



Legislation Details (With Text)

File #: 2023-0381 **Version:** 1 **Name:**

Type: Consent **Status:** Agenda Ready

File created: 5/10/2023 **In control:** City Council

On agenda: 6/20/2023 **Final action:**

Title: CONSIDER AWARD AND APPROVAL OF A CONTRACT SERVICES AGREEMENT WITH MOUR GROUP ENGINEERING + DESIGN, INC. TO PROVIDE ARCHITECTURAL SERVICES FOR COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

Sponsors:

Indexes:

Code sections:

Attachments: 1. RFP No. 23-012, 2. Scoring Sheet, 3. Contract Services Agreement (Mour Group)

| Date | Ver. | Action By | Action | Result |
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Report to Mayor and City Council

Tuesday, June 20, 2023

Consent

SUBJECT:

CONSIDER AWARD AND APPROVAL OF A CONTRACT SERVICES AGREEMENT WITH MOUR GROUP ENGINEERING + DESIGN, INC. TO PROVIDE ARCHITECTURAL SERVICES FOR COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

I. SUMMARY

Staff issued a Request for Proposal (RFP) for design review services on March 2, 2023 (“RFP No. 23-012”) to provide architectural services for the city-wide Commercial Façade Improvement Program (“Program”). The selected firm (“Architect”) would be responsible for assisting Program participants through the façade improvement development process. Specifically, the firm would be able to assist Program participants in all phases of development, from initial preliminary design recommendations to construction oversight and project completion. Two proposals were received by the RFP deadline of March 30, 2023. The firm recommended by the selection committee, Mour Group Engineering + Design, Inc, has a total fee of \$200,000 over a five-year period as needed. Funding for the contract is paid from the \$1 million in Program funds already budgeted for the Fiscal Year. This \$200,000 budgeted contract amount is based on an industry standard whereby the approximate architectural costs is 10% of total improvement costs. When considering the required match by Program participants, the total cost of improvements undertaken under the overall Program would be \$2 million (\$1 million Program funds + \$1 million required

match from Program participants).

II. RECOMMENDATION

TAKE the following actions:

1. **AWARD** and **APPROVE** a Contract Services Agreement with Mour Group Engineering + Design, Inc. to provide architectural services, at a cost not to exceed \$200,000.00 for a five-year term.
2. **AUTHORIZE** the Mayor to execute the agreement following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE another action that City Council deems appropriate.

IV. BACKGROUND

The Commercial Façade Improvement Program (“Program”) provides Carson business and property owners with matching grants to improve their storefronts and attract new visitors to the City’s major commercial corridors. Under the Program, tenants and/or property owners may qualify for a reimbursement grant of \$2,500 to \$25,000 for storefront aesthetic improvements. A dollar-for-dollar matching is required for amounts over \$2,500. For owners of multi-tenant centers, the maximum grant is \$250,000 based on a total expenditure of no less than \$497,500 on eligible exterior improvements (subject to additional requirements). The Program was officially open to the public in late 2022.

The goal of this Program is to facilitate commercial revitalization, stimulate private investment, preserve and beautify the commercial corridors, upgrade the physical image of the city, and to generate shopping, tourism, and a pleasant walking environment by improving the visual aesthetics of the targeted areas with enhancements in design, color schemes and building façades through the use of the City.

Over the past several months, it has become apparent that additional resources are needed to assist Program participants. Many applicants and/or prospective applicants do not have the knowledge or resources to hire an architect for façade improvement work. Some jurisdictions with similar façade programs have brought on architects to assist their applicants navigate through their respective programs. Moreover, according to the City’s Program guidelines adopted on June 17, 2022 (Resolution No. 22-131), applicants may be provided with complimentary design services. Therefore, staff is recommending the hiring of a firm with architectural expertise to assist Program participants with the Program.

Scope of Services

Architectural and landscape architectural assistance will be provided in connection with the City's Program to assist Program participants in the development of concept designs and plans for façade improvements, site design improvements related to parking lot and landscaping enhancements, and other property improvements. This service would include preliminary design suggestions, provision of architectural and construction drawings, assistance with the permitting process, and oversight of the construction process.

The hiring of an Architect would also put the City in more control as the Architect's contract would be managed by the City. This helps ensure that design improvements are more cohesive throughout and considers the larger city-wide goals and policies including the recently adopted the Carson 2040 Community Character and Design Element and the upcoming Economic Development Strategic Plan.

Procurement & Selection Process

Staff issued RFP No. 23-012 for design review services on March 2, 2023. The RFP was posted to Planet Bids and was also emailed to seven (7) firms with municipal experience in façade improvement:

- Gensler - Los Angeles
- Perkins & Will - Los Angeles
- RRM Design Group - San Juan Capistrano
- McKently Malak Architects - Pasadena
- Withee Malcolm Architects - Torrance
- Danielian Associates - Irvine
- Architects Orange - Orange

Two companies submitted proposals to the City:

- Mour Group Engineering + Design, Inc. - San Diego
- BOA Architecture - Long Beach

The proposals of each firm were reviewed and evaluated based on the criteria set forth in the RFP by the selection committee. The selection committee comprised of staff in the Community Development Department and includes the Special Projects Manager, Associate Planner and Assistant Planner ("Selection Committee"). The rating worksheet reflecting the Selection Committee's evaluation form is attached (Exhibit No. 2). In summary, the qualification-based selection process included the following five (5) criteria: 1) General Qualifications and References, 2) Key Staff, 3) Understanding the Scope of

Services, 4) Quality of Proposal / Project Approach, and 5) Cost Proposal / Proposed Fee.

The City's municipal code stipulates that certain professional services are selected on the basis of demonstrated competence and on the qualifications necessary for the satisfactory performance of the services required at a fair and reasonable price. After an extensive review and evaluation of the proposals, the Selection Committee narrowly determined that Mour Group Engineering + Design to be the most qualified and best suited to perform these services. The final qualification ranking and price is summarized as follows:

- Mour Group Engineering + Design, Inc. - San Diego (79.67)
- BOA Architecture - Long Beach (79.33)

Mour Group has performed similar design services for the City of San Diego Storefront Improvement Program and the Anaheim Garden Walk. Therefore, staff recommends approval of a contract services agreement with Mour Group Engineering + Design (Exhibit No. 3).

V. FISCAL IMPACT

The City Council previously authorized \$1,000,000 from the General Fund Reserve for the Façade Improvement Program. The maximum not to exceed cost for the contract services agreement is \$200,000. Additionally, funds were already approved for use under Account Number 101-70-701-100-6004 (Community Development/Professional Services).

VI. EXHIBITS

1. RFP No. 23-012 (pgs. 5-49)
2. Rating Worksheet (pg. 50)
3. Contract Services Agreement (Mour Group) (pgs. 51-85)

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