



City of Santa Clara

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Agenda Report

21-48

Agenda Date: 4/6/2021

REPORT TO COUNCIL

SUBJECT

Action on an Agreement with Studio G Architects, Inc. for Design and Engineering Support Services for the Utilities Corporation Yard Field Services Center Building Renovation Project (CE 20-21-12)

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure.

BACKGROUND

The field services center building located at the City's Utilities Corporation Yard was constructed in the late 1960's and several improvements are necessary based on its condition and age. The Utilities Corporation Yard Field Services Center Building Renovation (Project) proposes adding a women's restroom, new fire alarm system, and replacing the existing heating venting and air conditioning (HVAC) system serving the current computer room and operations center.

In order to complete this Project it is necessary to hire a consultant to prepare construction documents (plans, specifications, and engineering cost estimate) for public works bidding; assist with obtaining required permits; and, provide engineering support services during Bid and Award, Construction, and Post-Construction phases.

DISCUSSION

A formal selection process was utilized to solicit proposals from consultants to provide the required design professional services. On September 24, 2020, a Request for Proposals (RFP) was issued on the City's bid notification system, BidSync, to solicit proposals from qualified consultants for the Project. The City received proposals from six firms: Alfa Tech Consulting Engineers, Inc., CJW Architecture, Marjang Architect, P2S, Inc., Shelterwerk, and Studio G Architects, Inc.

The proposals were evaluated by a selection panel consisting of staff from the Department of Public Works and Electric Department. The proposals were evaluated based upon the criteria set forth in the RFP, including the firm's responsiveness to requirements in the RFP, firm's qualifications and relevant experience; qualifications of key staff and their availability; understanding of the Project, work approach and quality assurance; and ability to complete the project within the proposed schedule. Interviews were then conducted with the top two ranked proposers and based on the panel's evaluation, Studio G Architects, Inc. (Studio G) was selected as the highest ranked proposer.

The following considerations contributed to Studio G's top place ranking by the selection panel: Studio G demonstrated a comprehensive understanding of the Project's needs and issues and has significant experience in successfully performing similar services; they offered detailed solutions and committed experienced and highly qualified key staff to this Project; Studio G also proposed a project approach and scope of services that committed to completing the Project in a timely and efficient

manner. References were checked with the City of San Jose, Santa Clara Family Health Plan, and Imperative Care. All references checked positive.

The proposed agreement (Attachment 1) includes a refined scope of services based upon negotiations with the consultant and the understanding of the work to be performed. The scope of services generally includes: reviewing as-builts of the service center building for the specific area where the improvements are proposed; providing recommendations for necessary replacements/upgrades; preparing construction documents (plans, specifications, and estimates) for public works construction bidding; assisting with obtaining permits and engineering support services during construction.

Staff recommends entering into the Agreement with Studio G Architects, Inc. for Design Professional Services for the Utilities Corporation Yard Field Services Center Building Renovation Project. Approval of this agreement will provide the design professional services necessary to complete the design of the Project. It is anticipated that the design of the Project will be completed by early 2022. This timeframe is subject to change based on the current issues related to the COVID-19 pandemic.

ENVIRONMENTAL REVIEW

This Agreement is for design professional services and the action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 as the action being considered does not commit the City to undertake the project and future discretionary approvals are required by the City to approve the project for construction. However, it is expected that the CEQA determination for this project will be a categorical exemption pursuant to CEQA Guidelines section 15301(c) Existing Facilities.

FISCAL IMPACT

The proposed Agreement is for a total not-to-exceed amount of \$224,000. This amount includes \$196,925 for Basic Services, \$7,000 Reimbursable Expenses, plus a not-to-exceed amount of \$20,075 for Additional Services. Funding for the Agreement is available in the Electric Yard Building and Ground Capital Improvement Project.

COORDINATION

This report has been coordinated with Electric Department, City Attorney's Office, and Finance Department.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220 and email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

1. Approve and authorize the City Manager to execute a Design Services Agreement with Studio G Architects, Inc. for the Utilities Corporation Yard Field Services Center Building Renovation Project in the amount not-to-exceed \$224,000; and
2. Authorize the City Manager make minor, non-substantive modifications, including time extensions, to the Agreement, if needed.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Agreement