

# CONSULTANT AGREEMENT JUSTIFICATION

## PROJECT SUMMARY

The Employee Workspace Project will help assess and evaluate District employees' workspaces to find efficiencies in their use and align workspaces with the functions and responsibilities of each employee. In addition, the District is considering upgrading and improving work spaces so that they are effective and enable employees to achieve the core mission and responsibilities of the District. The Project also includes tasks associated with evaluation and assessment of District facilities for LEED (Leadership in Energy and Environmental Design) standard improvements and associated costs to obtain certification for existing buildings on the Almaden Campus.

## WHAT TYPE OF SERVICE IS TO BE PROVIDED?

The proposed Consultant Agreement includes the required tasks to prepare recommendations and to obtain the necessary agreements to implement new typical work space layouts and block space plans, technology solutions, Alternate Work Space strategies and programs that will improve the effectiveness and efficiency of work spaces. In addition, the proposed Consultant Agreement includes the required tasks to provide the District with the recommendations necessary to implement LEED (Leadership in Energy and Environmental Design) improvements in its existing buildings on the Almaden campus.

## WAS THE USE OF CONSULTANT SERVICES PLANNED AND WHY?

The use of this Consultant was included in the approved FY16 budget under the Almaden-Winfield Small Capital Improvement project. The District does not have sufficient staff or expertise to complete this project.

## DESCRIBE THE SELECTION PROCESS USED

On March 9, 2016 a Request for Proposals (RFP) for the Employee Workspace Project was sent to 119 firms registered for architectural services on the District's Contract Administration System internet portal and on the national and Bay Area chapter websites of the American Institute of Architects. An optional pre-proposal meeting was held on March 24, 2016. Five consulting firms participated in the meeting. During the four-week proposal period, staff issued three addendums to: 1) provide the PowerPoint presentation made at the pre-proposal meeting; 2) change the due date of the proposal from April 15 to April 18, 2016 and 3) respond to questions received from interested consultants. Three written proposals were received by the proposal submittal deadline of April 18, 2016.

A Consultant Review Board (CRB) consisting of three subject matter experts from the District evaluated the proposals. Three firms provided written proposals and two were subsequently invited to an oral interview. Both invited firms made in-person presentations to the CRB on May 3, 2016. The CRB unanimously recommended that staff proceed with contract negotiations with Miller Kelley Architects Inc. DBA MKThink as the highest ranked firm.

## IS THE CONSULTANT A SMALL OR LOCAL BUSINESS?

Miller Kelley Architects Inc. DBA MKThink is not registered with the California Department of General Services as a small/micro business. However, they are in the final stages of the registration process and expect to be registered before the Board's action on this agreement or issuance of Notice to Proceed if the Board approves the agreement. 75% of the agreement fees will be counted towards the District's small business goal.

## WHAT AGREEMENTS HAS THE CONSULTANT BEEN AWARDED IN THE PAST 2 YEARS?

This is the first agreement between Miller Kelley Architects and the District.

## DESCRIBE CONSULTANT'S PAST PERFORMANCE

As part of the consultant selection process, MKThink provided both written and oral information on other similar projects they have undertaken. In addition, several references were contacted. The references indicated that the consultant's performance had been satisfactory.

## WHAT IS THE TERM OF THE AGREEMENT AND HOW WERE COSTS DETERMINED?

The term of the agreement is from the District's issuance of Notice to Proceed until June 30, 2017. The cost of services was determined based on agreed-upon scope of services, level of effort for each task and labor cost analysis for the region.

## WHAT AMENDMENTS TO THE AGREEMENT MAY BE NEEDED, IF ANY?

None are anticipated. However, the services to be provided by the Consultant are dependent on the findings, assessments and outcomes of the meetings with employees and the Board of Directors.

## ADDITIONAL INFORMATION

None