



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 20-339

Board Meeting Date: 5/19/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Amendment to the Agreement with Hollins Consulting, Inc. for "On-Call" Construction Management Services for General Facilities

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Hollins Consulting, Inc. for "on-call" Construction Management Services for general facilities, increasing the amount by \$600,000 for a new not-to-exceed amount of \$1,200,000, and extending the term of the agreement for two additional years, for a new end date of October 9, 2024.

BACKGROUND:

On October 8, 2019, your Board adopted Resolution No. 076911, which authorized the Department of Public Works (Department) to enter into an agreement with Hollins Consulting, Inc. to provide "on-call" construction management services for general facilities on various County facilities construction projects on an as needed basis in the amount of \$600,000 from October 8, 2019 through October 10, 2022. Over the past year, this firm has worked on various Department projects at the San Mateo Medical Center (SMMC) and is currently needed for additional projects at this location.

DISCUSSION:

The hourly billable rates for Hollins Consulting, Inc. will increase due to higher operating costs. By extending the agreement's expiration date to October 9, 2024, and increasing the contract amount by \$600,000 to the agreement with Hollins Consulting, Inc., the Department can continue utilizing the consultant's expertise to execute the tasks associated with construction management on projects including but not limited to projects such as the SMMC Prevent Self Harm and Ligature (\$5,800,000) and the SMMC Replace Smoke Detector & Fire Alarm Upgrade (\$3,400,000) projects that they have been previously working on. It is in the best interest of the County to continue to retain the services of Hollins Consulting, Inc. because their expertise and performance on Office of Statewide Health Planning and Development (OSHPD) projects have proven to be invaluable in ensuring the construction of County facilities.

The Contracts Compliance Committee has approved a two-year time extension for this agreement.

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

FISCAL IMPACT:

The amendment to the agreement will increase the not-to-exceed amount by \$600,000 to a new not-to-exceed amount of \$1,200,000 and extend the term to October 9, 2024. Funding for this amendment is included in project budgets in the FY 2020-21 Approved Recommended Budget for the Capital Projects Budget Unit and additional costs will be included the in the FY 2021-22 Recommended Budget.