



## Legislation Details (With Text)

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**Title:** Community Development Services, Department of Transportation, recommending the Board approve and authorize the Chair to sign the Third Amendment to Task Order 01, TO 126-S1611-01-03, for construction support services for various subdivisions, permits, and development-driven construction projects, issued to Ghirardelli Associates, Inc., under Agreement for Services 126-S1611, to increase the not-to-exceed amount of the Task Order by \$245,000 for a total not-to-exceed amount of \$935,000, to provide for continuing subdivision inspection services for the remainder of the construction season, with no increase in rates and no change to the expiration date of the contract.

**FUNDING:** Developer Funded.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - FENIX workflow approval of Amendment, 2. B - TO 126-S1611-01-03, 3. Executed Task Order 126-S1611-01-03

Date	Ver.	Action By	Action	Result
5/22/2018	1	Board of Supervisors	Approved	Pass

Community Development Services, Department of Transportation, recommending the Board approve and authorize the Chair to sign the Third Amendment to Task Order 01, TO 126-S1611-01-03, for construction support services for various subdivisions, permits, and development-driven construction projects, issued to Ghirardelli Associates, Inc., under Agreement for Services 126-S1611, to increase the not-to-exceed amount of the Task Order by \$245,000 for a total not-to-exceed amount of \$935,000, to provide for continuing subdivision inspection services for the remainder of the construction season, with no increase in rates and no change to the expiration date of the contract.

**FUNDING:** Developer Funded.

### DEPARTMENT RECOMMENDATION

Community Development Services (CDS), Department of Transportation (Transportation), recommending the Board approve Task Order 126-S1611-01-03 with Ghirardelli Associates, Inc., (Ghirardelli), representing the Third Amendment to Task Order 01 (Third Amendment) due to an increased level of projects this construction season. This Third Amendment is necessary in order to provide continuing subdivision inspection services for the remainder of the construction season, including construction inspection, construction administration, and project close-out services.

### DISCUSSION / BACKGROUND

On November 17, 2015 (Item 32), the Board approved the Agreement for Services 126-S1611 (Agreement) with Ghirardelli to provide on-call construction support services for Transportation's Capital Improvement Program and Subdivision Construction Program. The Agreement became effective on that date and will expire three years thereafter, on November 16, 2018. On-call contracts such as Ghirardelli's allow the flexibility to staff-up during seasonally busy times or as development

projects increase, and then reduce staff as construction work slows down.

On October 10, 2017 (Item 21), the Board approved the First Amendment to the Agreement with Ghirardelli to provide on-call construction support services for Transportation's Capital Improvement Program and Subdivision Construction Program. This First Amendment to Agreement for Services increased funding by \$500,000, for a total not-to-exceed amount of \$1,250,000, with no increase in rates or change in term.

Community Development Services, Administration and Finance, Contracts & Procurement Unit completed a Request for Qualifications (RFQ) process for Transportation in March 2014. A multi-jurisdictional panel evaluated and ranked each Statement of Qualifications and established, based on category of service, a short list of acceptable service vendors. In April 2015, Transportation initiated an on-call Request for Proposals (RFP) process and sent RFPs to the top ten ranked consulting firms from the RFQ's Category 2C, Construction Management and Other Construction Services. Senior staff from Transportation and an engineer from the California Department of Transportation evaluated the seven proposals received. It was determined that Ghirardelli had some of the best qualified staff and experience to assist Transportation in successfully managing construction projects over the next three years. Both the RFQ and RFP processes were conducted in accordance with County Policy C-17.

Task Order 01, TO 126-S1611-01, was issued to Ghirardelli in accordance with the Agreement terms and was fully executed on January 7, 2016, in the amount of \$250,000, to provide construction support services for various subdivisions, permits, and developer-driven construction projects.

On November 15, 2016 (Item 20), the Board approved the First Amendment to Task Order 01, TO 126-S1611-01-01, to increase funding by \$250,000, for a total not-to-exceed amount of \$500,000, to provide for subdivision inspection services, including construction inspection, construction administration, and project close-out services.

On May 23, 2017 (Item 19), the Board approved the Second Amendment to Task Order 01, TO 126-S1611-01-02, to increase funding by \$190,000, for a total not-to-exceed amount of \$690,000, to provide for subdivision inspection services, including construction inspection, construction administration, and project close-out services.

This Task Order Third Amendment provides an additional \$245,000 in funding, for a total not-to-exceed amount of \$935,000 for continued subdivision inspection services, due to an increased level of projects this construction season, which will allow Transportation to use Ghirardelli's services for the remainder of the current Agreement, spanning a portion of Fiscal Year (FY) 2017/18 and FY 2018/19.

## **ALTERNATIVES**

The Board could choose not to approve the Third Amendment, which could result in delays in subdivision construction inspection services, completion of required improvements and, potentially, sales of residential units.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Approved by Risk Management and County Counsel.

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

The requested Board action has no Net County Cost. All costs associated with this Task Order Third Amendment will be accommodated in Transportation's adopted FY 2017/18 and proposed FY 2018/19 budgets, and will be reimbursed by private development project applicants.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) originals of the Task Order Third Amendment.
- 2) The Clerk of the Board will return one (1) fully executed original of the Task Order Third Amendment to Transportation, to the attention of Jackie Cook.

**STRATEGIC PLAN COMPONENT**

Infrastructure, Public Safety, and Economic Development.

**CONTACT**

Rafael Martinez, Director  
Community Development Services, Department of Transportation