

**Memorandum**

**Agenda Item 2d**

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

W.I. 9130

RE: Contract Amendment – Architectural and Engineering Services: TEF Architecture and Interior Design, Inc. (\$100,000)

This memorandum asks for Authority approval to enter into a contract amendment with TEF Architecture and Interior Design, Inc. (TEF), in an amount not to exceed \$100,000, to provide additional architecture and engineering design services at the Bay Area Metro Center.

**Background**

In November 2015, BAHA authorized staff to enter into a contract with TEF on a sole source basis to complete design services for the tenant improvements on Level 5 for the Metropolitan Transportation Commission and Bay Conservation Development Commission. TEF was 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, and the design for Level 5 uses a similar floor plan and the same finishes from the agency floors above.

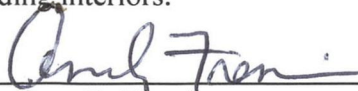
TEF's contract was amended to add a total of \$200,000 under the authority of the Executive Director for services that include programming and design of the vacant large retail space on Level 1, design of a directory for the Level 1 lobby, and other minor design revisions to the agency space.

This contract amendment for \$100,000 will be used for design modifications for the building interiors, with a focus on addressing the functionality of the board room and Claremont and Mission rooms. Modifications include adjustments of the mechanical systems to improve environmental comfort, addition of acoustical panels in the public corridor and Claremont room, modifications to door hardware to address sound, and addition of lighting in the Claremont room. Staff recommends continuing to use TEF due to TEF's role as base building interiors designer and familiarity with the building set-up.

Attachment A includes a summary of TEF and its project team's small business and disadvantaged business enterprise status.

**Recommendation**

Staff recommends that the Authority authorize the Executive Director or his designee to negotiate and enter into a contract amendment with TEF in an amount not to exceed \$100,000 to provide architectural and engineering services related to modifications of the building interiors.

  
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Andrew B. Premier

SH:sw

Attachment

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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 Amendment

Consultant:	TEF Architecture and Interior Design, Inc. 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 design modifications to the Metro Center interiors.
Project Cost Not to Exceed:	\$100,000 (This amendment) \$500,000 (Current contract authorization before this amendment) \$600,000 (New total contract amount)
Funding Source:	BAHA FY 2016-17 Capital Budget
Fiscal Impact:	Funding is included in the BAHA FY 2016-17 Capital Budget.
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with TEF Architecture and Interior Design, Inc. for design services for the BAHA Facility renovation and retrofit as described above and in the Executive Director's Memorandum dated March 15, 2017, and the Treasurer and Auditor is directed to set aside funds in the amount of \$100,000 for such contract amendment.

BAHA Chair:

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Jake Mackenzie

Approved:

Date: March 22, 2017