



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: July 5, 2013

Board Meeting Date: August 6, 2013

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: On-Call Relocation Management Services for Public Works Projects

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with Relocations Connections, Inc., to provide relocation management services, for the term of August 6, 2013 through August 5, 2016, in an amount not to exceed \$300,000.

BACKGROUND:

The Department of Public Works (DPW) regularly maintains a number of agreements with “on-call” consulting firms to provide services on an “as needed” basis. The “on call” professional service process has expedited numerous County public work projects over the years.

DISCUSSION:

As part of the ongoing implementation of the County’s Facilities Master Plan and office space standards, as well as the cyclic replacement of carpet, furniture, etc., it is anticipated that a significant number of facility renovation projects will be undertaken in the next three years. These projects will require significant logistics and move coordination of personnel and office equipment, either within or between facilities, to accommodate the scheduled upgrades. DPW does not have this in-house expertise to the extent it will be required, and the services of an outside vendor are necessary.

Real Property conducted a Request for Qualifications (RFQ) process to select consultants for these services in early 2013. A selection committee reviewed four firms and recommended qualified firms. DPW is now submitting a recommendation for an “on call” agreement with Relocations Connections, Inc., one of the firms reviewed and recommended as qualified.

With the execution of this agreement, the Department will benefit from the consultants’ expertise in completing tasks associated with planning and logistics of personnel

relocations from their assigned spaces/facility, before and after projects occur. The overall scope also includes the efforts required for permanent reassignment of personnel and or divisions/departments as a result of the implementation of the County's Facilities Master Plan.

DPW will issue individual Work Orders including the scope of work and a not-to-exceed amount to the Consultant. The not-to-exceed amount for the individual Task Orders will vary; however, the cumulative sum of the Work Orders will not exceed the maximum amount of the Agreement. Any increase above the amount or term of the Agreement(s) would be submitted to the Board for approval.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

Approval of this "on-call" agreement contributes to Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to execute major construction and renovation projects in County facilities.

FISCAL IMPACT:

The cost of these contracts will be paid for through the budgets for the individual projects that are assigned to the contractor, and are generally funded by the Capital Projects Fund or the individual departments requesting the project.