



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 24-317

Meeting Date: 9/3/2024

TITLE:

AWARD OF PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR COSTA MESA COMMUNICATIONS CENTER PROJECT

DEPARTMENT: PUBLIC WORKS DEPARTMENT/GENERAL SERVICES
DIVISION

PRESENTED BY: RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

CONTACT INFORMATION: PATRICK BAUER, DEPUTY PUBLIC WORKS DIRECTOR (714)
754-5029

RECOMMENDATION:

Staff recommends the City Council:

1. Approve a Professional Services Agreement (PSA) for two years with two one-year renewals in the amount of \$178,304 to ITZEN Architects, Inc., 1800 N. Bristol St., Santa Ana, CA 92706 for architectural and engineering design services.
2. Authorize a ten percent (10%) contingency in the amount of \$17,800 for unforeseen costs related to the project.
3. Authorize the City Manager and City Clerk to execute the PSA and any future amendments to the agreement.

BACKGROUND:

The Costa Mesa Communications Center, located at 79 Fair Drive, is utilized for Fire and Police department communications. It was built in 1981 and is approximately 7,960 square feet, which 4,530 square feet of will be renovated by this project. The facility requires both internal and external remodeling and redesign to help meet the needs and accessibility of the staff. The proposed improvements include creating an open work space by removing the partition in the entry way of the main building, remodeling the work area room in the front office copy room, privatizing the two (2) existing managers' offices, renovating and reconfiguring the bathroom to accommodate accessible stalls as well as shower and locker rooms, constructing two (2) supervisor office spaces in the communications area, removing all carpet on walls, replacing floor carpet, replacing T-bar ceiling and lighting, installing exterior window(s), removing and replacing the exterior canopy outside of the break room, replacing all existing exterior windows, and installing nine (9) new dispatch consoles.

The consultant is required to complete all the tasks necessary to perform the scope of work as outlined in the contract document. The consultant will also assist in the construction and construction management services during the construction period.

ANALYSIS:

The City issued a Request for Proposals (RFP) for professional architectural and engineering design services of the Costa Mesa Communications Center on May 9, 2024. In response, five (5) proposals were received. Proposals were reviewed for compliance with the City's RFP and consultants were evaluated based on method of approach, qualifications and experience, staffing, and cost proposal. After careful review and evaluation of all proposals, staff finds ITZEN Architects, Inc. as well-qualified to perform architectural and engineering design services.

The firm's team exhibits a thorough understanding of the project scope and has demonstrated technical ability and expertise with similar projects completed in Southern California, including the renovation and expansion of the City of Buena Park Fire Station 63, ADA renovations and improvements for Orange County Fire Authority Station 4 in Irvine, the design and renovation of the Rowland Water District in Rowland Heights, and the design and renovation of The Sound - Foursquare Church in Santa Ana. Staff has determined the proposed cost for consultant services to be reasonable for meeting the City's requirements as listed in the Scope of Services. The cost for services is competitive and within industry standards for these specialized architectural and engineering services.

Therefore, staff recommends award of a PSA with ITZEN Architects for two years with two one-year renewals in the amount of \$178,304 and authorize a ten percent (10%) contingency for unforeseen costs related to the project.

ALTERNATIVES:

The alternative to this Council action would be to reject all proposals and re-advertise the project. Staff considers that this will not result in a better outcome and will delay the project.

FISCAL REVIEW:

The total funding for this project in the amount of \$1.23 million has been approved by City Council and is appropriated in the Capital Improvement Fund (Fund 401).

LEGAL REVIEW:

The City Attorney's Office has reviewed this agenda report, prepared the PSA (Attachment 1), and approves them both as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This project works toward achieving the following City Council goals:

- Maintain and Enhance the City's Facilities, Equipment and Technology.
- Strengthen the Public's Safety and Improve the Quality of Life.

CONCLUSION:

Staff recommends the City Council:

1. Approve a Professional Services Agreement (PSA) for two years with two one-year renewals in the amount of \$178,304 to ITZEN Architects, Inc., 1800 N. Bristol St., Santa Ana, CA 92706 for architectural and engineering design services.
2. Authorize a ten percent (10%) contingency in the amount of \$17,800 for unforeseen costs related to the project.
3. Authorize the City Manager and City Clerk to execute the PSA and any future amendments to the agreement.