



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: June 2, 2016
Board Meeting Date: July 12, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Agreement with Jtec HCM, Inc. for the Animal Shelter Replacement Project for Construction Management Services

RECOMMENDATION:

Adopt a resolution authorizing the President of the Board of Supervisors to execute an agreement with Jtec HCM Inc., for construction management services for the Animal Shelter Replacement project, for the term of July 12, 2016 through November 30, 2018, in an amount not to exceed \$664,540.

BACKGROUND:

Since 1951, San Mateo County has managed animal control field and sheltering services for all cities in the County of San Mateo. The existing facility is obsolete and inadequate to meet current standards of animal care; and its level of deterioration is such that it is not viable to effect the necessary repairs and upgrades to the current facility.

To address the condition of the facility, a Capital Project to replace the Animal Shelter was included in the FY 2013-15 Capital Improvement Program.

The Animal Shelter Replacement Project provides for a new approximately 27,000 square foot animal shelter building, with a total estimated cost of \$20 million. The new facility will replace the existing building, on the existing parcel, and offer services similar to the services currently offered, including: state-mandated animal control functions of licensing, public animal receiving, domestic animal holding, and euthanasia of severely injured animals.

Staff has determined that constructing this facility through a design-build process, as provided by Senate Bill No. 785 (codified as Public Contract Code § 22160 et. seq.), offers the best value and shortest implementation schedule for the County. Staff has

retained consultants to develop bridging documents that align and integrate the programming of staff and stakeholders. Bridging documents were completed in late April, 2016.

On July 21, 2015, a Construction Management Consultant Services RFQ/P, including a scope of work and evaluation criteria, was issued for the Animal Shelter project. Proposals were submitted by four firms: Critical Solutions, Greystone, Jtec HCM Inc., and Kitchell. They were evaluated for firm qualifications, project team and relevant experience, professional costs, and compliance with County contract requirements.

DISCUSSION:

A consultant to assist staff in the construction management of the Animal Shelter Replacement project will be required and will coordinate construction logistics, facilitate compliance elements and communications, provide document tracking, and provide assistance as needed for the planning, coordination, scheduling, and budgeting of the project.

Jtec HCM, Inc. submitted qualifications and a proposal with the best overall value. Staff is recommending a not-to-exceed time and material contract with Jtec HCM, Inc. for Construction Management Services, in the amount of \$664,540.

Staff will manage the overall planning, coordination and control of the project.

The Department is also requesting that your Board authorize the Director of Public Works, or his designee, to execute amendment(s) to the agreement in an amount not to exceed \$25,000.

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval of this action will contribute to the Shared Vision 2025 outcome of a Collaborative Community by working together with all cities in the County to provide an animal shelter.

FISCAL IMPACT:

The term of the agreement is July 12, 2016 through November 30, 2018. The total not-to-exceed amount of the agreement is \$664,540. The Animal Shelter project is included in the County's five-year Facilities Capital Plan. The total estimated cost of the project is \$20,000,000.

The County has agreed to advance the funding for the building's construction; and participating cities in San Mateo County have approved a Memorandum of Agreement to provide a 30-year lease agreement. Animal Care Shelter construction costs will be recovered as a component of the lease payment.

Attachment A: RFP Matrix

Request for Proposals – Matrix

1	Where was the RFP advertised?	County Department of Public Works website Daily Journal
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	None
3	State the total number of RFP's sent to prospective proposers:	None
4	How many proposals did you receive?	4
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Critical Solutions, Walnut Creek, CA Greystone Consulting, Menlo Park, CA Jtec HCM, Oakland, CA Kitchell, San Jose, CA