



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** COUNTY MANAGER

**File #:** 21-852

Board Meeting Date: 11/9/2021

---

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager/Clerk of the Board  
Adam Ely, Project Development Unit Director

**Subject:** Amendment 4 to the Agreement with Edgar Lopez and Associates, LLC

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute an Amendment to the Agreement with Edgar Lopez and Associates, LLC, extending the term through March 31, 2024, and increasing the amount by \$900,000 for a not to exceed amount of \$1,215,000; and
- B) The Director of the Project Development Unit or designee to issue change orders to the agreement that modify the terms and conditions and increase the maximum fiscal obligation by no more than \$50,000 in aggregate for a total not to exceed contract value of \$1,265,000.

**BACKGROUND:**

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

On March 1, 2020, PDU entered into an agreement with Edgar Lopez and Associates, LLC (ELA) to provide on-call general consulting services based on ELA's demonstration of competence and professional qualifications necessary for the performance of the services required at a fair and reasonable price.

Edgar Lopez and Associates, LLC (ELA) will continue to work with PDU project managers to review designs prepared by architects and engineers to ensure the designs meet the standards of civic buildings for quality, sustainability and ease of future maintenance. In addition, ELA consults with PDU managers and builders retained by PDU to provide constructability review, budget and schedule management, value engineering, facilitation of meetings, strategies to meet requirements from authorities having jurisdiction of various capital projects, project assessment, project team

assessment, review of internal controls and processes, construction change order evaluations, and other high-level public construction and administration consulting work.

**DISCUSSION:**

It would be beneficial for the County of San Mateo to extend the current contract with Edgar Lopez & Associates, LLC until construction on the foregoing projects are completed. Changing service providers would reduce efficiency, create discontinuity, and likely increase costs of service provision. The County has been pleased with the level of service, professionalism, and flexibility shown by the vendor. Given the foregoing, an agreement longer than 3 years is in the best interest of the County.

The resolution contains the standard provisions allowing modification of terms and amendment of County fiscal obligations by a maximum of \$50,000 (in aggregate).

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

**FISCAL IMPACT:**

The amended not to exceed amount for the agreement will be \$1,215,000 in aggregate. The cost of the contract will be funded by the budgets for the individual projects to which the consultant is assigned.