



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 19-842

Board Meeting Date: 9/17/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Adam Ely, Director of the Project Development Unit  
**Subject:** On-Call Architectural and Engineering Services

### **RECOMMENDATION:**

Adopt a resolution authorizing the President of the Board to execute on-call agreements with the following 5 firms: Dreyfuss + Blackford Architecture, KMD Architects, LDA Partners Designers & Architects, Taylor Design, and WLC Architects to provide on-call architectural, engineering, design, and space planning services for the Project Development Unit for the term of August 6, 2019 through August 5, 2022, in an amount not to exceed \$950,000 per agreement for an aggregate amount not to exceed \$4,750,000.

### **BACKGROUND:**

In January 2017, the Project Development Unit (PDU) was formed to oversee and manage all ground up construction performed by the County of San Mateo. Multiple large County capital projects are underway which will require intensified PDU operations for several years. The PDU requires substantial support from specialized consultants, including architectural and engineering design and space planning for upcoming capital projects, including the homeless shelter and fire station.

### **DISCUSSION:**

Following a Request for Proposals, a selection committee comprised primarily of departmental staff reviewed and ranked the submissions received from qualified architectural firms, conducted background and reference checks, and selected five firms to provide on-call architectural, engineering, design, and space planning services for the PDU. By executing the on-call agreements with these recommended firms, PDU will receive all manner of architectural, engineering, design, and space planning services. The Department will issue individual Work/Task Orders of a project scope of work and a not-to-exceed amount for the individual Work/Task Order. The cumulative sum of Work/Task Orders will not exceed the maximum amount of the agreement.

The architects have each agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all 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, and non-discrimination and equal benefits policies.

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Specialized architectural task orders will be issued for approved projects.

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

Executing the “on-call” architectural/engineering design and space planning services agreements contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to complete major County construction projects.

**FISCAL IMPACT:**

The not-to-exceed amount for these agreements is \$950,000 per agreement or \$4,500,000 in aggregate. The cost of these contracts will be funded by the budgets for the individual projects to which the consultant is assigned. There is no new Net County Cost.