



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 19-859

Board Meeting Date: 9/17/2019

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

**To:** Honorable Board of Supervisors  
**From:** Adam Ely, Director of the Project Development Unit  
**Subject:** Agreements for Project Management On-Call Support Services

**RECOMMENDATION:**

Adopt a resolution authorizing the President of the Board to:

- A) Execute agreements with Advanced Management and Consulting L.L.C., Jtec HCM Inc., Keith Robert Anderson, and Macks Craic, Inc. dba Mack5, to provide project management support services for County Projects for the term of September 17, 2019 to September 16, 2022, in an amount not to exceed \$600,000 per agreement for an aggregate amount not to exceed \$2,400,000; and
- B) Execute contact amendments that modify the contract term and/or services so long as it does not cause the total cost of the services to exceed the current or revised fiscal provisions.

**BACKGROUND:**

In January 2017, the Project Development Unit (PDU) was formed to manage ground up construction performed by the County of San Mateo. Multiple large County capital projects are underway, and others are anticipated, requiring intensified PDU operations for several years. To appropriately manage these critical and complex projects, the PDU requires scalable support from specialized consultants, including project managers.

**DISCUSSION:**

On July 25, 2019, the PDU issued a Request for Proposals for on-call project management services. A selection committee comprised of departmental staff reviewed and ranked the submittals, conducted reference checks, and made recommendations for retention.

By executing the agreements, PDU will have the ability to utilize the consultants' expertise that covers the full spectrum of a project including but not limited to owner representation, project and construction management, recommendations pertaining to preliminary studies and programming, CEQA process, due diligence, data gathering and analysis, design input and review, cost estimating,

scheduling analysis, evaluation of work product, and enforcement of contract compliance.

The consultants have agreed to comply with the County's standard and required contract provisions. County Counsel has reviewed and approved the Resolution.

Executing On-Call Project Management support services agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to execute major construction projects for the County.

**FISCAL IMPACT:**

The not to exceed amount for these agreements is \$2,400,000 in aggregate. The cost of these contracts will be funded by the budgets for the individual projects to which the consultant is assigned.