
R-22-57
Meeting 22-08
April 28, 2022

CONSENT ITEM #C4

To: Board of Directors
Open Space Authority

From: Andrea Mackenzie
General Manager

SUBJECT

Award of Contract to Albion Environmental for As-Needed Cultural Resource Services

REVENUE/COST

The contract for cultural resource services will be for a period of up to five (5) years on an as-needed basis. Costs for services under this contract and subsequent task orders will be budgeted as part of individual project budgets approved annually by the Board of Directors.

BACKGROUND

The Santa Clara Valley Open Space Authority (Authority) has multiple projects either underway or anticipated which will require the expertise of cultural resource service professionals, including for archaeology and historic resources, including historic architecture. This contract for services would serve, at a minimum, the Planning and Resource Management Departments. Types of tasks under this contract could include archival research, site surveys, and investigations for potential cultural resource services for capital improvement or restoration projects; report writing and mitigation development to meet state and federal guidelines; and construction monitoring. The firm selected under this contract would respond to Authority-issued task orders that describe the scope of work and fee for individual projects, which require Staff authorization to proceed.

DISCUSSION

Authority Staff prepared a Request for Proposals (RFP) which was issued on December 3, 2021, and posted to the Authority's website and Administrative Office window. The RFP was published in a local newspaper on December 3 and December 10, 2021. A total of seven (7) proposals were received by the deadline to submit on January 21, 2022, from the following firms:

- Albion Environmental
- Ascent Environmental
- Cogstone Resource Management
- Dudek
- ECORP Consulting
- FirstCarbon Solutions
- Michael Baker International

Authority Staff held interviews on April 6, 2022, with four shortlisted firms: Albion Environmental, Ascent Environmental, Dudek, and FirstCarbon Solutions.

Firms were evaluated based on demonstrated ability to best meet the needs of the service contract for cultural resource services based on the Minimum Bidder Requirements and Selection Criteria as set forth in the RFP and as outlined below.

Minimum Bidder Requirements:

- Proven expertise in cultural resources services within public open space settings.
- Demonstrated ability and skill in the full suite of cultural resources including pre-historic, tribal, historic architecture and landscapes.
- Experience preparing cultural resource settings and impact analysis for NEPA/CEQA compliance, including AB 52 Consultation.
- Demonstrated ability to work respectfully with local, Bay Area or South Bay tribal representatives and Federal and State laws related to indigenous peoples.
- Demonstrated ability and skill in working with and implementing The Secretary of the Interior Standards for the Treatment of Historic Properties and all applicable regulations, laws, and guidelines.
- Strong written and graphic capacity to support the development of all work products.
- Proven experience coordinating cultural resource work with a larger multi-disciplinary team.

Selection Criteria:

- Experience of the Bidder and subconsultants (if applicable), including past performance of the firm on contracts of similar size and scope.
- Experience and qualifications of personnel employed by the Bidder and subconsultants (if applicable). Demonstrated understanding of the scope of the service.
- Best overall financial return to the Board of Directors on the contract; and,
- A responsible Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, and experience to satisfactorily perform the work or provide the goods required.

After thorough review of the proposals submitted, Staff finds that Albion Environmental is the most responsible and qualified bidder which has the experience and qualifications that best fits the needs of the service contract required to complete the work outlined in the RFP.

RECOMMENDATION

Staff recommends that the Board adopt the resolution to award the contract for cultural resource consulting services to Albion Environmental as the most responsible and qualified bidder and authorize the General Manager to enter into a five-year contract for these services.

Prepared by:

Jennifer Hooper, Associate Open Space Planner

Attachment(s): Resolution 22-45 – A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Authorizing the General Manager to Enter into Contract with Albion Environmental for As-Needed Cultural Resource Services