



CITY OF SAN MATEO

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Agenda Report

Agenda Number: {{item.number}}

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Public Works Department

MEETING DATE: July 20, 2020

SUBJECT:
On-Call Construction Management Services – Agreements

RECOMMENDATION:

Approve on-call professional construction management service agreements with CSG Consultants, Ghirardelli Associates, and MNS Engineers, each for a three-year term with an annual amount not to exceed \$150,000, for a total of \$450,000 for each agreement, and authorize the Public Works Director to execute the agreements in substantially the form presented and execute task orders within the approved amount.

BACKGROUND:

The City of San Mateo Public Works Department expects to manage approximately \$35-40 million of construction for street and traffic improvements over the next three years throughout the City. In addition to planned projects, Public Works also provides oversight on large utility projects within the City's right-of-way. Public Works does not have sufficient staff resources to properly inspect and manage all the projects and oversee utility projects. To augment City resources, a Request for Proposals (RFP) was issued on May 4, 2020 for on-call construction management services including inspection, general construction management, and specialty support services (e.g., environmental permit compliance, materials testing, hazardous material support, and surveying).

On May 22, 2020, staff received 17 proposals and reviewed, screened, and ranked each firm based on experience and qualifications of key team members, team structure, and overall understanding of the City's needs. Staff short-listed five (5) firms and conducted in-person interviews with each firm's proposed project team. Based on the proposals and interviews, three on-call construction management firms were selected:

- CSG Consultants
- Ghirardelli Associates
- MNS Engineers, Inc.

As projects approach the construction phase, staff will develop specific project task orders, scopes of work, and budgets with each firm for work efforts performed as part of the on-call services agreement. The agreements will be valid for three years with a pre-negotiated allowable annual fee adjustment.

BUDGET IMPACT:

Each consultant will be issued a blanket purchase order in an amount not to exceed \$450,000. The individual capital projects will fund the respective task orders.

ENVIRONMENTAL DETERMINATION:

In accordance with Public Resources Code Section 21065, entry into these construction management contracts is not a

project subject to CEQA because it can be seen with certainty that there will be no impact on the physical environment as a result.

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – CSG Agreement

Att 2 – Ghirardelli Agreement

Att 3 – MNS Agreement

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