



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 20-889

Board Meeting Date: 11/17/2020

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manger  
Adam Ely, Project Development Unit Director

**Subject:** Amendment to Agreement with Design Build Development Group, Inc. for Project Management Services

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Design Build Development Group, Inc. to continue to provide construction management services for County Projects, extending the term of the agreement through December 31, 2024 and increasing the amount by \$1,500,000 to an amount not to exceed \$2,199,000.

### **BACKGROUND:**

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

On January 1, 2019, the PDU entered into an agreement with Design Build Development Group, Inc. (DBDG) to provide project management support services. Since then, DBDG has successfully provided project management services in support of multiple projects including the County Office Building 3 Project and the South San Francisco Wellness Center Project.

DBDG continues to provide high quality consulting services in support of the PDU mission and project success. Their services include, among other things, day-to-day project management assistance and coordination, ongoing constructability review, change order analysis, and budget review and projection.

### **DISCUSSION:**

By executing the amendment, the PDU will have the ability to continue to utilize the expertise of DBDG 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, California Environmental Quality Act 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 resolution contains the County's standard provisions allowing amendment of terms and increase of County fiscal obligations by a maximum of \$25,000 (in aggregate).

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

**FISCAL IMPACT:**

The term of this agreement will be extended by three years through December 31, 2024. The not to exceed amount for the agreement is \$2,199,000 in aggregate. The cost of the contract will be funded by the budgets for the individual projects to which the consultant is assigned.