



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 19-1024

Board Meeting Date: 10/22/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: James C. Porter, Director of Public Works
Subject: East Palo Alto Government Center Improvements

RECOMMENDATION:

Adopt a resolution authorizing:

- A) An agreement with Swatt Miers Architects to provide architectural design and engineering services for the term of October 22, 2019 through October 22, 2022, in an amount not to exceed \$500,050; and
- B) The Director of Public Works to execute subsequent change orders up to a maximum aggregate amount not to exceed \$200,000.

BACKGROUND:

In FY 2017-18, your Board approved the East Palo Alto Government Center Improvements capital project at 2415 University Avenue in East Palo Alto. The building is approximately 45 years old and the internal systems have reached the end of their useful life.

A feasibility study was conducted June 28th, 2017 by the architecture firm Dreyfuss and Blackford. The feasibility study recommended upgrading the building's HVAC system, lighting system, security system, parking lot, and addressing future needs for each department. A secondary long-term master plan reviewed the option to expand the building and add additional square footage to allow for the increase of services to the community.

DISCUSSION:

The Department of Public Works (Department) conducted a Request for Proposals (RFP) process to select a qualified architectural design and engineering firm. A selection committee comprised of Department staff reviewed and ranked the submissions received from four qualified firms. Swatt Miers Architects was selected as the most qualified firm for their experience with public facilities and knowledgeable design team

The overall project is addressing the aged mechanical, electrical, and plumbing building systems. As the project team meets with the multiple building occupants, the scope has expanded to address building occupants needs of tenant improvements and program space redesign to better serve the community in East Palo Alto. The project team anticipates additional design needs will increase the current architectural fees and requests the authority to execute design change orders up to a not-to-exceed amount of \$200,000.

The Department is recommending your Board authorize an agreement with Swatt Miers Architects for the design and engineering phase of the project.

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

FISCAL IMPACT:

Funding for this agreement is included in the FY 2019-20 and FY 2020-21 Adopted Capital Improvement Program Budget. The maximum aggregate amount for the agreement is \$500,050 for the term of October 22, 2019 through October 22, 2022. There is no additional impact to the General Fund.

ATTACHMENTS: RFP Matrix