

**Bay Area Headquarters Authority**  
**BAHA**

September 24, 2025

Agenda Item 3b - 25-1138

**Approval of Consultant Bench – 2025 Architectural Design Services for Capital Projects,  
Tenant Improvements and Commercial RFQ - Cycle 1 (Form4 Architecture, Perkins &  
Will, SERA Architects, TEF Design)**

---

**Subject:**

Request for Authority Approval of a pre-qualified list of firms to provide on-call architectural design services for capital projects, tenant improvements, and commercial property work for the period commencing September 24, 2025 and ending June 30, 2028 with an option to extend for up to an additional two years. The Architectural Consultant Bench will consist of Form4 Architecture, Perkins & Will, SERA Architects, and TEF Design.

**Background:**

The Bay Area Headquarters Authority (BAHA) requires the professional services of architects to assist in the preparation of design drawings, technical specifications, and other related documents necessary for a range of property enhancements, including tenant improvements and capital projects. These services also include ensuring compliance with applicable jurisdictional permitting requirements and coordination with regulatory agencies. Establishing a pre-qualified consultant bench will provide BAHA with a list of highly qualified firms, enabling efficient project delivery and offering the flexibility to respond to both scheduled projects and unforeseen facility needs as they arise.

**Procurement Process:**

The 2025 Architectural Design Services for Capital Projects, Tenant Improvements, and Commercial RFQ - Cycle 1, issued June 10, 2025, established minimum qualifications for firms, which required respondents to have a California-licensed architect to serve as Designer of Record and a local Bay Area office. Statements of Qualifications (SOQs) were evaluated on firm and staff experience, past performance with relevant project types, SOQ quality and completeness, and availability of resources.

An evaluation panel reviewed and scored all SOQs based on established criteria. Firms with competitive scores were placed on the architectural consultant bench. Future contracts exceeding the Executive Director's delegated authority require BAHA Board approval, and all selected firms must provide proof of required insurance coverage, and all contract required documents. Based on the evaluation results, staff recommends the approval of four firms, listed in alphabetical order: Form4 Architecture, Perkins & Will, SERA Architects, and TEF Design.

Attachment B includes a summary of the selected firms' small business and disadvantage business enterprise status.

**Next Steps:**

Upon Authority approval, staff will notify the selected firms, execute on-call contracts, verify required documentation, and begin assigning task orders as needed.

**Issues:**

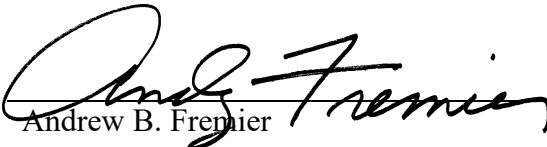
None identified.

**Recommendation:**

Staff recommends that the Authority approve: The 2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ – Cycle 1 bench to include the pre-qualification of Form4 Architecture, Perkins & Will, SERA Architects, and TEF Design for on-call architectural design services for the period September 24, 2025 through June 30, 2028, with an option to extend up to two additional years for the completion of existing work, subject to applicable contract approval procedures and budget approvals.

**Attachments:**

- Attachment A: 2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ – Cycle 1
- Attachment B: Disadvantaged Business Enterprise and Small Business Enterprise Status

  
Andrew B. Fremier

**Attachment A**  
**2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ – Cycle 1**

---

	Firm Name	Architectural Design Services
Prime	Form4 Architecture	x
Prime	Perkins & Will	x
Prime	SERA Architects	x
Prime	TEF Design	x

**Attachment B**

**Disadvantaged Business Enterprise and Small Business Enterprise Status**

<b>Firm Name</b>	<b>Role on Project</b>	<b>DBE * Yes</b>	<b>If DBE Yes, List #</b>	<b>DBE No</b>	<b>SBE* * Yes</b>	<b>If SBE Yes, List #</b>	<b>SBE No</b>
Form4 Architecture	Prime			x			x
Perkins & Will	Prime			x			x
SERA Architects	Prime			x			x
TEF Design	Prime			x	x	24450	

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

\*\*Denotes certification by the State of California.

**Request for Committee Approval**

---

**Summary of Proposed 2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ - Cycle 1 Consultant Bench**

Work Item No.:	9161, 9163, 9181
Consultant:	See the BAHA Summary Sheet dated September 24, 2025
Work Project Title:	2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ - Cycle 1.
Purpose of Project:	To provide on-call support for project development, including the creation of design drawings, specifications, for a various capital projects.
Brief Scope of Work:	The scope of work includes architectural design, preparation of technical documents, permit compliance, and coordination with regulatory agencies for property enhancements and facility improvements.
Project Cost Not to Exceed:	No immediate fiscal impact until contracts are awarded. Funds for each fiscal year are subject to agency budgetary approval process. Project costs shall be consistent with funds budgeted.
Funding Source:	BAHA FY 25-26 Capital Building Improvement Project Budget
Fiscal Impact:	No immediate fiscal impact is associated with approval of 2025 Architectural Design Services for Capital Projects, Tenant Improvements and Commercial RFQ – Cycle 1 Bench.
Motion by Committee:	That the above consultants be pre-qualified to enter into contract with BAHA to provide on-call architectural design services through June 30, 2028, with the option to extend for two (2) additional years, as described above and in the BAHA Summary Sheet dated September 24, 2025, subject to applicable contract approval procedures and necessary budget approvals.

Bay Area Headquarters

Authority:

---

Sue Noack, Chair

Approved:

September 24, 2025