



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: January 8, 2014
Board Meeting Date: February 11, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: "On-Call" Construction Management Services for Capital Projects

RECOMMENDATION:

Adopt a Resolution authorizing agreements with Jtec HCM, Inc., Kitchell, and Cumming to provide on-call construction management services for the term of February 11, 2014 through February 10, 2017, for a maximum aggregate amount of \$1,800,000, or \$600,000 per agreement.

BACKGROUND:

The Department of Public Works regularly maintains a number of agreements with on-call consulting firms to provide services on an "as needed" basis. The "on-call" process has expedited numerous County Public Works projects over the years.

DISCUSSION:

A significant number of large capital projects have been approved and funded for implementation over the next several years. The Department of Public Works does not have sufficient in-house construction management personnel to handle the anticipated workload.

A Request for Proposal (RFP) was undertaken in the fall of 2013. Eleven submissions were received, analyzed and ranked as to best value by the Department's technical staff. Public Works is recommending that your Board authorize on-call agreements with three firms.

By executing these agreements, the Department will have the ability to utilize the consultants' expertise in managing major capital construction projects.

The Department will issue individual Work Orders including a scope of work and a not-to-exceed amount to the consultant(s). The not-to-exceed amount for each individual Work Order will vary; however, their cumulative sum will not exceed the maximum

amount of the Agreement. Any increase above the amount or term of the Agreement(s) would be submitted to your Board for consideration.

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

Approval of these “on-call” construction management agreements contributes to the Shared Vision 2025 outcome of a Collaborative Community by reducing the cost and time required to execute major construction and renovation projects in County facilities.

FISCAL IMPACT:

The terms of these agreements will each be for three (3) years, from February 11, 2014 through February 10, 2017. The maximum aggregate amount for the three agreements is \$1,800,000, or \$600,000 per agreement. The cost of these services will be covered under the individual project budgets. These projects are generally funded by the Capital Projects Fund, Measure A allocations, or individual departments requesting a project.