Department of Transportation recommending the Board:
1) Make findings pursuant to Article II, Section 210 b (6) of the El Dorado County Charter that the ongoing aggregate of work to be performed under the Agreement is not sufficient to warrant the addition of permanent staff; and
2) Authorize the Chair to sign Agreement for Services No. AGMT 11-53302 with PSOMAS in an amount not to exceed $150,000 for a term commencing upon execution to the later of three years or the completion of all issued Task Orders for surveying support services in support of various Capital Improvement Program projects.

FUNDING: Traffic Impact Mitigation Fees and various Capital Improvement Program (CIP) and Environmental Improvement Program (EIP) funding sources that fund the Department's CIP and EIP projects.

BUDGET SUMMARY:		
Total Estimated Cost		$150,000
Funding		
Budgeted	$	
New Funding	$	
Savings	$	
Other*	$150,000	
Total Funding Available	$150,000	
Change To Net County Cost		$0

*The Department of Transportation (Department) included $25,000 in the Fiscal Year (FY) 2012-13 Recommended Budget. The remaining $125,000 will be budgeted in subsequent FY budgets.

Fiscal Impact/Change to Net County Cost:
The Department included $25,000 for the Agreement in its proposed FY 2012-13 budget submittal and anticipates budgeting the remaining $125,000 in subsequent FY budgets for the Agreement. Funding for the Agreement will be provided by Traffic Impact Mitigation Fees and various Capital Improvement Program (CIP) and Environmental Improvement Program (EIP) funding sources that fund the Department's CIP and EIP projects.

Background:
The Procurement and Contracts Division completed a Request for Qualifications (RFQ) process for the Department in February 2011. A multi-jurisdictional panel evaluated and ranked each Statement of Qualifications and established, based on category of service, a short list of acceptable service vendors. The Procurement and Contracts Division completed a Request for Qualifications (RFQ) process for the Department in February 2011. A multi-jurisdictional panel evaluated and ranked each

Statement of Qualifications and established, based on category of service, a short list of acceptable service vendors. The Department is recommending that contracts be established with the three top-ranked vendors from the RFQ process. The contracts will be utilized on a rotational basis to provide the surveying services that will be required in support of the Department's CIP projects. For Category 2A, Surveying Services, PSOMAS was ranked third out of a field of 22 participants.

Reason for Recommendation:
The Department recommends the Board make findings pursuant to Article II, Section 210 b (6) of the El Dorado County Charter that the ongoing aggregate of work to be performed under the Agreement is not sufficient to warrant the addition of permanent staff.

The Agreement is necessary to provide surveying support services on various CIP and EIP projects. For each assigned project, PSOMAS will perform professional and data acquisition services, such as topographic surveying, construction staking, control traverses, aerial control surveys (both horizontal and vertical control), level loops, monument ties, legal descriptions with exhibit maps, Record of Survey maps, Right of Way maps, Corner Records, together with any and all office calculations required to produce the surveying services products. Most of the services to be performed under this Agreement are Bargaining Unit work.

The Department's approved CIP and EIP anticipate a continued high volume of roadway and bridge planning, design and construction in the County during FYs 2012-13 through 2014-15. Each of these phases of project delivery requires significant work by the Department's Surveying Services Unit (SSU). Current staffing levels in the SSU will not be sufficient to handle the surveying tasks described in the preceding paragraph required by the CIP and EIP.

The Department feels it is necessary to enter into the proposed Agreement in order to augment SSU staff to avoid project delays. It has been the Department's experience that when working on multiple phases of multiple projects, there are many unknown variables including duration of individual projects, delays, scheduling conflicts between projects, postponement, and other unforeseen factors. For example, when the SSU is required to provide technical support for the right of way acquisition function, it often requires the Associate Land Surveyor to be solely dedicated to that function. In consideration of these factors, it is extremely difficult to anticipate specific day-to-day SSU staffing needs.

The SSU has the capability to utilize two survey field crews to handle construction staking with the personnel and equipment currently available. If design work or right of way work require immediate attention when the two field crews are already utilized, the construction staking may be delayed, which would expose the County to right of way delay claims from its construction contractors. In those instances, a third crew will be necessary to keep up with simultaneous survey requests. However, the intermittent need for a third crew does not warrant hiring full-time employees or purchasing the additional equipment necessary to outfit a third crew. Accordingly, it is critical to the Department's success to have this proposed Agreement in place to provide the Department with the ability to respond to multiple survey requests and keep all phases of all projects on schedule.

Because of the anticipated continued high volume of roadway and bridge planning, design and construction in the County during FYs 2012-13 through 2014-15, the distance between project sites, and time variables of project initiation and completion, the Department believes entering into three separate on-call surveying services Agreements is the prudent strategy (see Legistar # 11-1104, CBC

Surveys, Inc. Agreement and Legistar # 12-0679, R.E.Y. Engineers, Inc. Agreement). The Department does not anticipate expending all of the monies on each of the three on-call Agreements, but needs to maintain this flexibility in the event one Agreement is utilized to a greater extent than the others.

Maximum utilization of County personnel is held as a first priority. PSOMAS' services provided under the proposed Agreement are to be utilized when SSU staff is not available due to demands elsewhere, and when the demand for services exceeds the capacity of SSU staff.

The Purchasing Agent reviewed and provided approval of the Department's request to process the Agreement for surveying support services and concurs that the Department's request is in compliance with Board of Supervisors Policy C-17.

Board approval of this contract is required pursuant to Board of Supervisors Policy C-17 due to the dollar amount and because the term of the Agreement may exceed three years.

The El Dorado County Employees Association, Local #1, has been informed of the proposed Agreement.

Action to be taken following Board approval:
1. The Acting Clerk of the Board will obtain the Chair's signature on the two originals of the subject Agreement.
2. The Acting Clerk of the Board will forward one original of the fully executed subject Agreement to the Department for further processing.

Contact:
Kim Kerr, Interim Director
Department of Transportation

Concurrences: County Counsel and Risk Management