



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



**Date:** February 16, 2017  
**Board Meeting Date:** March 14, 2017  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

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

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

**RECOMMENDATION:**

Adopt a resolution authorizing agreements with Architectural firms: Bartos Architecture, Inc., CJW Architecture, Dreyfuss + Blackford Architecture, The KPA Group, KRJ Design Group, MWA Architects, Smith-Karng Architecture, to provide "on-call" architectural design and consulting on various County facilities construction projects on an as needed basis, for the term March 14, 2017 through March 13, 2020, in an amount not to exceed \$300,000 per agreement.

**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 have been scheduled that will require the expertise of design professionals. With these agreements in place, the Department will be better positioned 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 Request for Proposals process and 25 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 best qualified firms to meet our needs.

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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 (s). Any increase above the amount or term of the agreement(s) would be submitted to your Board for approval.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate), per agreement.

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

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

**FISCAL IMPACT:**

The terms of these agreements are from March 14, 2017 through March 13, 2020. The total maximum fiscal obligation for each agreement is \$300,000. The total maximum fiscal obligation for all eight agreements combined is \$2,100,000. There is no impact to the General Fund as individual work orders will be funded through previously approved and appropriated projects.

Attachment: RFP Matrix

# Request for Proposals – Matrix

<b>1</b>	Where was the RFP advertised?	Daily Journal
<b>2</b>	In addition to any advertisement, list others to whom the RFP announcement was sent:	Professional AIA Chapters San Mateo AIA San Jose AIA
<b>3</b>	State the total number of RFP's sent to prospective proposers:	None
<b>4</b>	How many proposals did you receive?	25
<b>5</b>	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Bartos CJW KPA Group KRJ Design Group MWA Architects Smith-Karng The Kastrop Group, Inc. Dreyfuss