



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** SHERIFF

**File #:** 16-348

Board Meeting Date: 6/27/2017

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

**To:** Honorable Board of Supervisors

**From:** Carlos G. Bolanos, Sheriff

**Subject:** Agreement with David Titus

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with David Titus for project management services for the Old Maguire Renovation Project, for the term of July 1, 2017 through June 30, 2020, in an amount not to exceed \$360,000.

**BACKGROUND:**

Since the completion of the Maple Street Correctional Center, the older portion of the Maguire Jail has been vacated and no longer usable for jail beds.

On March 23, 2017, the Board of Supervisors accepted the County's recommended five-year Capital Improvement Plan which includes the renovation of the Old Maguire Jail. The Old Maguire Jail will be renovated into a Sheriff's Headquarters Building to accommodate most of the Sheriff's Office personnel that currently work in the Hall of Justice.

**DISCUSSION:**

The Old Maguire Jail is located at 330 Bradford Street in Redwood City. This portion of the facility has been mostly vacated since the completion of the Maple Street Corrections Center and transfer of inmates.

The Old Maguire Renovation Project consists of remodeling and expanding the space to accommodate the Sheriff's Office Headquarters Building, including its Administration, Operations, and Support Services. It would eliminate most of the Sheriff's Office presence in the Hall of Justice Building except for the Court Security and Transportation Bureaus. The project will also complete necessary seismic improvements and add additional floors.

The agreement with Dave Titus is for a three year term commencing on July 1, 2017 through June 30, 2020, and for a not-to-exceed amount of \$360,000. Mr. Titus will manage the Old Maguire Renovation Project by serving as coordinating liaison with County departments, consultants, contractors, architects, and the public. Mr. Titus will assist with the bid and award process, including

solicitation and evaluation of bids.

The Sheriff's Office is requesting the Request for Proposals process be waived as this contractor possesses the required skills and subject matter expertise to provide the needed Project Management representation and oversight for the Sheriff's Office. Mr. Titus was instrumental in providing Project Management leadership and oversight for the recently completed Maple Street Correctional Center. The Sheriff's Office is confident he will do the same on this project representing the Sheriff's Office's needs.

The resolution contains the County's standard provisions allowing amendments of the County's fiscal obligation by a maximum of \$25,000 (in aggregate).

The Resolution and agreement have been reviewed and approved as to form by County Counsel.

**FISCAL IMPACT:**

The term of the agreement is July 1, 2017 through June 30, 2020. The maximum obligation is \$360,000 for the three-year term and fully funded through the Old Maguire Renovation Capital Projects budget.