



Agenda Item No. (3)

To: Building and Operating Committee/Committee of the Whole
Meeting of September 24, 2026

From: John R. Eberle, District Engineer
Denis J. Mulligan, General Manager

Subject: **APPROVE ACTIONS RELATIVE TO EXECUTION OF PROFESSIONAL SERVICES AGREEMENT NO. 2026-BT-011, SAN RAFAEL BUS FACILITY WATER LINE MODIFICATIONS ENGINEERING DESIGN SERVICES, WITH OBERKAMPER & ASSOCIATES CIVIL ENGINEERS, INC.**

Recommendation

The Building and Operating Committee recommends that the Board of Directors approve the following actions relative to Professional Services Agreement (PSA) No. 2026-BT-011, *San Rafael Bus Facility Water Line Modifications Engineering Design Services*:

1. Authorize execution of PSA No. 2026-BT-011, with Oberkamper & Associates Civil Engineers, Inc., Novato, CA, in an amount not-to-exceed \$197,488, to perform engineering design services for water line modifications at the San Rafael Bus Facility; and,
2. Authorize establishing a 15% contingency, in the amount of \$29,623, for PSA No. 2026-BT-011.

Sufficient funds for the PSA and its contingency are included in the budget for Project #2630, *D1 Main Water Line Rehabilitation*.

This matter will be presented to the Board of Directors at its September 25, 2026, meeting for appropriate action.

Summary

The Golden Gate Bridge, Highway and Transportation District's (District) Bus Division operates commuter bus service out of four (4) dispatch, parking, and maintenance facilities, namely, the San Rafael Bus Facility, the Novato Bus Facility, the Santa Rosa Bus Facility and the San Francisco Bus Facility.

The San Rafael Facility is located at 1011 Andersen Drive, San Rafael, CA, 94901, and is the District's primary bus facility where the majority of the bus maintenance activities occur and where many of the District's administrative staff work. The facility was constructed in 1972 and sits on an approximately 15-acre site. There are multiple structures on the site including the District Administration Building, Bus Administration Building, Heavy Duty Shop, Maintenance Shop, HR Training trailers, On-Site Medical Services trailer, Body Shop, Fuel Island, and Wash Rack.

The entire site's potable water is supplied from an existing 8-inch diameter water distribution line that is connected to the Marin Municipal Water District's (MMWD) 12-inch transmission pipeline located on Andersen Drive. Multiple branch lines connect to the 8-inch line and supply potable water to each of the site's facilities. There are also four (4) fire hydrants located within the site. Prior to the 1972 site development, MMWD installed the 8-inch diameter distribution line, fire hydrants, water meters, and Post Indicator Valves (PIV) for domestic water and fire protection connections. In 2002, MMWD abandoned all the water meters inside the facility and installed an 8"x 2" dual purpose water meter at Andersen Drive and dedicated the onsite system to the District. The 8"x 2" dual purpose water meter is currently serving the entire facility.



San Rafael Bus Facility Site Plan

Recent internal audits of the San Rafael Bus Facility water bill revealed that the service and capital maintenance fees for the existing 8-inch water meter account for approximately 73.8% of the District's entire water bill. A water distribution system analysis was conducted for the site, and it was determined that the 8-inch line is appropriate for the fire hydrants on the site but is oversized and not appropriate to serve the San Rafael Bus Facility needs. A determination was made to provide a new service line appropriate for the site and to separate the 8-inch fire hydrant system from the facility potable water system. Each of the lines will have new backflow prevention devices and will have separate meters with appropriate rates for their use.

Engineering Department staff investigated various modification strategies and determined that, due to the complexity of the site and the modifications necessary to tie into the MMWD main water distribution line, consultants with experience and expertise in water distribution system design for commercial sites and applying for permits with the MMWD and the City of San Rafael should be retained to perform the engineering design services.

On June 16, 2026, the District advertised a Request for Statement of Qualifications and Proposals, RFQ/RFP No. 2026-BT-011, *San Rafael Bus Facility Water Line Modifications Engineering Design Services*, seeking professional engineering consultants specializing in design and permitting services necessary for a commercial facility water line modification project on its public procurement portal and 6 bid distribution centers. The scope of services consists of:

- Reviewing the project site and existing site conditions and record drawings;
- Performing topographic surveys and utility surveys of the area;
- Evaluating different options for modifying the water distribution system;
- Determining the permitting and regulatory requirements for each option;
- Developing draft and final design plans, specifications, and cost and time estimate for the selected option;
- Assisting the District in securing necessary regulatory agency authorizations and construction permits for the modifications;
- Providing Bid Support throughout the bid process; and,
- Participating in meetings with the District and performing project management.

