



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2024-3538

Agenda Date: 4/10/2024

Agenda Item No: 2.

FROM: Robert Thompson, General Manager
Originator: Laura Maravilla, Director of Human Resources

SUBJECT:

PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR INDUSTRIAL HYGIENE SERVICES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a Professional Consultant Services Agreement for Arcadis U.S., Inc. to provide Industrial Hygiene Services, Specification No. S-2023-1441BD, for a total amount not to exceed \$443,157 for a one-year period beginning May 1, 2024 through April 30, 2025, with four one-year renewal options; and
- B. Approve an annual contingency of \$44,316 (10%).

BACKGROUND

The Orange County Sanitation District (OC San) utilizes a third-party Industrial Hygiene Services consultant for workplace safety and compliance with California OSHA (Cal/OSHA) regulations. Under Cal/OSHA regulations, employers like OC San are required to provide a safe workplace for employees and to regularly monitor the workplace for known or potential occupational hazards. The required monitoring and assessments to identify and evaluate occupational health hazards are ordinarily achieved through this service contract and are used for CIPs and organization-wide, as needed.

In March 2019, the Board of Directors approved a one-year contract with Arcadis U.S., Inc. for Industrial Hygiene Services, with four one-year renewal options. The contract was renewed four times, with the final renewal period set to expire on April 30, 2024. In December 2023, in anticipation of the expiration of the current contract, staff initiated the RFP process seeking qualified industrial hygiene consultants.

RELEVANT STANDARDS

- Comply with Government Code Section (Title 8, CCR, Section 5155)
- Commitment to safety & reducing risk in all operations
- Provide a safe and collegial workplace

PROBLEM

OC San requires industrial hygiene services for compliance with Cal/OSHA regulations and risk mitigation to control and assess employee exposures to potential or known occupational hazards.

PROPOSED SOLUTION

Approve a Professional Consultant Services Agreement with Arcadis U.S., Inc. for Industrial Hygiene Services.

TIMING CONCERNS

The RFP process was initiated in December 2023 and completed in March 2024, resulting in Arcadis U.S., Inc. being identified for consideration by the Board of Directors. Proposals are valid for 180 calendar days from the proposal due date of January 30, 2024. Additionally, the current contract will no longer be available after April 30, 2024, as all approved renewal periods have been utilized.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval of the Professional Consultant Services Agreement, OC San will be unable to conduct the required industrial hygiene surveys and assessments and ensure compliance with Cal/OSHA regulations.

PRIOR COMMITTEE/BOARD ACTIONS

March 2019 - Board approved a Professional Services Agreement for Arcadis U.S., Inc. to provide Industrial Hygiene Services, Specification S-2018-1008, for a total amount not to exceed \$500,000 for a one-year period beginning May 1, 2019 through April 30, 2020, with four (4) one-year renewal options.

ADDITIONAL INFORMATION

A RFP was issued on December 28, 2023 via PlanetBids. Proposals were due on January 30, 2024. OC San received seven proposals, which are valid for 180 calendar days from the proposal due date.

Prior to receipt of proposals, an evaluation team was formed consisting of the Safety and Health Manager and two Senior Safety and Health Specialists. The team was chaired by a Purchasing representative as a non-voting member. On February 12, 2024, an evaluation kick-off meeting was held with the evaluation team to discuss the policies and procedures of the evaluation process.

Individual scoring was the chosen method of evaluation for this procurement. Members of the team performed an independent review of the proposals and later met as a group with the assigned Purchasing representative to discuss their preliminary scores and discuss any questions/concerns they had.

Proposals were evaluated based on the following criteria:

Criterion	Weight
1. Proposed Staffing and Project Organization	20%
2. Qualifications of Firm	20%
3. Work Plan	40%
4. Cost	20%

The evaluation team first reviewed and scored the proposals based upon the criteria listed above, other than cost.

Rank	Proposer:	Proposed Staffing and Project Organization (Max 20%)	Qualifications of Firm (Max 20%)	Work Plan (Max 40%)	Subtotal (Max 80%)
1	Arcadis U.S., Inc	20%	20%	37%	77%
2	Tetra Tech	18%	17%	36%	71%
3	LAD Aviation, Inc.	15%	16%	33%	64%
4	ACC Environmental Consultants	10%	12%	21%	43%
5	All Environmental Inc	11%	11%	19%	41%
6	Kasai, Inc.	10%	9%	21%	40%
7	Advanced Environmental Group, Inc.	10%	11%	13%	34%

The cost files for two highest scoring proposals were opened. A best and final offer (BAFO) was received from both Proposers.

Rank	Proposer	Original Cost	BAFO
1	Arcadis U.S., Inc	\$ 443,156.66	\$ 443,156.66
2	Tetra Tech	\$ 589,373.00	\$ 556,573.00

Based on these results, staff recommends awarding the Professional Consultant Services Agreement to Arcadis U.S., Inc. The term of this agreement will begin on May 1, 2024, through April 30, 2025, with four optional one-year renewals.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of OC San’s Purchasing Ordinance. This item has been budgeted (Fiscal Year 2023-2024, Section 6, Page 20, Professional & Contractual Services) and the budget is sufficient for the recommended action.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
04/24/2024	\$443,157	\$44,316 (10%)

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Arcadis U.S., Inc. Professional Consultant Services Agreement