



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 16-291

Board Meeting Date: 6/27/2017

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

**To:** Honorable Board of Supervisors  
**From:** Doug Koenig, Interim Director of Project Development Unit  
**Subject:** Construction Management On-Call Support Services

**RECOMMENDATION:**

Adopt a resolution authorizing the County Manager or Manager's designee to execute on-call agreements with Jacobs Project Management Co., CM Pros, Inc., and Roebbelen Contracting, Inc. to provide construction management support for the Project Development Unit for the term July 1, 2017 through June 30, 2020 in an amount not to exceed \$1,000,000 per agreement for an aggregate not to exceed amount of \$3,000,000.

**BACKGROUND:**

In January 2017, the County Manager's Project Development Unit (PDU) was formed to oversee and manage all ground up construction performed by the County of San Mateo. The PDU's core group includes a Director, a Manager, two Management Analysts, a Senior Accountant, and three Project Managers. It was determined that the best method to supplement this core group is to add experienced contract Project Managers and on-call Construction Managers. It is anticipated that the Project Development Unit will be ramping up for a period of four to five years managing these projects, however it must remain scalable while additional studies and plans are made to determine the next phase of projects to be managed by this unit.

In March of 2017, your Board held a Study Session to consider the recommendations made in the Feasibility Studies and Master Plans that reviewed the County's use of lease space, aging facilities, OSHPD compliance work, public accessibility and navigation, parking, environmental standards, and efficiency of employee work spaces. Direction was given to the County Manager and the PDU to move forward with these recommendations. These new, approved, and on-going Capital Projects total approximately \$500 million and are being managed by the PDU.

**DISCUSSION:**

Multiple large County capital projects are underway which will require intensified PDU operations for approximately five years. The PDU does not have sufficient in-house personnel to appropriately manage this size and number of projects without additional support from specialized construction consultants.

To secure these consultants, the PDU conducted a Request for Proposals. A selection committee comprised primarily of departmental staff reviewed and ranked the submissions received from qualified firms, conducted background and reference checks, and made recommendations.

By executing the on-call agreements with these recommended firms, PDU will receive all manner of Construction Management to support Project Managers including but not limited to the areas of constructability review, preview change orders and prepare engineering estimates, claims analysis and negotiation, reviewing payment applications, conducting site walk to monitor progress and contract drawing compliances, preparing monthly report, managing RFI and submittals, coordinate meetings to resolve filed issues, and commissioning management.

The consultants have agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memorandum, including but not limited to, minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies. County Counsel has reviewed and approved the accompanying Resolution as to form.

Executing the "on-call" Construction Management services agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to complete major County construction projects.

**FISCAL IMPACT:**

The not-to-exceed amount for these agreements is \$1,000,000 per agreement or \$3,000,000 in aggregate. The cost of these contracts will be funded by the budgets for the individual projects to which the consultant is assigned.