



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Matt Cano

SUBJECT: MASTER AGREEMENT WITH
CH2M HILL, INC. FOR VARIOUS
TRAIL PROJECTS

DATE: June 14, 2018

Approved

D. D. S. Y. L.

Date

6/14/18

RECOMMENDATION

Approve the Master Agreement with CH2M Hill, Inc. for engineering design services for various City Trail Projects from the date of execution through June 30, 2023, in an amount not to exceed \$5,000,000.

OUTCOME

Execution of this Master Agreement will allow for the continued development of the City of San Jose's Trail Network.

BACKGROUND

The Department of Parks, Recreation and Neighborhood Services is developing a 100-mile Trail Network as defined by the Council-approved strategic plan (currently, Greenprint 2009). The network extends 60 miles at this time, with Council-approved master plans to support development of most of the remaining 40 miles.

The City has, and anticipates managing a large number of trail projects with complex design and administrative challenges. The majority of the trail projects are funded in part by grants that can mandate ambitious schedules. The location of trails are often within sensitive riparian channels and require multiple regulatory agency design conditions and permits. Work in the channels also can limit the construction season from June to October which necessitates fast-paced and technical project management. Furthermore, trail projects require a broad set of engineering expertise including geotechnical, civil, hydraulic and structural engineering in addition to experience with federal, state and local permitting. Because the demand for services for trail projects in these diverse areas varies, the workload generated by trail projects in each of these

disciplines is intermittent and would not be sufficient to sustain full-time work assignments, nor likely support consistent experiences to develop expertise in these specialized areas. Past project experience has shown that successful delivery of trail projects is most efficient when consultant services provide the technical planning and design work, and staff offers project direction, defines project quality and design objectives, and collaborates on project management tasks.

In the 2013 RFQ for trail engineering services, master agreements were awarded in the amount of \$2,000,000. Staff has found that this amount is exhausted quickly when projects have complex, long term tasks and requirements. In anticipation of future projects with equally complex issues, staff has increased the master agreement amount to \$5,000,000 to allow for these opportunities.

ANALYSIS

In December 2017, the City conducted a Request for Qualifications (RFQ) seeking qualified engineering firms to demonstrate their qualifications for delivery of trail projects. Firms were required to submit a detailed Statement of Qualifications (SOQ). The documents were reviewed for adherence to the submittal process, and all submittals were reviewed and scored by a panel comprised of staff from Public Works and Parks, Recreation and Neighborhood Services. The ranking of the Statement of Qualifications were as follows:

Firm	Score (Max 100pts.)
CH2M Hill Engineers, Inc.	88.50
Mark Thomas and Company, Inc.	77.25
BFK Engineers, Inc.	76.50
Ruggeri-Jensen-Azar	71.25
Alta Planning + Design	66.25
SANDIS Civil Engineers Surveyors Planners	66.25
Fall Creek Engineering, Inc.	37.75

The panel held interviews with the top four ranked firms (CH2M Hill Engineers, Inc.; Mark Thomas and Company, Inc.; BFK Engineers, Inc.; and Ruggeri-Jensen-Azar). CH2M HILL Engineers, Inc. was the top ranked firm of the four firms that submitted Statements of Qualifications and interviewed. The combined SOQ and interview overall ranking of the top four ranked firms were as follows:

Firm	Score (Max 200pts.)
CH2M Hill Engineers, Inc.	178.00
Mark Thomas and Company, Inc.	161.25
BFK Engineers, Inc.	148.75
Ruggeri-Jensen-Azar	126.50

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Based on the anticipated workload and budget implications, staff recommends entering into one master agreement at this time with the top ranked firm. The terms and conditions for a master agreement were negotiated with CH2M Hill, Inc. Under the proposed master agreement, well-defined project assignments will be initiated by authorized service orders detailing the specific scope of services, schedule and negotiated compensation along with the appropriate funding source(s) for the project. Funding for projects developed via this Master Agreement will be via the annual CIP Budget, with line-item budgets for each trail project.

EVALUATION AND FOLLOW-UP

No follow up action with the Council is expected at this time.

PUBLIC OUTREACH

The RFQ for this Master Agreement was listed on BidSync (www.bidsync.com) and advertised in the San Jose Post Record. Notice of the BidSync listing was conveyed via Twitter@SanJoseTrails. This memorandum will be posted on the City's Council Agenda website for the June 26, 2018 City Council Meeting.

COORDINATION

This RFQ and memorandum have been coordinated with the Department of Planning, Building and Code Enforcement, Department of Parks, Recreation and Neighborhood Services, and the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

The Department of Parks, Recreation and Neighborhood Services present an annual update about the Trail Program to the Parks and Recreation Commission as an informational item and includes an update on most of the trail projects funded via the CIP Budget.

BUDGET REFERENCE

No budget action is needed to approve master agreements. Funding sources will be identified in the service orders issued to the firms as detailed scopes are defined and cost and schedules are negotiated.

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CEQA

Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action.

/s/

MATT CANO

Director of Public Works

For questions, please contact Michael O'Connell, Deputy Director of Public Works at (408) 535-8300.