



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 24-369

Board Meeting Date: 5/21/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Executive
Sam Lin, Project Development Unit Interim Director

Subject: Agreement for On-Call Architectural and Engineering Design and Space Planning Services

RECOMMENDATION:

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute agreements with Skidmore, Owings & Merrill LLP; Dreyfuss + Blackford Architecture; TEF Architecture and Interior Design Inc.; and ELS Architecture and Urban Design to provide on-call architectural and engineering services, for the Project Development Unit, for the term of April 15, 2024 through March 31, 2027 in an amount not to exceed \$600,000 per agreement for an aggregate amount not to exceed \$2,400,000; and
- B) The Interim Director of the Project Development Unit, or designee, to execute subsequent change orders that modify the terms and conditions of the agreement, increasing the maximum fiscal obligation by \$25,000 per agreement.

BACKGROUND:

The Project Development Unit (PDU) regularly develops on call agreements for qualified vendors. These agreements of specialized consultants, architects, and engineers assist departments to prepare feasibility studies, preliminary designs, plans and specification, tenant improvements, space needs analysis and an array of design development components that are compliant with the California Building Code. These on call firms are available to the PDU and other departments on as-needed basis and respond to associated building and/or infrastructure needs.

DISCUSSION:

On October 18, 2023, the Project Development Unit (PDU) issued a Request for Proposals for on-call architectural and engineering consulting services. On November 29, 2023, the department received proposals from 15 firms. A multi departmental panel conducted a comprehensive review of all responding firms. The panel is recommending the County enter into on-call agreements with the

following architectural design firms: Skidmore, Owings & Merrill LLP; Dreyfuss + Blackford Architecture; TEF Architecture and Interior Design Inc.; and ELS Architecture and Urban Design, to provide on-call architectural and engineering services. By executing these on-call agreements, the PDU will be able to offer the resources needed to plan, design and complete future capital projects for the next three years.

The architects understand that they will need to agree to comply with the County's Contractor Employee Jury Service Ordinance, as well as other contract provisions that are required by County ordinance and administrative memorandum, including but not limited to, minimum insurance requirements, hold harmless clauses modified as required by law, a non-discrimination, and equal benefits policies.

Specialized architectural and engineering task orders will be issued for approved projects.

County Attorney has reviewed and approved the resolution and agreement as to form.

EQUITY IMPACT:

The capital construction projects that are underway provide the community and the County with improved and sustainable infrastructures that will continue to provide essential services. With the assistance of the diverse teams of experienced Architectural and Engineering firms selected by the County, the agreements will assist with the development and advancement of these projects.

FISCAL IMPACT:

The not-to-exceed contract value is \$600,000 per agreement or \$2,400,000 in aggregate. The cost of the agreements will be funded by the individual projects has been assigned.