



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 23-179

Board Meeting Date: 3/28/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael P. Callagy, County Executive
Sam Lin, Project Development Unit Interim Director
Subject: Agreement for On-Call Inspector of Record Consulting Services

RECOMMENDATION:

Adopt a resolution authorizing the President of the Board of Supervisors to execute agreements with West Coast Code Consultants, Inc. and Shums Coda Associates to provide on-call Inspector of Record services, for the term May 1, 2023, through April 30, 2026, in an amount not to exceed \$600,000 per agreement, for an aggregate not to exceed amount of \$1,200,000.

BACKGROUND:

The County has multiple large new capital construction projects underway and most recently the Project Development Unit (PDU) received approval to move forward on the South San Francisco Wellness Center project. To appropriately manage these large capital construction projects, PDU requires the services and expertise of qualified Inspectors of Records. PDU regularly maintains a number of on-call agreements with firms to provide services on an as-needed basis. The on-call professional services process has expedited numerous County projects over the years.

DISCUSSION:

Detailed construction inspections are an important part of the overall construction project record to document compliance with the construction contract documents, California Department of Healthcare Access and Information (HCAI), California Building Code (CBC), and the California Office of State Fire Marshal (OSFM) requirements.

On January 24, 2023, PDU conducted a formal Request for Proposals for Inspector of Record Services. An internal selection committee comprised of department construction project managers reviewed the two submissions received and made a recommendation. PDU recommends "on-call" agreements with both construction inspection firms.

PDU will issue individual task orders comprised of a scope of work and a not-to-exceed amount to the contractor. The not-to-exceed amount for the individual task order will vary; however, the

cumulative sum of the task orders will not exceed the maximum amount of the agreement.

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

County Attorney has reviewed and approved the resolution and agreement as to form. The summary of the bids received is attached as "Exhibit A".

FISCAL IMPACT:

The not-to-exceed amount for these agreements is \$600,000 per agreement and \$1,200,000 in aggregate. The cost of these contracts will be funded by the individual project budgets to which each contractor is assigned. Funding for these contracts has been included in the Project Development Unit's FY 2022-2023 Adopted Budget. Similar funding will be included in future years.