



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Public Works



**Date:** October 29, 2015  
**Board Meeting Date:** November 17, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works

**Subject:** Agreements for On-Call Architectural Services for Public Works

**RECOMMENDATION:**

Adopt a resolution authorizing agreements with "on-call" Architectural firms: CJW Architecture, Dreyfuss & Blackford, Garavaglia Architecture, Inc., and PHd Architects, Inc. to provide architectural design and consulting on various County facilities construction projects, for a term of November 17, 2015 through November 16, 2018, for an aggregate amount of \$1,800,000.

**BACKGROUND:**

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

**DISCUSSION:**

Over the next two fiscal years, a significant number of projects, requiring the expertise of design professionals, have been scheduled. The Department will be able to accomplish construction design schedules by issuing work orders against these standing agreements versus having to conduct a Request for Proposals (RFP) process each time a requirement presents itself.

The Department conducted a RFP process and 18 firms responded. A selection committee comprised of inter-departmental staff reviewed and ranked the submissions received from qualified firms. We are recommending that "on-call" agreements be executed with the four best qualified firms to meet our needs.

The Department will issue individual Work Orders comprised of a project scope of work and a not-to-exceed amount to the design consultants. The not-to-exceed amount for

the individual Work Order will vary; however, the cumulative sum of 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 your Board for approval.

County Counsel has reviewed and approved the resolution and agreements as to form.

Approval of these agreements will contribute to the Shared Vision 2025 outcome of Collaborative Community by approaching construction and renovation projects in County facilities with fiscal accountability and timeliness.

**FISCAL IMPACT:**

The terms of these agreements are from November 17, 2015 through November 16, 2018. Individual on-call agreements for architectural firms will vary between \$300,000 and \$500,000. The total maximum fiscal obligation for all four agreements combined is \$1,800,000. There is no impact to the General Fund as individual Work Orders will be funded through previously approved and appropriated projects.

# Request for Proposals – Matrix

<b>1</b>	Where was the RFP advertised?	Daily Journal
<b>2</b>	In addition others to whom the RFP announcement was sent:	City of San Mateo AIA Chapter City of Santa Clara AIA Chapter DPW Web Site
<b>3</b>	State the total number of RFP's sent to prospective proposers:	1
<b>4</b>	How many proposals did you receive?	18
<b>5</b>	List in alphabetical order of the finalists and the location:	<ol style="list-style-type: none"> <li>1. CJW Architects, Inc.; Portola Valley CA.</li> <li>2. Dreyfuss &amp; Blackford, San Francisco, CA.</li> <li>3. Gracaglia Architectures, San Francisco, CA.</li> <li>4. P+HD Architects, Inc., Lafayette, CA.</li> </ol>