



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 19-041

Board Meeting Date: 1/8/2019

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

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** Retention of Consulting Firms for On-Call Professional Services

**RECOMMENDATION:**

Adopt a resolution authorizing agreements with TYR, Inc., CMI Contractors, Inc., and Benchmark Inspection, LLC for \$500,000 per agreement to provide on-call construction inspector of record services; and JTEC HCM, INC., APSI Construction Management, and Capital Program Management, Inc. for \$600,000 per agreement to provide on-call construction management services for general facilities, for the term of January 9, 2019 through January 8, 2022, for a total maximum aggregate amount of \$3,300,000.

**BACKGROUND:**

The Department of Public Works (Department) regularly maintains a number of agreements with various firms to provide construction inspector of record services and construction management services on an "as needed" basis. The on-call construction inspector of record services and construction management services has expedited numerous Department projects over the years.

**DISCUSSION:**

The Department is anticipating a significant number of facilities related projects will be undertaken within the next three years. The Department does not have in-house construction inspector of record services or construction management services expertise and relies on outside firms to provide this service.

A Request for Proposals (RFP) process was used to select preferred consultants. A selection committee comprised of Department staff reviewed and ranked the submissions received from 13 qualified firms. The Department is recommending that your Board authorize on-call agreements with six such firms based on the strength of their proposal and reference checks.

By executing the agreements, the Department will have the ability to utilize the consultants' expertise in completing certain tasks associated with construction inspector of records services and construction management services. The work of the inspector of record services may include, but will

not be limited to, providing field inspections, coordinating inspections, special inspection testing, and facilitating closeout documents. The work of the construction management services may include, but will not be limited to, providing design services, building assistance, construction services, and inspection services.

The Department will issue individual Task Orders that outline the scope of work and a not-to-exceed amount to each consultant. The not-to-exceed amount for the individual Task Orders will vary; however, the cumulative sum of the Task Orders will not exceed the maximum amount of the agreements. Any increase above the amount or term of the Agreement would be submitted to your Board for approval.

County Counsel has reviewed and approved the resolution and agreements as to form.

Approval of the “on-call” construction inspector of record service and construction management service contributes to the Shared Vision 2025 outcome of a Collaborative Community by reducing the cost and time required to execute major construction and renovation projects in County facilities.

**FISCAL IMPACT:**

The maximum aggregate amount for the agreements is \$3,300,000 for the term of January 9, 2019 through January 8, 2022. Funding for this agreement is included in the FY 2018-19 Adopted Budget. There is no additional impact to the General Fund.

ATTACHMENTS: RFP Matrix