



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 19-1062

Board Meeting Date: 11/5/2019

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

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** On-Call Architectural & Engineering Design Services for General Commercial Facilities, Health Care Facilities/OSHPD, and Americans with Disabilities Act (ADA)

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute agreements with Bartos Architecture, MWA Architects, and The KPA Group to provide on-call architectural and engineering design services for General Commercial Facilities; IBI Group, Ratcliff Architects, and Meeks, Coates + Eaton Architects, Inc. to provide on-call architectural and engineering design services for Health Care Facilities/OSHPD; and Powell and Partners Architects, Bartos Architecture, and KRJ Design Group to provide on-call architectural and engineering design services for Americans with Disabilities Act (ADA) for the term of October 8, 2019 through October 7, 2022, each in the amount not to exceed \$600,000 for a total aggregate amount of \$5,400,000; and
- B) The Director of Public Works to execute subsequent change orders up to a maximum aggregate amount not to exceed \$225,000 or \$25,000 per agreement.

**BACKGROUND:**

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

**DISCUSSION:**

It is anticipated that a significant number of projects will be undertaken within the next three years at various County facilities for the categories of general commercial facilities, health care facilities/OSHPD, and facilities requiring compliance with the Americans with Disabilities Act (ADA).

The Department conducted a Request for Proposals (RFP) process to select qualified consulting firms specific to each category. A selection committee comprised of Department staff reviewed and ranked the submissions received from 32 qualified firms, 12 for general commercial facilities, 13 for health care facilities/OSHDP, and seven for Americans with Disabilities Act (ADA). The Department is recommending that your Board authorize agreements with nine such consulting firms, three for each category, based on the strength of their proposal and reference checks.

By executing these agreements, the selected firms, Bartos Architecture, MWA Architects, and The KPA Group for General Commercial Facilities; IBI Group, Ratcliff Architects, and Meeks, Coates + Eaton Architects, Inc. for Health Care Facilities/OSHDP; and Powell and Partners Architects, Bartos Architecture, and KRJ Design Group for Americans with Disabilities Act (ADA), can provide various consulting services, as necessary to incorporate the coordination of sub-consultants, such as industry-standard services related to civil, structural, mechanical, electrical, plumbing, HVAC, fire protection, and related specialties.

The Department will issue individual Task Orders that outline the scope of work and a not-to-exceed amount to the Consultant(s). The not-to-exceed amount for the individual Task Orders will vary; however, the cumulative sum of the Task Orders will not exceed the maximum amount of the Agreement(s).

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

**FISCAL IMPACT:**

The maximum aggregate amount for the nine agreements is \$5,400,000 or \$600,000 per agreement for the term of October 8, 2019 through October 7, 2022. Funding for these agreements is included in the FY 2019-20 and FY 2020-21 Adopted Capital Program Budget. There is no additional impact to the General Fund.

ATTACHMENTS: RFP Matrix