



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
June 6, 2023

TOPIC: On-Call Space Planning and Architect Consultant Services

AGENDA TITLE

Approve Second Amendments to Agreements with IDS Group, Westgroup Designs, Inc., Gensler, Corgan, Inc., SVA Architects Inc., Black, O'Dowd and Associates dba BOA Architecture, Gruen Associates, Gillis and Panichapan Architects Inc., CAP Architecture, Inc., and Ware Malcomb for On-call Space Planning and Architectural Services to Increase the Shared Agreement Amount by \$2,000,000, for a Total Amount not to Exceed \$3,300,000 Annually

RECOMMENDED ACTION

Authorize the City Manager to execute the second amendments to the agreements for on-call space planning and architectural services with IDS Group, Westgroup Designs, Inc., Gensler, Corgan, Inc., SVA Architects, Inc., Black, O'Dowd and Associates dba BOA Architecture, Gruen Associates, Gillis and Panichapan Architects Inc., CAP Architecture, Inc., and Ware Malcomb, to increase the shared agreement amount by \$2,000,000, for a total agreement amount not to exceed \$3,300,000 annually, subject to non-substantive changes as approved by the City Manager and City Attorney.

DISCUSSION

The Public Works Agency's Fleet, Facilities and Park Services Division oversees various City facility improvements including, but not limited to, the reconfiguration of office spaces, modifications to existing floor plans, and the addition of workstations. As such, on-call space planning and architectural services are needed to complete this type of work. Additionally, construction management, mechanical and electrical engineering, move-management, and Americans with Disabilities Act survey services are sometimes needed, and are also included in the scope of work for these on-call consultant agreements.

On March 30, 2020, the Public Works Agency issued Request for Proposals (RFP) 20-040 for consultants to provide on-call space planning and architectural services. The RFP was advertised on the City's online bid management and publication system, with bids due on April 20, 2020. Fifty-eight vendors downloaded the project documents. Twenty-five proposals were received and evaluated by a selection committee based on criteria as outlined in the RFP. In accordance with the RFP, staff recommended

approving agreements with the top ten firms to establish a list of on-call space planning and architectural services. Each proposal demonstrated a high technical competency and experience performing similar services. The proposals contained a clear path toward achieving City goals and objectives as required by the RFP.

On November 17, 2020, the City Council authorized the City Manager to execute agreements with IDS Group, Westgroup Designs, Inc., Gensler, Corgan, Inc., SVA Architects Inc., Black, O'Dowd and Associates dba BOA Architecture, Gruen Associates, Gillis and Panichapan Architects Inc., CAP Architecture, Inc., and Ware Malcomb to provide on-call space planning and architectural services. In addition, on September 7, 2021, the City Council approved the first amendment to the agreements with these consultants. Due to several tenant improvement projects, the amount originally allocated for these agreements was depleted sooner than expected. Staff recommends approval of the amendments to allow City staff to continue to utilize the services provided by the firms (Exhibits 1-10). Staff anticipates additional projects that will require space planning and architectural services provided by the contracted firms.

FISCAL IMPACT

There is no fiscal impact at this time. Prior to utilizing any of these on-call services, Public Works staff must receive Finance & Management Services Agency approval of funding and accounts to ensure that funds are available under the authorization and new aggregate limit of \$3,300,000 annually for these agreements. Upon successful completion of this fiscal review, a corresponding Notice to Proceed containing the specific scope and maximum expenditure for the task order will be issued to a firm.

EXHIBIT(S)

1. Second Amendment with IDS Group
2. Second Amendment with Westgroup Designs, Inc.
3. Second Amendment with Gensler
4. Second Amendment with Corgan, Inc.
5. Second Amendment with SVA Architects, Inc.
6. Second Amendment with Black, O' Dowd and Associates dba BOA Architecture
7. Second Amendment with Gruen Associates
8. Second Amendment with Gillis and Panichapan Architects, Inc.
9. Second Amendment with CAP Architecture, Inc.
10. Second Amendment with Ware Malcomb

Submitted By: Nabil Saba P.E., Executive Director – Public Works Agency

Approved By: Kristine Ridge, City Manager