



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



**Date:** September 30, 2016  
**Board Meeting Date:** October 18, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

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

**Subject:** Amendments to on-call architectural consulting services agreements

**RECOMMENDATION:**

Adopt a resolution authorizing amendments to the agreements with "on-call" architectural design consulting service firms CJW Architecture and Dreyfuss and Blackford Architects, to continue providing on-call architectural professional services for Capital Projects and Facilities, increasing the CJW Architecture agreement not-to-exceed amount by \$200,000, for a new total not-to-exceed amount of \$700,000; and increasing the Dreyfuss and Blackford Architects agreement not-to-exceed amount by \$300,000, for a new total not-to-exceed amount of \$800,000.

**BACKGROUND:**

On November 17, 2015, your Board adopted Resolution 074210, which allowed the Department of Public Works to enter into agreements with multiple on-call architectural consulting firms including CJW Architecture and Dreyfuss and Blackford Architects, to provide on-call architectural professional services for hospital/clinic facilities and general facilities. Over the past year, these firms have worked on various Public Works projects, and are currently contributing to projects such as the County Center Master Plan, Tower Road Master Plan, and the Maple Street Shelter Remodel project.

**DISCUSSION:**

While the Department plans to release a Request for Proposals (RFP/RFQ) for new on-call architectural consulting services within the next several months, these consultants will continue to provide their services on existing and on-going projects. In order to avoid delays on the projects that the two firms are working on, staff recommends increasing the not to exceed amounts of the respective agreements. The performance of these firms, to date, have been invaluable in ensuring quality planning, design and construction of County facilities.

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

Approval of these amendments contributes to the Shared Vision 2025 outcome of a Collaborative Community by approaching construction and renovation projects in County facilities with fiscal concern and accountability.

**FISCAL IMPACT:**

These amendments will increase the current \$500,000 not-to-exceed amounts by \$200,000, to \$700,000 for CJW Architecture; and \$300,000, to \$800,000 for Dreyfuss and Blackford Architects. There is no change to the contracted hourly rates.

Expenditures for these agreements will be paid for through the Fiscal Year 2016-17 Capital Projects program, as part of the approved general fund appropriations in the Capital Projects budget.