A pre-proposal meeting was held on June 30, 2026, at the San Rafael Bus Facility with representatives from the District's Engineering Department, Bus Division, and Small Business Enterprise (SBE) Compliance Programs. A total of 17 firms downloaded the documents from the District's website.

By the new due date of July 28, 2026, one Statement of Qualifications and Proposal (SOQ&P) was received by the District as follows:

1. Oberkamper & Associates Civil Engineers, Inc., Novato, CA

Representatives from the Engineering Department, the District's Manager, SBE Compliance Program, and the District's Attorney, reviewed the proposal and determined that it was responsive to the solicitation requirements.

The District's selection committee, consisting of one Directing Civil Engineer, one Senior Civil Engineer, one Associate Civil Engineer, and a representative from the Bus Division reviewed the SOQ&P and evaluated it based upon the criteria included in the RFQ/RFP, including (1) the qualifications and experience of the firm; (2) the qualifications and experience of the firm's personnel relevant to the scope of services to be provided; and, (3) the firm's understanding and methodology of providing the services. The selection committee determined that Oberkamper & Associates Civil Engineers, Inc., has the qualifications and experience necessary to perform the requested services.

In accordance with Section V., *Competitive Negotiations*, of the District's Procurement Manual, in the event that the District receives only one proposal in response to an RFQ/RFP, the selection committee shall conduct a cost analysis to determine whether the compensation proposal is fair

and reasonable. Following the procedures in the RFQ/RFP, staff requested a cost proposal from Oberkamper & Associates Civil Engineers, Inc., and conducted a cost analysis, comparing the cost proposal to the District's cost estimate for the services. After performing the analysis and reviewing the cost proposal, staff negotiated a total not-to-exceed price of \$197,488 for the services. Staff has determined that this not-to-exceed price is fair and reasonable based on the historic scope of work and cost data for design services provided by consultants performing construction permitting and design services. The consultant will be compensated for actual time expended and expenses incurred, plus a fixed fee.

An SBE contract-specific goal of 5.5% was established for this PSA. Proposers were strongly encouraged to obtain small business participation and were required to document their activities in the solicitation and selection of subconsultants and suppliers to ensure that this process was carried out in a nondiscriminatory manner. The Manager, SBE Compliance Programs, has determined that Oberkamper & Associates Civil Engineers, Inc., is a certified small business and has complied with the District's SBE Program requirements applicable to this RFQ/RFP. At this time, small business participation of approximately 80.6% is anticipated during the performance of this contract.

Engineering staff recommends that the Building and Operating Committee recommend that the Board of Directors authorize execution of PSA No. 2026-BT-011, *San Rafael Bus Facility Water Line Modifications Engineering Design Services*, to Oberkamper & Associates Civil Engineers, Inc., in the not-to-exceed amount of \$197,488. Staff also recommends that a contract contingency in the amount of \$29,623 be established for this PSA for any additional or changed scope of services that may develop while work proceeds. The consultant will be compensated based on actual time expended and expenses incurred, plus a fixed fee within the authorized not-to-exceed amount.

Fiscal Impact

Project #2630, *D1 Main Water Line Rehabilitation*, is included in the FY 26/27 Bus Division Capital Budget in the amount of \$613,000 and is 100% District-funded. The budget for Project #2630 includes sufficient funds for the \$197,488 cost of PSA No. 2026-BT-011 and the \$29,623 PSA contingency, for a total amount of \$227,111.

The resulting budget breakdown for Project #2630 is as follows:

DESCRIPTION	PROJECT BUDGET
District Staff Labor	\$120,000
Staff Fringe	\$85,000
Indirect Costs on District Labor	\$85,000
General Project Expenditures	\$10,000
Design Consultant	\$197,488
Design Consultant Contingency	\$29,623
Printing and Advertising	\$15,000
Permits and Fees	\$20,000
Project Contingency	\$50,889
TOTAL PROJECT BUDGET	\$613,000