

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: July 7, 2021
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Consider Approval of Professional Services Agreement with CM Construction Services, Inc. for Construction Management Services for the Palo Corona Regional Park Administrative Office's and Event Center Re-Roof and HVAC Systems Replacement Project

RECOMMENDED ACTION

Staff respectfully requests that the Board approve the attached construction services proposal with Construction Management Services, Inc. (**ATTACHMENT 1**) for the PCRPD District Administrative Offices and Event Center Re-roof and HVAC systems project. The contract incorporates the pre-construction and construction phases of the project consisting of re-roofing the entire Clubhouse and replacing HVAC units and required roof improvements.

FISCAL IMPACT:

Not to exceed \$58,190

FUNDING SOURCE:

6794-Professional/Contract Services

FUNDING BALANCE:

FY2021-22 Budget

DISCUSSION:

In May 2021, MPRPD staff prepared and released a Request for Qualifications (RFQ) for construction management services in support of the District's capital improvement projects. ProcureNow online application process was applied, to reach consultants within California who provide this service. The District was able to pre-qualify CM Construction Services, Inc. (CM), to provide construction management services based on this competitive RFQ selection process. Under direction of the General Manager or designee, CM will work with District staff and consultants, who represent various technical design and construction disciplines, on behalf of the Administrative Offices and Event Center Re-roofing and HVAC project.

CM will be responsible for construction management serving as owner's representative in all aspects of the Administrative Offices and Event Center Re-roof and HVAC project from pre-construction through project close-out. Specifically, CM services contains:

- Pre-construction Services including detailed cost estimating, strategies to address equipment cost escalation, review of design documents, meeting with tenants to form a comprehensive schedule plan, contingency planning for off-site activities, specification review, and bid evaluation.
- Construction Services including project site meetings, schedule reports, quality review, change order review and negotiation, progress payments, project documentation, and warranty inspections.
- CM will act as liaison between the facility users and the contractor which will require coordination between the District and the District tenants, with expectations for clear communication and ability to foresee and accommodate scheduling conflicts.

Administrative Offices and Event Center Re-roof and HVAC plans were submitted to the County of Monterey for plan check on June 2, 2021 and are pending review.

RECOMMENDED ACTION:

Staff respectfully recommends that the Board approve the attached Professional Services Agreement (**ATTACHMENT 3**) in substantially the form attached.

ATTACHMENTS:

1. [CM Construction Services, Inc. Scope of Work Proposal](#)
2. [CM Construction Services, Inc. Fee for Services – Exhibit A](#)
3. [Professional Service Agreement](#)