

Memorandum

Agenda Item 2b

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract – Architectural and Engineering Services: TEF Architecture and Interior Design (\$300,000)

This memorandum asks for Authority approval to enter into a sole source contract with TEF Architecture and Interior Design (TEF), in an amount not to exceed \$300,000, to complete the design of the agency spaces for the Metropolitan Transportation Commission (MTC) and the Bay Conservation and Development Commission (BCDC) on Level 5.

Background

TEF is a sub-consultant on BAHA's contract with Perkins + Will (P+W) for the completion of the base building renovation and seismic retrofit. Under P+W's contract, TEF was responsible for the interior architectural design of the agency spaces on Levels 2 and 6 through 8. It also developed a conceptual floor plan for Level 5 while under contract with P+W. The design for Level 5 uses a similar floor plan and the same finishes from the agency floors above. By using TEF, much of the design from the Level 6 through 8 floors can be reused for Level 5, thereby saving time and cost. Staff recommends contracting with TEF on a sole source basis rather than amending the contract with P+W to save on markups and to consolidate design responsibility for this work with one architect.

TEF's scope of work includes completing permit drawings over 12 weeks and providing construction administration over 16 weeks. Mechanical, electrical, and plumbing will be provided by one of the tenant improvement contracts on the bench with Cushman & Wakefield, BAHA's property manager. Although the State has not authorized BCDC to lease space at 375 Beale and BAHA does not have funding to build out BCDC's space, TEF's scope includes completing the design of the area that would be occupied by BCDC. The design will include a demising wall that would allow a contractor to build out the MTC space on its own. The demising wall can be removed in the future to allow for collaborative agency workspace, consistent with all other agency spaces in the building.

Attachment A includes a summary of TEF and its project team's small business and disadvantaged business enterprise status. TEF and its subconsultant, Propp and Guerin, Inc., are both Small Business Enterprises.

Recommendation

For these compelling business reasons, staff recommends this Committee authorize the Executive Director or his designated representative to negotiate and enter into a sole source contract with TEF in an amount not to exceed \$300,000 to provide services for the design of the Level 5 agency tenant improvements.



Steve Heminger

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Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	TEF Design	Interior Design			X	X	#24450	
Subcontractor	Propp and Guerin, Inc.	Signage			X	X	#38216	
Subcontractor								

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Contract

Consultant:	TEF Architecture and Interior Design San Francisco, CA
Work Project Title:	BAHA Facility Renovation and Retrofit Design
Purpose of Project:	Provide architecture and engineering design services for the BAHA Facility renovation and retrofit.
Brief Scope of Work:	Complete the architectural design of the space on Level 5 to be occupied by MTC and BCDC.
Project Cost Not to Exceed:	\$300,000
Funding Source:	BAHA FY 2015-16 Capital Budget
Fiscal Impact:	Funding is included in the BAHA FY 2015-16 Capital Budget.
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with TEF Architecture and Interior Design for design services for the BAHA Facility renovation and retrofit as described above and in the Executive Director's Memorandum dated October 28, 2015, and the Treasurer and Auditor is directed to set aside funds in the amount of \$300,000 for such contract.

BAHA Chair:

Dave Cortese

Approved: Date: November 4, 2015