



## Agenda Report

19-1418

Agenda Date: 2/5/2019

### REPORT TO COUNCIL

#### SUBJECT

Action on Agreement for On-Call Architectural Services with Huboi Architectural Services

#### BACKGROUND

The Department of Public Works (DPW) oversees maintenance and repairs for approximately 800,000 square feet of buildings throughout the city. In order to continue to provide services in a timely and efficient manner, DPW periodically uses various vendors to assist with the workload including Architectural services.

The scope of this Agreement (Attachment 1) provides on-call Architectural services for various projects when required within City buildings. City buildings such as City Hall, the old Courthouse, Police Department, libraries, the Senior Center and others have on-going projects that occasionally require plans, specifications, and other Architectural services.

#### DISCUSSION

A Request for Proposal (RFP) process was utilized to solicit proposals for on-call Architectural services. The RFP was advertised October 2018 and five proposals were opened on October 31, 2018. A summary outlining the costs from each proposer is included in the Cost Comparison (Attachment 2). The qualifications of the proposers were evaluated by staff from the Building Maintenance Division of Public Works. Huboi Architectural Services was selected as the top ranked proposal for several reasons including past performance, qualified staffing, experience, and cost.

Staff is recommending approval of a three-year Agreement not-to-exceed \$300,000.

#### ENVIRONMENTAL REVIEW

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301 "Existing Facilities" as the activity consists of the restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment.

#### FISCAL IMPACT

The amount to be paid to Huboi Architect for on-call services over the three-year term of the agreement is \$300,000, subject to annual budget appropriations. The estimated cost of services is based on an estimate of past years' expenditures. These costs have been included in various departmental budgets for FY 2018/19 and expenditures will be charged as needs arise.

#### COORDINATION

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

**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, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

1. Approve and authorize the City Manager to execute an agreement for the Performance of Services with Huboi Architectural Services (\$300,000) to perform on-call Architectural services;
2. Authorize the City Manager to make minor modifications to the agreement, if necessary; and
3. Authorize the City Manager to extend the term of the agreement with no increase in compensation in the event that the work is not completed by the Agreement end date.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Agreement with Huboi Architectural Services
2. Cost Comparison