



**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:** Project Management Services Agreement with CM Pros Inc. for the Animal Shelter Replacement Project

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with CM Pros Inc., for project management services for the Animal Shelter Replacement project, for the term of January 24, 2017 through July 31, 2019, in an amount not to exceed \$1,589,600.

**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 The existing facility is obsolete and inadequate to meet current standards of animal care; and its level of deterioration is such that it is not viable to effect the necessary repairs and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 County's existing buildings, on February 15, 2013, your Board requested a list of capital improvement projects. The list was presented as the Five-Year Facilities Capital Projects Plan (Plan) to your Board on August 6, 2013.

The Plan included the Animal Shelter Replacement Project: a new approximately 27,000 square foot animal shelter building, with a total estimated cost of \$20 million. The new facility would replace the existing building on the existing parcel. The new facility would 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.

During the FY2013 - 15 Capital Plan Improvement Budget hearing, your Board approved funding for the Animal Shelter project.

On July 12, 2016, your Board previously authorized a contract with Jtec HCM Inc. for Construction Management Consultant Services, of which, \$3,465 has been expended to date. Due to the inability of Jtec HCM Inc. to provide the services required, Staff could not continue to use their services and terminated 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 Animal Shelter project. 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 \$1,589,600.

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

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

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 January 24, 2017 through July 31, 2019. The total not-to-exceed amount of the agreement is \$1,589,600. The Animal Shelter project was included in the County's Five-Year Facilities Capital Projects Plan on August 6, 2013. The total project cost is budgeted for \$20 million.

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: RFP Matrix

# Request for Proposals – Matrix

<b>1</b>	Where was the RFP advertised?	On the County Department of Public Works website and the San Mateo Daily Journal
<b>2</b>	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.
<b>3</b>	State the total number of RFP's sent to prospective proposers:	One plus an addendum.
<b>4</b>	How many proposals did you receive?	Two
<b>5</b>	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)