

# Memorandum

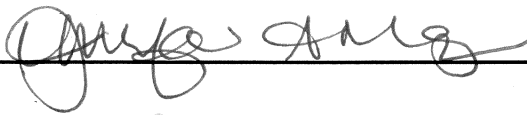
**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Matt Cano

**SUBJECT: MASTER AGREEMENTS FOR  
ARCHITECTURAL AND  
ENGINEERING DESIGN SERVICES**

**DATE:** May 23, 2019

Approved



Date

5/24/19

## RECOMMENDATION

Approve master agreements for architectural and engineering design services, effective from the date of execution through December 31, 2024, with each of the following entities in an amount not to exceed \$3,000,000 per firm:

- (a) The three top ranked consultants from the Essential City Facilities Projects procurement (RFQ 9030): (1) Rob Wellington Quigley, FAIA, Inc., (2) Ten Over Studio, Inc., and (3) Shah Kawasaki Architects, Inc.; and
- (b) The four top ranked consultants from the Non-Essential City Facilities Projects procurement (RFQ 9031): (1) Anderson Brule Architects, Inc., (2) Studio G Architects, Inc., (3) Group 4 Architecture, Research, and Planning, Inc., and (4) ELS Architecture and Urban Design, Inc.

## OUTCOME

Award of these master agreements will provide the necessary professional architectural and engineering expertise and capacity to supplement City staff in the delivery of Measure T. projects and other City facilities included in the Proposed Capital Improvement Program.

## BACKGROUND

In February 2019, the City conducted two separate procurements seeking consultants to provide architectural and engineering services. One of the procurements was for “*essential*” *City facility projects*. The California Building Code requires that “essential facilities” are designed to withstand a significant earthquake, have a robust stand-by power system, and some projects require a floor plan layout that allows for a rapid response in case of emergency. As these guidelines are often a specialty within the Architectural design community, a separate RFQ for these types of facilities was issued, seeking the highly specialized expertise required to

successfully deliver these projects. These include facilities such as police and fire stations, police training facility, emergency operations center, and the 9-1-1 call center.

The second procurement was for *“non-essential” City facilities projects*, which encompass more common public facilities such as libraries, parking garages, park restrooms, community centers, City offices and corporation yards.

## **ANALYSIS**

The City Facilities Architectural Services (CFAS) Division of the Department of Public Works will be providing a range of architectural and engineering services for an estimated \$175,000,000 of capital improvements for “essential” City facilities projects that were authorized under the Measure T funding approved by voters in November, 2018. These projects include a single company fire station, two new and two relocated Fire Stations, an upgraded 9-1-1 Call Center, a new Emergency Operations Center, upgrades to the existing Police Department headquarters building, a new Air Support Unit Hangar for the Police Department, and a new Police Department Training Center.

Consultant Services will also be required for similar services to support an estimated \$92,000,000 of “non-essential” city facilities projects included in the Proposed Capital Improvement Program. These projects include the Community Energy Department relocation space tenant improvements, SAP north (Milligan) parking lots, Alviso, Biblioteca and West Valley branch library interior remodels, McCabe Hall demolition and loading dock retrofit, Camden and Berryessa Community Center remodels, Coyote Creek pedestrian bridge remodel, Center for Performing Arts ADA upgrades, two downtown parking garage remodels, South Bay Water pump station remodels, Old Hillview library upgrades, Fire Training Center relocation, PAC pre-processing center upgrades, The Tech Museum tile repairs and other architectural projects as needed.

Over the next five years the City will require up to \$20,000,000 of design and construction support services to deliver the projects supported by Measure T funding, and other capital improvement projects. Consultants will supplement City staff to provide programming, site/building analysis services, design, plans and specifications, engineering, and construction support services for new and existing buildings.

On March 4, 2019, the City received ten (10) statements of qualifications from the following consultants for RFQ 9030 “*essential*” *City facility projects*:

| <b>Consultants:</b>          |
|------------------------------|
| Rob Wellington Quigley, FAIA |
| Ten Over Studios             |
| Shah Kawasaki Architects     |
| BRW Architects               |
| RRM Design Group             |
| Jacobs                       |
| JKA Architecture             |
| LCA Architects               |
| Studio G Architects          |
| Yamamar                      |

On March 6, 2019, the City received six (6) statements of qualifications from the following consultants for RFQ 9031 “*non-essential*” *City facility projects*:

| <b>Consultants:</b>                       |
|-------------------------------------------|
| Anderson Brule Architects                 |
| Studio G Architects                       |
| Group 4 Architecture, Research + Planning |
| ELS Architecture and urban Design         |
| Dahlin Group Architecture Planning        |
| Jayson Architecture                       |

The evaluation elements for this RFQ were as follows:

### **Step 1**

Submittals that met the RFQ minimum qualifications as determined by the Public Works Procurement Teams for each RFQ were forwarded to the Technical Evaluation Panels (TEP) comprised of five (5) voting members each representing diverse backgrounds and experience relevant to the upcoming Projects. The TEPs’ reviewed and ranked the proposals independently as described in Step 2.

