



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 6

Section Name: {{section.name}}

Account Number: 82-4681

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** February 3, 2025

**SUBJECT:**  
PW Facilities On-Call General Contracting Services – Approval

### RECOMMENDATION:

Approve Contract Change Order No. 1 to the construction contract with Y3C, Inc. in the amount of \$160,000 to provide on-call contracting services to Public Works Facilities through Fiscal Year 2024-25, increasing the total contract amount to \$250,000; and authorize the Public Works Director to execute the change order in substantially the form presented.

### BACKGROUND:

Public Works staff is requesting general contracting services to support the Public Works Facilities Division with General Maintenance projects and to provide off-hour emergency response. In addition to routine maintenance, the division is currently overseeing more than twenty projects that require general contracting services. These projects are essential to public health, safety, and welfare, and include, but are not limited to, the following:

1. City Hall Concrete Slab Removal for Soils Investigation
2. City Hall Permit Counter Reconfiguration
3. Collapsed lateral at 2nd/ECR Garage
4. Poplar Creek Water Intrusion Investigation
5. Poplar Creek Infestation Assessment
6. Los Prados Light Failure Assessment
7. Differential Settlement at Lakeshore Park
8. Differential Settlement at Indian Springs
9. Various plumbing work at City parks (i.e., Seal Point Park)
10. Beresford Recreation Center Metal Pole Refurbishment
11. Lakeshore Park Snack Shack Leak Investigation
12. Citywide fence repairs
13. Backup Generator Installation at Various Sites
14. Acoustical Attenuation Projects
15. Mechanical Equipment Replacement
16. Tenant Improvements Projects at the Corp Yard
17. Vandalism Repair at Various Sites
18. Hazardous Materials Removal at Various Sites
19. Mechanical repairs at Recreation Centers (i.e., King)
20. Electrical / Lighting repairs at City parks (i.e., Los Prados)
21. Water intrusion investigation and repair (i.e., Roofs)

In Fall 2024, the City prequalified five contractors based on previous satisfactory performance and invited them to submit

proposals for the specified work. As a result, four contractors, SP Construction, Inc., Y3C, Inc., Newton Construction & Management, and Angeles Contractor, Inc. were awarded on-call agreements, each valued at \$90,000. These contractors were selected due to their familiarity with the City's facilities and its diverse range of project types, and their ability to respond to them. All four are currently working continuously to assist in reducing staff workload and ensuring the smooth operation of day-to-day activities.

The Facilities and Fleet Services Division expects a significant increase in maintenance and repair work during the wet weather months, including on-call responses on nights and weekends, which may create challenges in meeting coverage needs with the current personnel schedule. The work includes, but is not limited to, electrical outages, fence damage, generator maintenance, roof and window repairs, etc. Y3C, Inc. has performed exceptionally under their current contract, has proven to be dependable at all hours, has access to specialized personnel, resources, and equipment, and is familiar with the City's policies and procedures. Staff recommends a change order to the on-call agreement with Y3C, Inc. for an additional \$160,000. Subsequent proposals for each task will be submitted and reviewed before execution. The requested amount is based on prior years' expenditures for issues such as fence, structural, or waterproofing repairs.

**BUDGET IMPACT:**

These services are funded through the Facilities operating and various capital project budgets, which include sufficient funding for this change order.

**ENVIRONMENTAL DETERMINATION:**

Approval of a change order with Y3C, Inc. for on-call general contracting services is categorically exempt from CEQA as an "existing facility," because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Contract Change Order No. 1

**STAFF CONTACT**

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