



County of San Mateo

Inter-Departmental Correspondence

Department: PARKS

File #: 21-879

Board Meeting Date: 11/9/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Nicholas J. Calderon, Parks Director

Subject: Second Amendment to the Agreement with Capital Program Management, Inc. for On-Call Construction Management Services

RECOMMENDATION:

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute a Second Amendment to the Agreement with Capital Program Management, Inc. for on-call construction management services to increase the contract amount by \$200,000, to a new not-to-exceed amount of \$825,000; and
- B) The Parks Director, or the Parks Director's designee, to execute further amendments to the Agreement with Capital Program Management, Inc. to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or to modify the Agreement's terms and/or services, so long as any modified term(s) and/or services is/are within the current or revised fiscal provisions.

BACKGROUND:

On February 13, 2019, the Parks Department ("Department") released a Request for Proposals ("RFP") seeking qualified firms to provide various on-call professional services for the Department. Through this effort, on April 23, 2019, the Department entered into an agreement ("Agreement") with Capital Program Management, Inc. ("CPM") for the delivery of on-call construction management services.

In order to advance critical projects, including the Memorial Park Wastewater Collection System Project and the Quarry Park Pump Track Project, on August 4, 2021, the Department-acting within its powers as authorized by Board Resolution No. 076576-and CPM executed a First Amendment to the Agreement to increase the Agreement's contract amount by \$25,000, to a new not-to-exceed amount of \$625,000.

DISCUSSION:

The Agreement as amended with CPM currently has a not-to-exceed amount of \$625,000. To ensure timely and efficient completion of current construction projects, the Department recommends increasing the contract amount by \$200,000, to a new total not-to-exceed amount of \$825,000. Should the Second Amendment to the Agreement be authorized by this Board, CPM will manage to completion the Quarry Park Pump Track Project and the Memorial Park Restroom and Shower Building Replacement Project - Phase 2, both of which are currently underway. Alternatively, should the Department need to procure new construction management services, both projects would be significantly delayed and suffer increased expenses as result of a new contractor having to become familiar with the projects. All other terms and provisions of the Agreement as amended will remain unchanged.

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

FISCAL IMPACT:

Sufficient appropriations are included in the Department's FY 2021-22 Adopted Budget, and will be included in future budgets.