

909

744

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Department of Facilities Management

**SUBMITTAL DATE:**  
August 29, 2005

**SUBJECT:** PREQUALIFICATION FOR ARCHITECTURAL SERVICES

Departmental Concurrence

**RECOMMENDED MOTION:** That the Board of Supervisors approve the selection of the following architectural firms: Institutional Designs & Architectural Services (IDAS), GMID Architects, RUHNAU, RUHNAU, CLARKE, Carter Burgess, Westgroup Designs, Holt Architects and Thirtieth Street Architects for use on an as needed basis and with negotiated fees not to exceed \$100,000 per project.

**BACKGROUND:** On June 1, 2005 and June 8, 2005, the Department of Facilities Management, Design and Construction Division, advertised a Request for Qualifications (RFQ) for architectural services. (Continued on Page 2)

MICHAEL J. SYLVESTER, Director  
Department of Facilities Management

MJS:DS:ts

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	N/A

SOURCE OF FUNDS: Approved Capital Project Budgets	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dep't Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3.28

**BACKGROUND:** (Continued)

The RFQ was submitted for the purpose of developing and expanding a pool of qualified architects to perform work on minor capital and deferred maintenance projects on an as needed basis.

Per Board Policy H-7 and Government Code, a selection committee made up of representatives from the Department of Facilities Management was established to review each firm's qualifications and interview selected firms. After reviewing all of the submitted qualifications and conducting interviews, seven firms were selected on the basis of achieving at least a predetermined minimum collectively rated score. Each firm offers particular strengths that apply to the different types of projects directed by the Department of Facilities Management.

Creating and building upon a pool of qualified firms is in conformance with Board Policy H-7 for the purpose of being able to quickly respond to client needs and accelerate the delivery of projects. Services will be retained on an as needed basis via the issuance of a purchase order for negotiated services including, but not limited to, agreement on the scope of work, terms, conditions and compensation. Firms will be selected by Project Managers of the Department of Facilities Management based on the pre-qualified firm's current workload and the firm's particular qualifications for individual projects.

It is anticipated the size of projects with which the firms may be involved could range from approximately \$10,000 to \$1,500,000 with an average project value of \$100,000. The fees for the various projects will range from \$500 to \$100,000 with most averaging around \$12,000.