



Legislation Text

File #: 17-1094, **Version:** 1

Chief Administrative Office, Facilities Division, recommending the Board consider the following:

- 1) Make findings pursuant to Article II, Section 210b(6) of the El Dorado County Charter that the ongoing aggregate of work to be performed is not sufficient to warrant the addition of permanent staff; and
- 2) Authorize the Purchasing Agent, pursuant to final Risk Management approval, to sign Agreement for Services 244-S1810 with AMG Management Group LLC for a not-to-exceed amount of \$145,600 and a term of one (1) year to provide project management and real estate development services on an on-call basis.

FUNDING: Accumulative Capital Outlay Fund, BSCC grant funding.

DEPARTMENT RECOMMENDATION

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DISCUSSION / BACKGROUND

An as-needed agreement would assist the Division with several tasks related to the proposed Placerville Jail expansion, new Placerville Juvenile Hall, and the renovation of the El Dorado Center in South Lake Tahoe. Projects of this scale and complexity require a specialized skill set that the Division does not currently have and that is better suited to contract for when required to supplement the Division's current strengths. The proposed agreement would provide project management and real estate development services including work from project conception to completion and any other advanced and complicated tasks related to facility project management and real estate development services.

The Facilities division currently has over \$125 million of major capital projects in various stages of development or construction. AMG's expertise with complicated projects of this nature will assist staff in moving these projects forward through construction and allow staff to move forward with additional facilities plans.

Jayson Mills, the sole proprietor doing business as AMG Management Group LLC, will advise the County on overall strategy for project delivery, structure and organization of prime contracts with designers, contractors and vendors; assist with the preparation of documents for procurement of the design-builder, and participate in identifying and selecting those firms. Throughout the projects, Jayson will act as the liaison and point of contact with both internal and external stakeholders.

In accordance with Procurement Policy C-17, Section 7.11, for any contracts over \$100,000 the consultant selection process must include a review of the scope of services and the consultant's professional qualifications. A selection group including one representative from outside the department (Director of Planning and Building) performed a review. This review process was completed in October, 2017.

The Division recommends approval of this agreement for a not-to-exceed amount of \$145,600 and a term of one year. The billable hourly rate is \$140 per hour which is consistent with similar County agreements for these types of services. The work related to these specific projects is sporadic and limited term in nature. Based on this information, the department is requesting that the Board make the finding that the ongoing aggregate of work to be performed is not sufficient to warrant the addition of permanent staff.

County Counsel has reviewed and approved this item. The execution of the contract is pending Risk Management approval because the required insurance has not yet been purchased by AMG Management Group, LLC. The insurance is not needed if the Board does not authorize the approval of the agreement, so staff has agreed to allow AMG to purchase the insurance following Board approval, but prior to full execution of the contract. If this item is approved, AMG will be required to submit proof of insurance for review and approval by Risk Management.

ALTERNATIVES

The Division could try to recruit in-house staff to cover this specialty work. The work is not full time in nature and is limited term. The Division has not been successful in the past of recruiting for part-time, limited term work. This alternative could result in an increase in project costs and delays with no guarantee of completing a successful recruitment. Delays in the jail expansion project could also jeopardize the funding.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Funding is included in the FY 2017-18 Accumulative Capital Outlay fund. There is no change in Net County Cost.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Infrastructure

CONTACT

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