



# CITY OF CARSON

## Legislation Text

File #: 2018-537, Version: 1

### Report to Mayor and City Council

Tuesday, September 04, 2018

Consent

#### **SUBJECT:**

**CONSIDER AWARD OF CONSULTANT SERVICE AGREEMENT TO BOA  
ARCHITECTURE GOVERNMENT SERVICES TO PROVIDE PROFESSIONAL  
ARCHITECTURAL SERVICES FOR THE COMMERCIAL IMPROVEMENT PROGRAM  
(CITY COUNCIL)**

#### **I. SUMMARY**

On July 12, 2018, Community Development Staff released a Request for Proposal (RFP) to 41 architectural service firms, (Exhibit No. 1), which are believed to be qualified to provide professional architectural services for design services and preparation of plans for the projects in the Community Development Block Grant (CDBG)-funded Commercial Improvement Program.

#### **II. RECOMMENDATION**

TAKE the following actions:

1. Award a three-year contract to BOA Architecture Government Services for the period of September 1, 2018, through June 30, 2021, for a total contract amount not to exceed \$150,000 from the Community Development Block Grant fund, with an option to extend the contract for an additional two years at the City's discretion.
2. AUTHORIZE the Mayor to execute a Consultant Service Agreement for the Contract Services upon approval as to form the by the City Attorney.

#### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

#### **IV. BACKGROUND**

RRM Architectural Services previously provided architectural design services for the

Commercial Improvement Program, but their contract expired on August 31, 2018. On July 12, 2018, staff released a new RFP for these services. Five firms submitted proposals through the Planet Bids website and the City Clerk's office (Exhibit No. 2).

A Proposal Review Selection Committee, consisting of 3 Housing staff members and one staff member from Planning, reviewed the 5 proposals. Upon reviewing, evaluating, and scoring the proposals, BOA Architecture Government Services scored the highest, followed by Kaplan Chen Kaplan. An interview panel which included staff and the Community Development Director interviewed the top scoring firms. After conducting interviews, BOA was the highest ranked firm for this contract. A copy of BOA's Proposal is included (Exhibit No. 3).

The process was performed in accordance with Section 4526 of the Government Code. Section 4526 states, in part "selection by a state or local agency head for professional services or private architectural, engineering, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications for the satisfactory performance of the services required." This statute is to prevent selection of design consultants based solely on fees, but to ensure that such consultants "are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices."

### **Scope of Services and Contract Term**

The firm recommended is composed of professionals who have extensive experience with commercial rehabilitation projects and the associated federal, state, and local regulatory requirement. BOA has the capability to provide the following services on a project-by-project basis:

- Development of concept design and plans for commercial properties;
- Site design improvements;
- Landscaping enhancements; and
- Construction Plans.

The recommended contract amount is a maximum of \$50,000 for each year with a three year term totaling a maximum of \$150,000, upon approval by City Council, through June 30, 2021 (Exhibit No. 4).

## **V. FISCAL IMPACT**

Funds for the Commercial Improvement Program for Architectural Services are included in the FY 2018/19 proposed budget in account 215-70-720-964-6004 and provided through the Community Development Block Grant and will not impact the General Fund. These services are considered project-related costs are not CDBG administrative costs.

## **VI. EXHIBITS**

1. List of Architectural Firms (pgs. 4-6)
2. Bid Register (pg. 7)
3. BOA Architecture RFP Proposal (pgs. 8-54)
4. Contract (pgs. 55-82)

1.

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