



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 16-294

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: D. Bazan Consulting, LLC

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with D. Bazan Consulting, LLC increasing the amount by \$600,000 for a new not-to-exceed amount of \$699,000 and extending the contract by 5 years for a new expiration date of June 30, 2022.

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 Project Development Unit's (PDU's) core group includes a Director, a Manager, two Management Analysts, a Senior Accountant, and three Project Managers. We have determined that the best method to supplement this core group by adding 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:

On July 1, 2016 the County contracted with D. Bazan Consulting, LLC for project management services and support for various building projects throughout the County. Ms. Bazan has a broad variety of experience in project management and strategies through her leadership role for the Sheriff's Office in securing a location, planning, and construction of the Maple Street Correctional Center. She has led the Master Plan and Feasibility Studies through their completion. The recommendations made in the Master Plans and Feasibility Studies were reviewed by your Board at

a Study Session and adopted on March 28, 2017.

Throughout the course of the contract agreement, it was demonstrated that Deborah Bazan was able to handle difficult issues and situations, and provide excellent recommendations for a clear path to resolving any issues with the least expense and impact to the County and the County's Capital Projects.

FISCAL IMPACT:

The full agreement amount has been included in the FY 17-19 PDU budget and project budgets.