



STAFF REPORT

AGENDA NO: 8h

MEETING DATE: November 4, 2019

To: Honorable Mayor and City Council

Date: November 4, 2019

From: Syed Murtuza, Director of Public Works – (650) 558-7230

Subject: Adoption of a Resolution Approving a Professional Services Agreement with CSG Consultants for Project Management and Construction Inspection Services for the City Parking Garage at Parking Lot N, Located at 160 Lorton Avenue, in the Amount of \$208,320

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution approving a professional services agreement with CSG Consultants for project management and construction inspection services related to the construction of the City Parking Garage at Parking Lot N, located at 160 Lorton Avenue, in the amount of \$208,320, and authorizing the City Manager to execute the agreement.

BACKGROUND

The Village at Burlingame project includes the construction of a 132-unit affordable housing development on Parking Lot F and a five-story, 328 stall parking garage at Lot N. The Pacific Companies is the project's developer. The initial stages of construction have begun, and staff is seeking consultant expertise assistance to provide oversight of the construction of the parking garage to ensure it is built in accordance with plans and specifications. The garage construction is estimated to last 12 to 18 months and cost approximately \$14 million.

DISCUSSION

Staff negotiated the attached scope of professional services with CSG Consultants in the amount of \$208,320 to provide project management and construction inspection services for the parking garage facility. CSG has been providing consultant assistance to the City for other private development projects such as the construction of the Burlingame Point Project and Summerhill Project. Both projects are multifaceted, involve interface with public improvements, and include the construction of large garages. The consultant firm has extensive experience in providing construction inspection services, is familiar with the City's requirements, and has assisted the City with several private development projects currently underway. Below is a summary of the scope of work:

- Perform day-to-day construction inspections;
- Provide daily construction observation reports, including photographs of various

infrastructure elements at key milestone points;

- Understand the goals and objectives, enforcing all standards and requirements while coordinating with all stakeholders to keep the project moving;
- Understand and enforce all governing documents, including the development agreement, conditions of approval, and other pertinent agreements;
- Perform public outreach services;
- Coordinate with project contractor for issues pertaining to compliance;
- Coordinate with geotechnical engineer on the observance and responsibility of grading operations;
- Oversee the quality control for all off-site infrastructure improvements;
- Perform independent construction quality assurance for all on-site parking garage features;
- Coordinate with other governing entities such as water districts, PG&E, AT&T, and Comcast to ensure there are no conflicts with agency standards;
- Bring any conflicts or necessary changes in the field to the attention of the project manager and resolve any conflicts in an expeditious manner; and
- Conduct final walk through and develop punch-list for final approval.

Please refer to Exhibit A of the attached Profession Services Agreement for further details.

FISCAL IMPACT

There are adequate funds available in the Downtown Parking In-Lieu Fee Funds to undertake this work. If approved, staff will include a request for the appropriation of \$208,320 in the mid-year budget review.

Exhibits:

- Resolution
- Professional Services Agreement
- Project Location Map