



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PUBLIC WORKS

**File #:** 19-981

Board Meeting Date: 10/8/2019

---

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

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** On-Call Construction Management Services for General Facilities

**RECOMMENDATION:**

Adopt a resolution authorizing agreements with Griffin Structures, Hollins Consulting, and MCK Americas to provide on-call construction management services for General Facilities for the term of October 8, 2019 through October 7, 2022, each in the amount not-to-exceed \$600,000 for a total aggregate amount of \$1,800,000.

**BACKGROUND:**

The Department of Public Works (Department) regularly maintains a number of agreements with on-call construction management firms to provide services on an “as needed” basis. The on-call professional service process has expedited numerous County public work projects over the years.

It is anticipated that a significant number of projects will be undertaken within the next three years at various County facilities that require construction management for General Facilities.

**DISCUSSION:**

The Department conducted a Request for Proposals (RFP) process to select qualified consulting firms. A selection committee comprised of Department staff reviewed and ranked the submissions received from seven qualified firms. The Department is recommending your Board authorize agreements with three consulting firms based on the strength of their proposal and reference checks.

By executing these agreements, the selected firms, Griffin Structures, Hollins Consulting, and MCK Americas can provide professional construction project management services for projects with a focus on new construction, infrastructure and ground-up projects, additions, remodels and/or alterations to existing facilities.

The Department will issue individual Task Orders that outline the scope of work and a not-to-exceed amount to the consultant(s). 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

agreement(s).

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

Approval of the on-call construction management services agreements 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 three agreements is \$1,800,000 or \$600,000 per agreement for the term of October 8, 2019 through October 7, 2022. Funding for these agreements is included in the FY2019-20 Adopted Capital Program Budget. There is no additional impact to the General Fund.

ATTACHMENTS: RFP Matrix