



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Department of Public Works

DATE: August 14, 2009
BOARD MEETING DATE: August 25, 2009
SPECIAL NOTICE/HEARING: No
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: James C. Porter, Director of Public Works
SUBJECT: Agreement with HELLMUTH, OBATA & KASSABAUM, INC. to Provide County-wide Space Utilization and Master Planning Services

RECOMMENDATION:

Adopt a resolution:

1. Authorizing the President of the Board of Supervisors to execute an agreement with HELLMUTH, OBATA & KASSABAUM, INC. in an amount not to exceed \$439,000 for a term of one year, August 25, 2009 through August 24, 2010, to provide Countywide space utilization and master planning services for the Department of Public Works.
2. Authorizing the Director of Public Works or his designee to execute subsequent contract amendments up to a maximum aggregate of \$25,000 for a total contract amount not to exceed \$464,000.

BACKGROUND:

Since the General Services Department disbanded in 1993, the County's space planning function has been conducted on an ad hoc basis. In 2008, the responsibility for space planning of County facilities was assigned to the Department of Public Works.

DISCUSSION:

The Department of Public Works (Department) desires to obtain the services of a qualified consultant to assist it in the establishment of a Countywide facilities space



planning system and a long term Facilities Master Plan. A space planning system will allow the Department to determine the best use of County owned and leased facilities and leverage “adjacencies” which would allow for consolidation of multiple departments at strategically located service centers.

After completing a formal RFP process, the Department recommends that the County contract with HELLMUTH, OBATA & KASSABAUM, INC. to evaluate the County’s real estate and lease holdings for best use and best value, provide a road map to the best use of available land and facilities, provide recommended space standards for space utilization, and provide master plans for the Redwood City Government Center, the Tower Road Complex, and the Health Campus.

Additionally, HELLMUTH, OBATA & KASSABAUM, INC. will evaluate Integrated Workplace Management Systems (IWMS), which are extremely useful in planning and managing space utilization. Based on their recommendation, the Department will acquire an IWMS software package and HELLMUTH, OBATA & KASSABAUM, INC. will populate the database for approximately 300,000 square feet of office space. This will then form the backbone of a space management system that Department staff will complete over time. With a master plan adopted, the Department, in coordination with the CMO staff, will be able to develop a substantive long-term capital improvement plan.

The RFP process is outlined on the attached RFP matrix.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

Approval of this agreement contributes to the Shared Vision 2025 outcome of an Environmentally Conscious Community by improving the utilization of existing real estate assets through consolidation and modernization over the long term. This will lead to significant reductions in energy consumption due to reduced building footprint and improved efficiency.

Performance Measure(s):

Measure	FY 2009-10 Actual	FY 2010-11 Projected
Percent of square feet with a Facility Condition Index of 5% or lower	68.4%	70%

FISCAL IMPACT:

The cost of this agreement is only a portion of the Countywide Facility Master Plan Project, which is estimated at \$710,000. The Board approved funding of the project for \$460,000 in Fiscal Year 2008-09 and \$250,000 in Fiscal Year 2009-10. \$210,000 of the remaining approved budget will be utilized to populate the IWMS system following the partial system implementation performed under this consultant contract. There is no impact to the General Fund.

REQUEST FOR PROPOSAL PROCESS MATRIX

1.	General description of RFP	The San Mateo County Department of Public Works Facilities Division issues this Request for Proposals (RFP) to solicit the services of a qualified Consultant to document existing facility usage, assist the departments in determining current and future facility requirements and provide a recommendation for satisfying all known requirements taking into consideration the best use of available resources.
2.	List key evaluation criteria	<ol style="list-style-type: none"> 1. Consultant qualifications 2. Project Team 3. Project Approach 4. Recent Experience 5. Functionality of proposed software 6. References
3.	Where advertised	Examiner – Redwood City Tribune
4.	In addition to any advertisement, list others to whom the RFP announcement was sent	See attached list
5.	Total number of RFP's sent to prospective proposers	32
6.	Number of proposals received	11
7.	Who evaluated the proposals	The evaluation committee consisted of Doug Koenig, DPW, Arthur Morris, Health, Steve Alms, Real Property, Gary Behrens, Facilities and Jerry Okada, Capital Projects
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	<ol style="list-style-type: none"> 1) Design Partnership – San Francisco 2) Gensler – San Francisco 3) HELLMUTH, OBATA & KASSABAUM, INC. – San Francisco 4) Pollack – San Francisco 5) Vanir – San Francisco

Facilities Master Planning/Space Management List of company names, and addresses RFP'S were sent to.

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