



CITY OF

NEWPORT BEACH

City Council Staff Report

June 8, 2021
Agenda Item No. 12

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: David A. Webb, Public Works Director - 949-644-3311,
dawebb@newportbeachca.gov

PREPARED BY: Tom Sandefur, Assistant City Engineer,
tsandefur@newportbeachca.gov

PHONE: 949-644-3312

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

ABSTRACT:

The City of Newport Beach's (City's) Capital Improvement Program (CIP) contains a number of facility maintenance, repair, and improvement projects that require design and permitting by a State-licensed architect. Accordingly, staff issued a Request for Proposals for these professional services and is requesting the City Council's approval to enter into four separate on-call Professional Services Agreements with BOA Architecture, IDS Group, Jeff Katz Architecture, and PBK-WLC.

RECOMMENDATION:

- 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) Approve four separate on-call Professional Services Agreements with BOA Architecture, IDS Group, Jeff Katz Architecture, and PBK-WLC for architectural design services at a not-to-exceed amount of \$300,000 per agreement, and authorize the Mayor and City Clerk to execute the agreements.

DISCUSSION:

The City's 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. Projects often require permitting through the City's Community Development Department.

The City's five-year budget anticipates in excess of \$10 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 and currently has two on-call agreements that are nearing their contract compensation limits and contract expiration dates. Therefore, in order to support the City's Capital Improvement and Maintenance programs, staff is requesting approval of four separate on-call Professional Services Agreements with BOA Architecture, IDS Group, Jeff Katz Architecture, and PBK-WLC for architectural design services at a not-to-exceed amount of \$300,000 per agreement. The term for each of these agreements is three years and they are set to expire on June 30, 2024. Projects will be assigned on a rotating basis to on-call architecture firms based on the firm's expertise.

The City has similar on-call agreements with two architectural firms. The current agreements were approved in 2016 for a three-year term. They were amended to expire in 2021 and increase the total compensation for an unanticipated increase in the volume of services. The amended not-to-exceed limits on these two on-call contracts totaled \$470,000.

In addition, the City, at times, contracted for additional architecture design and permitting work to be done separately through professional service agreements. Over the past fiscal year, these additional architecture services have been applied to eight facilities projects totaling approximately \$230,000 in design costs.

In February 2021, staff requested proposals to provide architectural design services. Staff received 27 proposals. The following 13 firms' aggregate scores were above the level required for further consideration:

Firm Name	Total Score	Rank
BOA Architecture	282	1
Jeff Katz Architecture	278	2
PBK-WLC	272	3
IDS Group	268	4
Perkins Eastman Architects	259	5
Gillis + Panichapan Architects, Inc.	257	6
SVA Architects, Inc.	256	7
La Canada Design Group	253	8
TR Design Group	247	9
Pacific Rim Architects	245	10
Lionakis	225	11
Westgroup Designs, Inc.	223	12
Studio T-Square 2	217	13

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 consultant's understanding of the scope of work, experience, qualifications, and availability of staff. While many firms met the minimum qualifications outlined in the request for proposal, the top four consultants were selected by the review team as the most qualified and responsive firms. All four of these firms have successfully completed similar services for other local agencies and their billing rates are consistent with industry standards.

FISCAL IMPACT:

There is no fiscal impact related to this item as the award of the on-call contract does not create an obligation to expend funds. Funding for the work done under these on-call contracts will be expensed to approved individual projects within the Capital Improvement Program.

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 – Draft Professional Services Agreement with BOA Architecture
Attachment B – Draft Professional Services Agreement with IDS Group
Attachment C – Draft Professional Services Agreement with Jeff Katz Architecture
Attachment D – Draft Professional Services Agreement with PBK-WLC