



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PUBLIC WORKS

**File #:** 24-461

Board Meeting Date: 6/11/2024

---

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

**To:** Honorable Board of Supervisors  
**From:** Ann M. Stillman, Director of Public Works  
**Subject:** Amendment to the Agreement with Hollins Consulting, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Hollins Consulting, Inc. for on-call construction management services increasing the maximum amount authorized to be expanded by \$300,000 for a new not to exceed amount of \$625,000 with no change to the agreement term.

**BACKGROUND:**

On July 11, 2023, this Board approved Resolution No. 079814(d) authorizing an agreement with Hollins Consulting, Inc. (Hollins Consulting) for a not to exceed amount of \$300,000 for on-call construction management services.

On March 21, 2024, by authority of Resolution No. 079814(d), the Director of Public Works executed Amendment No. 1 to increase the not to exceed amount by \$25,000 for a new not to exceed amount of \$325,000.

**DISCUSSION:**

The Department of Public Works (Department) is recommending an amendment to the agreement with Hollins Consulting. The amendment is necessary to allow Hollins Consulting to continue providing construction management services for the San Mateo Medical Center (SMMC) Prevent Self Harm and Ligature Project, the SMMC Fire Alarm System Upgrade Project, the SMMC Pneumatic Tube System Project and the SMMC Edison and 37<sup>th</sup> Avenue Landscape Project, as well as other Capital Improvement Program projects managed by the Department.

The Department is requesting that Amendment No. 2 to the Hollins Consulting agreement, increasing the not to exceed amount by \$300,000 for a new not to exceed amount of \$625,000 with no change in term, be executed.

---

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

**FISCAL IMPACT:**

Amendment No. 2 to the Agreement increases the not-to-exceed amount by \$300,000 for a new not to exceed amount of \$625,000 with no change in term. Funding for this amendment is included in the Capital Projects Budget for FY 2023-24 and the Recommended Capital Projects Budget for FY 2024-25. There is no additional impact to the General Fund.