



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: July 9, 2019

Subject: APPROVE a contract amendment with PDM Group, Inc., for on-call project and property management, and real estate -right of way acquisition services.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with PDM Group, Inc. (PDM), effective June 1, 2019, to increase the payment limit by \$251,000 to a new payment limit of \$350,000 for the period of December 1, 2018 through June 1, 2020, for continued on-call project management, property management and real estate – right of way acquisition services, as recommended by the Public Works Director, Countywide.

FISCAL IMPACT:

Task Orders issued under this contract are funded directly from various County Departments requesting Real Estate services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 9, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Jewel Lopez, (925)
957-2485

cc:

BACKGROUND:

The original contract with PDM was executed in December 2018, to provide on call project management, property management, and real estate right of way acquisition services. Current task orders issued under this current contract include assisting the Public Works Real Estate Division in negotiating the transfer of former Concord Naval Weapons station property from the United States Navy to the County Sheriff's Department and County Fire District, project management for the disposition of the Pleasant Hill library property, and general property lease management.

The Public Works Department Real Estate Division experienced four (4) retirements earlier this year. Three (3) of those retirements were in critical management positions (1 Principal Real Property Agent and 2 Supervising Real Property Agents) that have left a significant void in the staffing and management of Division operations. Public Works is actively working on a transition plan and recruiting for various positions in the Real Estate Division to address the staffing situation. Amending the PDM contract capacity will provide the necessary interim services required to maintain service delivery levels and meet priority project deadlines while the Department recruits to backfill these positions.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval of this amendment, Public Works Real Estate Division will not be able to meet various project deadlines.