

AGENDA STAFF REPORT

MEETING NAME: SPECIAL BOARD MEETING
MEETING
DATE(S): JULY 1, 2021
FROM: Brian Macy – Assistant General Manager



FOR: ACTION X DIRECTION _____ INFORMATION _____

PROFESSIONAL SERVICES CONTRACT WITH RUHNAU CLARKE ARCHITECTS FOR THE DESIGN OF THE CRITICAL SERVICES CENTER/ADMINISTRATION BUILDING

STAFF RECOMMENDATION

Authorize the General Manager to execute a contract for a not to exceed amount of \$1,072,200.00 with Ruhnau Clarke Architects for the design of the Critical Services Center/Administration Building.

SUMMARY

MSWD has outgrown our current administrative office and have significant facility needs at the MSWD Corporate Yard. A potential property purchase or District owned properties in the City of Desert Hot Springs will provide the location to construct a new Critical Services Center and other operational facilities. The fully built-out development plan proposed includes Critical Services Center building (20,000 s.f.), a new maintenance facility with 3 vehicle bays, and a vehicle refueling station. Site improvements include parking areas for staff, solar canopies, walkways, and landscape. It is anticipated that the Project will be constructed in phases based on funding availability. The preliminary budget for the total cost of the first phase (Critical Services Center / Administration Building) is approximately \$15.6 million.

ANALYSIS

On March 16, 2021, MSWD released a Request for Qualifications on PlanetBids requesting that interested and qualified firms submit a Statement of Qualifications for the design of the Critical Services Center/Administration Building. On April 6, 2021, MSWD began reviewing the sixteen (16) submittals it had received. Based on the scoring and ratings made by District staff and an outside expert, three (3) firms were asked to participate in an interview process held on May 27, 2021. The interviewed firms were then scored and added to the original ranking. Based on the total rankings, Ruhnau Clarke Architects was deemed the highest ranked firm.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The Administration Building project was approved in the Capital Budget in the amount of \$5,500,000.00. Since this project was first authorized, MSWD has spent approximately \$11,573.00 through April 30, 2021. If this contract is approved, the project balance will be over \$4,400,000. Below is a detailed breakdown;

Administration Building project, MSWD Job#11621	\$5,500,000.00
Amount spent through April 30, 2021	\$11,573.00
Capital Budget Amount Remaining	\$5,488,427.00
Ruhnau Clarke Architects – Proposed Contract	\$1,072,200.00
Capital Budget Remaining after Contract	\$4,416,227.00

ATTACHMENTS

Agreement for Professional Services (Statement of Qualifications/Scope of Services)
Summary of Total Scores

Please upload all pertinent attachments using the Municode Meetings ADD ITEM function.