



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 22-416

Board Meeting Date: 6/14/2022

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Michael Callagy, County Executive  
Adam Ely, Director, Project Development Unit

**Subject:** Amendment to Agreement with Keith Anderson Consulting

**RECOMMENDATION:**

Adopt a resolution authorizing the President of the Board of Supervisors to execute an amendment to the agreement with Keith Anderson Consulting to provide project and construction management services, extending the term through September 9, 2023, and increasing the amount payable by \$250,000 for a not-to-exceed amount of \$850,000.

**BACKGROUND:**

The Project Development Unit (PDU) oversees and manages ground-up construction performed by the County of San Mateo. Multiple large projects are underway which will require intensified PDU operations for several years. PDU requires substantial support from specialized consultants, including on-call project management consultants, to appropriately manage these critical and complex projects.

**DISCUSSION:**

Following issuance of a Request for Proposals, the County selected Keith Anderson as a provider of on-call project and construction management services. In 2019, this Board authorized an agreement with Keith Anderson Consulting.

Since that time, the contractor has provided project management services in support of multiple projects including Regional Operations Center and Medical Center Renovation. The contractor continues to provide high quality consulting services for ongoing projects and is currently assigned as a project manager for fixtures, finishes and equipment at the Medical Center.

This amendment will extend the term of the agreement through September 9, 2023 and increase the agreement amount by \$250,000, establishing a not to exceed amount of \$850,000.

The resolution contains the County standard provisions authorizing amendments to terms and conditions provided the fiscal obligation is increased by no more than \$25,000 in aggregate.

County Procurement has reviewed and approved the extension of this agreement.

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

**FISCAL IMPACT:**

The costs of services provided pursuant to this amended agreement will generally be borne by the budgets for the individual projects to which the consultant is assigned.