



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Project Development Unit



Date: December 1, 2016
Board Meeting Date: January 24, 2017
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Doug Koenig, Interim Director of the Project Development Unit

Subject: **Measure K:** Agreement with CM Pros Inc. for Project Management Services for the Skylonda Fire Station No. 58 Replacement Project

RECOMMENDATION:

Measure K: Adopt a resolution authorizing an agreement with CM Pros Inc., for project management services for the Skylonda Fire Station project, for the term of January 24, 2017 through December 30, 2017, in an amount not to exceed \$262,600.

BACKGROUND:

To address the condition of the County's existing buildings, on February 15, 2013, your Board requested a list of capital improvement projects. On August 6, 2013, the list was presented as the Five-Year Facilities Capital Plan to your Board. During the FY2013 - 15 Capital Plan Improvement Budget hearing, your Board approved funding for the Skylonda Fire Station.

The Skylonda Fire Station Replacement project includes a new site layout at the existing Skylonda Fire Station location that addresses building, circulation and wastewater treatment deficiencies, and provides phased construction that allows for uninterrupted fire-fighting operations during construction.

Under the direction of Staff, and in collaboration with CalFire and stakeholders, a space program and a facility needs assessment was prepared. Bridging documents were completed in late March; and on April 14, 2015, your Board accepted the bridging documents and authorized a Request for Qualifications and Proposals for design-build entities.

On November 3, 2015, a design-build contract was approved by your Board under Resolution no. 074160 with T.B. Penick & Sons following a solicitation for design-build Request for Qualifications and Proposals.

On March 29, 2016, your Board authorized a time and materials contract with Jtec HCM Inc. for Construction Management Consultant Services, of which, \$124,760 has been expended to date. Due to the inability of Jtec HCM Inc. to provide the services required, Staff will not continue to use their services and will terminate the remainder of their agreement.

On October 26, 2016, a Project Management Services Request for Qualifications and Proposal (RFQP), including a scope of work and evaluation criteria, was issued for the Skylonda Fire Station project. On December 5, 2016, proposals were submitted by two firms: CM Pros Inc., and Critical Solutions. They were evaluated for firm qualifications, project team and relevant experience, professional costs, and compliance with County contract requirements.

DISCUSSION:

CM Pros Inc. submitted qualifications and a proposal with the best overall value. Staff is recommending a not-to-exceed time and material contract with CM Pros Inc. for Project Management Services, in the amount of \$262,600.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

Staff will manage the overall planning, coordination, and control of the project. A consultant to assist Staff in the construction management of the project will be required and their scope of work includes coordination of 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.

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 advancing projects that provide regional benefits to San Mateo County residents.

FISCAL IMPACT:

The term of the agreement is January 24, 2017 through December 30, 2017. The total not-to-exceed amount of the agreement is \$262,600.

The Skylonda Fire Station is included in the County's Five Year Facilities Capital Plan with \$4M in **Measure K** funds and \$4.1M in bond proceeds. The total project cost is budgeted for \$8.1M.

There is no impact to the General Fund.

Attachment I: RFP Matrix

Request for Proposals – Matrix

1	Where was the RFP advertised?	On the County Department of Public Works website and the San Mateo Daily Journal
2	In addition to any advertisement, list others to whom the RFP announcement was sent (in Alphabetic order):	CM Pros, Cooper Pegeda Management, Inc., Critical Solutions, Harris & Associates, Mack5, NV5, OAC Services, Inc., SRGNC CRES, Inc., Vali Cooper & Associates, Inc., and Vanir.
3	State the total number of RFP's sent to prospective proposers:	One plus an addendum.
4	How many proposals did you receive?	Two
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	C M Pros Inc. (San Francisco) Critical Solutions (Walnut Creek)