



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: May 26, 2020

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

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with PDM Group, Inc., to increase the payment limit by \$250,000, to \$600,000, and extend the term through June 1, 2021, 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.

BACKGROUND:

The original contract with PDM was executed in December 2018 to provide

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/26/2020** ☒ 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

NO: 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: May 26, 2020

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

By: June McHuen, Deputy

Contact: Jessica Dillingham,
925. 957-2453

cc:

BACKGROUND: (CONT'D)

on-call project management, property management, and real estate right of way acquisition services. On July 9, 2019, the Board approved the first amendment to the contract increasing the payment limit to cover additional tasks issued under this contract. Current task orders issued include assisting the Public Works Real Estate Division in negotiating the transfer of the 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, developing a capital improvement program for the County's real estate portfolio, and general property lease management. The estimated completion dates of the task orders currently extend beyond the existing contract term.

The Public Works Department Real Estate Division experienced four (4) retirements in 2019. Three (3) of those retirements were in critical management positions (1 Principal Real Property Agent and 2 Supervising Real Property Agents) that has left a significant void in staffing and management of Division operations. In the past year, Public Works has recruited and filled two (2) of these positions. Another amendment is needed to increase the PDM contract capacity and extend the term in order to provide the necessary services required to maintain service delivery levels and meet priority project deadlines while the Department continues to recruit to backfill the remaining vacant positions.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval of this amendment, Public Works Real Estate Division will not be able to move forward with and complete various projects deadlines.

CLERK'S ADDENDUM

Written commentary was received from Jerry Hunt, Rubicon Property Group (attached).