



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: July 2, 2013
Board Meeting Date: August 6, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: On-Call Architectural Consulting Services for General Facilities Projects

RECOMMENDATION:

Adopt a Resolution authorizing Agreements with DES Architects+Engineers, HOK, Huntsman Architectural Group, MWA Architects, and Ratcliff to provide on-call architectural professional services for general facilities, for the term of August 6, 2013 through August 5, 2016, for a maximum aggregate amount of \$3,000,000.

BACKGROUND:

The Department of Public Works (DPW) regularly maintains a number of agreements with on-call architectural and engineering consulting firms to provide services on an "as needed" basis. The on-call professional service process has expedited numerous County public work projects over the years.

DISCUSSION:

It is anticipated that a significant number of building oriented projects will be undertaken within the next three years. The Department does not have in-house architectural expertise and relies on consultants to provide this service.

DPW conducted a Request for Proposals (RFP) to select consultants. A selection committee comprised of interdepartmental staff reviewed and ranked the submissions received from 31 qualified firms, and made recommendations. DPW is recommending that your Board authorize on-call agreements with five such architectural firms.

By executing the agreements, the Department will have the ability to utilize the consultants' expertise in completing certain tasks associated with planning and designing construction related projects, including tasks such as conducting preliminary studies, conceptual and schematic design, space planning and furniture/accessories selection, ergonomics and accessibility solutions, plans and specifications, addressing permitting, and construction oversight.

DPW will issue individual Work Orders that outline the scope of work and a not-to-exceed amount to the consultant. The not-to-exceed amount for the individual Task Orders will vary; however, the cumulative sum of the Work Orders will not exceed the maximum amount of the Agreement. Any increase above the amount or term of the Agreement(s) would be submitted to the Board for approval.

County Counsel has reviewed and approved the Resolution and Agreements as to form.

Approval of these “on-call” Architectural Services Agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to execute major construction and renovation projects in County facilities.

FISCAL IMPACT:

The cost of these contracts will be paid through the budgets for the individual projects that are assigned to the consultants, and are generally funded by the Capital Projects Fund or the individual departments requesting the project. The maximum aggregate amount for the five Agreements is \$3,000,000 or \$600,000 per Agreement for the term of August 6, 2013 through August 5, 2016.