



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 16-292

Board Meeting Date: 6/27/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Doug Koenig, Interim Director of Project Development Unit
Subject: Agreements for Project Management Support Services

RECOMMENDATION:

Adopt a resolution authorizing the County Manager or Manager's designee to execute agreements with Jacobs Project Management Co., Catherine Chan, CBRE, Inc., CMPros, Inc., and Yow & Associates to provide specialized project management support services for the Project Development Unit that encompass Capital Projects throughout the County for a term of 4 years from July 1, 2017 through June 30, 2021. The not-to-exceed amounts are Jacobs Project Management Co at \$1,280,000, Catherine Chan at \$960,000, CBRE, Inc. at \$400,000, CMPros, Inc. at \$400,000, and Yow & Associates at \$200,000 for a total aggregate amount of \$3,240,000.

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 Constructions Managers. It is anticipated that the PDU 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. As a result, two full time and several on-call contracts will be utilized. These contractors will be assigned to fully manage one or more projects depending on the size, timing, and complexity of the projects. The Project Manager responsibilities will include but are not limited to owner representation, project management, managing AE design teams and general contractors, team leadership and decision-making, identifying issues and risks, communicating and resolving issues, overall schedule, logistics, and budget management.

By executing these consultant agreements with the recommended firms, PDU will receive all manner of project support including owner representation, project and construction management, preliminary studies and programming, CEQA compliance, due diligence, data gathering and analysis, design input and review, cost estimating, scheduling analysis, evaluation of work product, change order review, and contract compliance.

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 memorando, 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 Resolution as to form.

Executing Project Management support services agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to complete critical County construction projects.

FISCAL IMPACT:

The terms of these Agreements will be for 4 years, from July 1, 2017 through June 30, 2021. The not to exceed amount for these agreements is \$3,240,000 in aggregate. The cost of these contracts will be funded by the budgets for the individual projects to which the consultant is assigned.