



CITY OF

NEWPORT BEACH

City Council Staff Report

July 28, 2026
Agenda Item No. 10

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of On-Call Professional Services Agreements for
Architectural Design Services

ABSTRACT:

The City of Newport Beach's (City's) Capital Improvement Program (CIP) contains many facility maintenance, repair and improvement projects that require design and permitting by a state-licensed architect. Accordingly, staff issued a request for proposals (RFP) for professional architectural design services and requests City Council approval to enter into five on-call professional services agreements (PSA's). Each professional architectural design services agreement would be for a term of three years and a total not-to-exceed amount of \$400,000.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Authorize the Mayor and City Clerk to execute On-Call Professional Services Agreement with SVA Architects, Inc for a term of three years and a total not-to-exceed amount of \$400,000; and
- b) Authorize the Mayor and City Clerk to execute On-Call Professional Services Agreement with COAR Design Group for a term of three years and a total not-to-exceed amount of \$400,000.; and
- b) Authorize the Mayor and City Clerk to execute On-Call Professional Services Agreement with TAIT & Associates, Inc for a term of three years and a total not-to-exceed amount of \$400,000.; and
- b) Authorize the Mayor and City Clerk to execute On-Call Professional Services Agreement with BOA Architecture for a term of three years and a total not-to-exceed amount of \$400,000.; and
- b) Authorize the Mayor and City Clerk to execute On-Call Professional Services Agreement with Ware Malcomb for Architecture Services, for a term of three years and a total not-to-exceed amount of \$400,000.

DISCUSSION:

The City's current CIP involves a wide range of infrastructure projects. Some of these projects involve improvements to City facilities and these services require personnel with specialized training, certifications and licenses. Facility improvement projects often require permitting through the City's Community Development Department.

The City's CIP five-year budget anticipates more than \$15 million in facilities maintenance and improvement projects through individual CIP projects and the Facilities Maintenance Master Plan program. The City does not have the resources to perform these services in-house. The four on-call PSA's previously used were near their contract limits and expired in June 2026. Therefore, to continue to support the City's CIP, staff is seeking approval of five separate new on-call PSA's with architectural firms to replace the expired on-call design contracts.

In February 2026, staff issued an RFP to provide architectural design services and received 20 proposals. The City's proposal review team consisted of three staff members from the Public Works Department. Using a qualification-based selection process, the proposals were evaluated by the review team independently. Proposal evaluations were based on the consulting firm's understanding of the scope of work, experience, qualifications and the availability of its staff. While 16 firms met the minimum qualifications outlined in the request for proposals, five firms were selected by the review team as being the most qualified and responsive. All five of these firms have successfully completed similar services for other local agencies, and their billing rates are consistent with industry standards and their peers. The following is a ranking of the top 5 firms:

Firm Name	Total Score (out of 100)	Rank
SVA Architects, Inc.	93	1
COAR Design Group	92	2
TAIT & Associates, Inc.	90	3
BOA Architecture	88	4
Ware Malcomb	86	5

Therefore, to continue to support the City's CIP, staff is requesting approval of five separate on-call PSAs with SVA Architects, Inc., COAR Design Group, TAIT & Associates, Inc., BOA Architecture, and Ware Malcomb for architectural design services at a total not-to-exceed amount of \$400,000 per agreement. The term of each agreements is three years and would expire on August 31, 2029. Projects will be assigned on a rotating basis to on-call architecture firms based on the firm's expertise.

FISCAL IMPACT:

The on-call PSAs do not create an obligation to expend funds. Funding for the work done under these on-call PSAs will be expensed to individual projects within the City's approved Operating and CIP budgets.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

Attachment A – PSA with SVA Architects, Inc.
Attachment B – PSA with COAR Design Group
Attachment C – PSA with TAIT & Associates, Inc.
Attachment D – PSA with BOA Architecture
Attachment E – PSA with Ware Malcomb