**Step 2**

Using the evaluation criteria defined in the RFQ each member of the TEP independently evaluated each submittal and scored the submittals per the following categories:

| <b>Description</b>                                                                                                                                                       | <b>Points Assigned</b>                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Minimum Qualifications                                                                                                                                                   | Pass/Fail and minimum score for scored criteria |
| <b>Technical Evaluation Criteria:</b>                                                                                                                                    |                                                 |
| Expertise                                                                                                                                                                | 20 pts                                          |
| Experience                                                                                                                                                               | 50 pts                                          |
| -Programming, Design and construction of Public agency essential facility projects and non-essential facility projects as appropriate, and Sustainable building projects |                                                 |
| Project Approach:                                                                                                                                                        | 20 pts                                          |
| - Project programming and management capabilities                                                                                                                        |                                                 |
| - Design and construction Q/A and Q/C procedures                                                                                                                         |                                                 |
| <b>Non-Technical Criteria:</b>                                                                                                                                           |                                                 |
| -Local Business Enterprise                                                                                                                                               | 5 pts                                           |
| -Small Business Enterprise                                                                                                                                               | 5 pts                                           |
| <b>MAXIMUM TOTAL</b>                                                                                                                                                     | <b>100 pts</b>                                  |

The top ranked firms for each RFQ were selected based on their qualifications. The ranking also included providing additional points for small and local business, thus ensuring that smaller firms can be competitive with larger firms.

The master agreements will be initiated by authorized service orders detailing the specific scope of services, schedule and compensation. Within each of the pools of consultants created by the procurements, the City will determine to which consultant to give a service order as follows: (1) consultants will be notified about upcoming service orders and ranked by their fee proposal, workload availability, project subject expertise, and prior work experience, and (2) the City will give the service order to the highest ranked consultant. This ensures the most suitable consultant is selected to perform the required work.

**City Staff Roles**

The CFAS Division has a growing core workforce sized for a moderately increasing workload over a much longer duration. Many City facilities projects are designed and managed in-house, however consultant support is required to supplement City Staff during peak periods and to provide special expertise and capacity to deliver complex projects. Projects such as the 9-1-1 Call Center and the Emergency Operation Center require special project experience that is difficult to develop and retain in-house.

The City's Proposed Budget adds several project delivery positions to manage the significant workload included in the voter-approved Measure T Bond program last November. In addition, the CFAS Division has recently filled mechanical and electrical Associate Engineer positions

and will be filling two new Associate Architect positions within the next two months. The Council action recommended in this memorandum is to obtain multiple master agreements to provide specialized consulting services to supplement City staffing for the next five years.

### **EVALUATION AND FOLLOW-UP**

No additional follow up action with the Council is expected at this time. Projects requiring City Council approval will be agendaized for future Council meetings as the projects develop. City Council will be updated on the projects as part of the Public Works regular CIP reports.

### **PUBLIC OUTREACH**

The RFQ's were posted on BidSync, 3 to 4 weeks prior of RFQ deadlines. In addition, this memorandum will be posted to the City's website for the June 4, 2019, City Council meeting.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

### **FISCAL/POLICY ALIGNMENT**

This project is consistent with the Council-approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy.

### **COST SUMMARY/IMPLICATIONS**

No funding is required to approve master agreements. Funding will be identified in the project-specific service orders issued to the firms as detailed scopes are defined and cost and schedules are negotiated. In most instances, funding is included in project budgets and will be provided through existing and new appropriations within the City's Capital Improvement Programs.

HONORABLE MAYOR AND CITY COUNCIL

**Subject: Master Agreements for Architectural and Engineering Design Services: RFQ 9030 and 9031**

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**CEQA**

Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action

/s/

MATT CANO

Director of Public Works

For questions, please contact Mike O'Connell or John Cannon, Deputy Directors, Public Works Department, at 408-535-8300.