structural engineering firm with locations in Los Angeles and Orange counties. VCA Engineering is a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE).

SCST, Inc. is recommended to provide on-call environmental site assessments and geotechnical studies for MRCA. SCST, Inc. is a professional engineering firm established in 1959 with headquarters in San Diego and additional offices located in Los Angeles, Chicago and Milwaukee. SCST, Inc. is a Service-Disabled Veteran-Owned Small Business (SDVOSB) and Disabled Veteran Business Enterprise (DVBE).

Consideration: Each of the four contracts is for \$25,000 for a one-year term.

Fiscal Impact: The budget and funding source for each contract will be identified at the time that task orders are given.