



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 8, 2019

Subject: Contract with TBP/Architecture, Inc. for on-call Architectural Services

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with TBP/Architecture Inc. in an amount not to exceed \$750,000 to provide on-call architectural services for various facilities projects for the period October 8, 2019 through October 8, 2022 (with a one-year extension option), which may be extended to October 8, 2023 if elected by the Public Works Director.

**FISCAL IMPACT:**

100% Various Funds. Projects will be assigned to the on-call architect when there is an approved project and funding.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **10/08/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: October 8, 2019

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

By: Laura Cassell, Deputy

Contact: Ramesh Kanzaria  
925-957-2480

cc:

## BACKGROUND:

The purpose of the on-call contract 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 the time whether or not it would be prudent to utilize this on-call architect. The on-call architect will provide typical architectural services, such as programming, design, and construction administration. The type, size, and location of projects will vary. Typical projects may include new construction, building renovations/modernizations, remodeling of an entire building or specific areas within a building, tenant improvements, exterior building restorations, Mechanical-Electrical-Plumbing upgrades, structural improvements, code-related improvements and deferred maintenance projects. Projects may also include fire district buildings projects. Having this on-call agreement in place will save the county time and money when compared to the time and expense in conducting a consultant selection process on a project-by-project basis, and allow the design phase to commence sooner and provide for a shorter project completion schedule. TBP/Architecture, Inc. was selected through a competitive qualifications-based selection process. The Public Works Department requested Statements of Qualifications (“SOQ’s”) and received twenty eight SOQ’s 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, who is in the ten highest ranked firms, be awarded the agreement and that the on-call agreement be approved at this time. The agreement includes a one-year extension option that can be exercised by the Public Works Director if he chooses. Government Code Section 31000 authorizes the County to contract for services including the type of architectural services that TBP Architecture, Inc. provides.

The proposed Contract will have personnel hourly rates that may be increased every calendar year by 3% during the term of this Agreement.

## 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 on-call architectural service agreement.