



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 23-230

Board Meeting Date: 4/11/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Executive
Sam Lin, Interim Director, Project Development Unit

Subject: On Call Agreement for Audio Visual & Information Technology Project Management Services

RECOMMENDATION:

Adopt a resolution authorizing the President of the Board of Supervisors to execute an agreement with EVO, Info Way Solutions, and Triune Infomatics, Inc. to provide on-call project management services specific to audio visual and information technology, for the term of April 1, 2023, through March 31, 2026, in an amount not to exceed \$600,000 per agreement, for a not to exceed amount of \$1,800,000 in aggregate.

BACKGROUND:

The County has multiple large, ongoing, and new capital construction projects underway. To properly manage these construction projects, the Project Development Unit (PDU) requires the services and expertise of qualified information technology consultants for project management support services. PDU regularly maintains a variety of professional on-call service agreements which has permitted the unit to expedite construction projects for the County of San Mateo.

DISCUSSION:

Managing the County's major capital construction portfolio with multiyear timelines, ever-shifting requirements, and complex procurement challenges comes with inherent uncertainties that can affect costs, schedules, and quality. The PDU effectively manages such complex capital projects by keeping a diverse pool of expert capital construction project managers assigned to the projects. By breaking the project into assigned specific specialties, the project executive can direct the teams more efficiently and react to issues with greater agility.

On February 3, 2023, PDU conducted a formal Request for Proposal for On-Call AV/IT Project Management Services. An internal County selection committee comprised of PDU and the Information Services Department reviewed the three submissions received and a made a recommendation to accept and offer agreements to all three firms.

The unit will issue individual task orders comprised of a scope of work and not to exceed amount to the contractor. The not to exceed amount for the individual task order will vary; however, the cumulative sum of the task orders will not exceed the maximum amount of the agreement.

The resolution contains standard provisions allowing the amendment of County fiscal obligations by a maximum of \$25,000 in aggregate.

County Attorney has reviewed and approved the resolution and agreement as to form. The summary of the bids received is attached as "Exhibit A".

EQUITY IMPACT STATEMENT:

Access to digital services can make all services more widely available to diverse populations that have varying ability to engage with the County in-person. Enhancing equity through technology-driven services is supported through the inclusion of contemporary digital infrastructure in capital projects. These agreements will assist the development of digital infrastructure within County's ground up construction projects.

FISCAL IMPACT:

The not to exceed amount for these agreements is \$600,000 per agreement, \$1,800,000 in aggregate. The cost of these contracts will be funded by the individual project budgets to which each firm is assigned. Funding for these contracts has been included in the PDU project budgets within the FY 2022-23 Adopted Budget. Similar funding will be included in future years.