



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Public Works



**Date:** February 23, 2016  
**Board Meeting Date:** March 29, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works

**Subject: Measure A:** Agreement with Jtec HCM, Inc. for the Skylonda Fire Station No. 58 Replacement Project for Construction Management Services

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Jtec HCM Inc., for construction management services for the Skylonda Fire Station No. 58 replacement project, for the term of March 29, 2016 through May 31, 2017, in an amount not to exceed \$363,730.

**BACKGROUND:**

During the FY2013-14 – 2014-15 budget process, your Board approved funding for the replacement of the Skylonda Fire Station. Under the direction of Staff, and in collaboration with Cal Fire and stakeholders, a space program and a facility needs assessment was prepared. Bridging documents were completed in late March, 2015.

On April 14, 2015, your Board accepted the bridging documents, accepted the design-build process as the delivery method, as provided by Public Contract Code §22160 et seq., and authorized a Request for Qualifications and Proposals (RFQ/P) for design-build entities.

Design-build allows for expeditious project delivery through a competitive procurement process.

Following the design-build RFQ/P process, on November 3, 2015, your Board approved Resolution No. 074160 - an agreement with T.B. Penick & Sons, for a design-build contract, in the amount of \$6,249,999.

In June 2015, a Construction Management Consultant Services RFQ/P, including a scope of work and evaluation criteria, was issued for the Skylonda Fire Station No. 58 project. Proposals were submitted by three firms: Kitchell, Jtec HCM Inc., and Critical

Solutions. They were evaluated for firm qualifications, project team and relevant experience, professional costs, and compliance with County contract requirements.

**DISCUSSION:**

It is necessary to retain a consultant to assist staff in the construction management of the Skylonda Fire Station No. 58 project. The consultant will coordinate construction logistics, facilitate compliance elements and communications, provide document tracking, and provide assistance as needed for the planning, coordination, scheduling, and budgeting of the project.

Jtec HCM, Inc. submitted qualifications and a proposal with the best overall value. Staff is recommending a not-to-exceed time and material contract with Jtec HCM, Inc. for Construction Management Services, in the amount of \$363,730.

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

Staff will manage the overall planning, coordination and control of the project.

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

Approval of these actions will contribute to the Shared Vision 2025 outcome of a Collaborative Community by advancing projects that provide regional benefits to San Mateo County residents.

**FISCAL IMPACT:**

The term of the agreement is March 29, 2016 through May 31, 2017. The total not-to-exceed amount of the agreement is \$363,730. In addition, staff is requesting an additional \$25,000 for additional services if required. The Skylonda Fire Station project is included in the County's five-year Facilities Capital Plan with \$4M in **Measure A** funds and \$4.1M in bond proceeds. The total project cost is budgeted for \$8.1M.

There is no impact to the General Fund.

Attachment A: RFP Matrix

# Request for Proposals – Matrix

<b>1</b>	Where was the RFP advertised?	On the County Department of Public Works website and the Daily Journal
<b>2</b>	In addition to any advertisement, list others to whom the RFP announcement was sent:	None
<b>3</b>	State the total number of RFP's sent to prospective proposers:	none
<b>4</b>	How many proposals did you receive?	3
<b>5</b>	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Critical Solutions, Walnut Creek, CA Jtec HCM, Oakland, CA Kitchell, San Jose, CA