



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: April 26, 2016

Subject: Consulting Services Agreement with Hawley, Peterson & Snyder, Architects for As-Needed Architectural Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Hawley, Peterson & Snyder, Architects in an amount not to exceed \$500,000 to provide as-needed architectural services for various facilities projects for the period of April 26, 2016 through April 26, 2018, with a County option to extend the Agreement to April 26, 2019 if elected by the Public Works Director, Countywide.

FISCAL IMPACT:

100% various funds. Projects will be assigned to the as-needed architect when there is an approved project and funding. Having an as-needed services agreement in place will save the County time and money when compared to the time and expense involved in conducting a consultant selection process on a project-by-project basis.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/26/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 26, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Ramesh Kanzaria,
(925) 313-2000

By: Chris Heck, Deputy

BACKGROUND:

The purpose of this as-needed architectural services agreement is to provide architectural services for various County facilities projects as they occur during the agreement period. When the Public Works Department receives a project request, it will be determined at that time whether or not it would be prudent to utilize this as-needed architect. The as-needed architect will provide typical architectural services, such as programming, design, and construction administration. The types, sizes, and locations of projects will vary. Typical projects may include remodels, tenant improvements, additions, modernization, mechanical, electrical, and plumbing upgrades, and code-related improvements. Projects may also include investigations, studies, and reports. Some of the anticipated projects include those identified in the County's facilities life-cycle investment program ("FLIP") under the recent budget allocation for capital projects and deferred maintenance. Having an as-needed agreement in place will allow the design phase to commence sooner and provide for a shorter project completion schedule.

Hawley, Peterson & Synder, Architects was selected through a competitive qualifications-based selection process. The Public Works Department requested Statements of Qualifications ("SOQs"), and received 28 SOQs, and ten firms were short-listed. A selection committee comprised of County staff conducted interviews and ranked the short-listed firms. It is recommended that the above firm be awarded the agreement and that the as-needed agreement be approved at this time. The agreement includes a one year extension option that can be exercised by the Public Works Director if she chooses.

CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, the County will not be able to take advantage of the time and cost savings possible through the utilization of as-needed architectural services agreements.