



Honorable Mayor and Members of the Hermosa Beach City Council

**AWARD OF PROFESSIONAL SERVICE AGREEMENTS FOR ON-CALL
ARCHITECTURAL SERVICES**

(Public Works Director Joe SanClemente)

Recommended Action:

Staff recommends City Council:

1. Award a contract for on-call architectural services to Westgroup Designs, Inc. at a not-to-exceed amount of \$1,000,000 for a term of three years ending November 17, 2028 (**Attachment 1**);
2. Award a contract for on-call architectural services to Paul Murdoch Architects at a not-to-exceed amount of \$1,000,000 for a term of three years ending November 17, 2028 (**Attachment 2**);
3. Award a contract for on-call architectural services to IDS Group, Inc. at a not-to-exceed amount of \$1,000,000 for a term of three years ending November 17, 2028 (**Attachment 3**);
4. Award a contract for on-call architectural services to Rubio Medina, Architect at a not-to-exceed amount of \$1,000,000 for a term of three years ending November 17, 2028 (**Attachment 4**); and
5. Authorize the City Manager to execute the proposed agreements, and approve minor modifications if necessary, with the City Clerk attesting the proposed agreements and subject to approval by the City Attorney.

Executive Summary:

The City of Hermosa Beach engages qualified architectural firms to assist the Public Works Department with advancing the Capital Improvement Program (CIP) and other as-needed facility projects that support ongoing operations, maintenance, and modernization of City-owned facilities. Following a competitive Request for Qualifications (RFQ) process, staff recommends the City Council award professional services agreements to Westgroup Designs, Inc., Paul Murdoch Architects, IDS Group, and Rubio Medina, Architect for on-call architectural services at an amount not to exceed \$1,000,000 each for a term of 3 years, with an option to extend by two additional one-year terms.

Background:

The City's Public Works Department relies on professional architectural services to support CIP delivery, maintenance projects, facility upgrades, modernization efforts, and other projects requiring specialized design and planning expertise.

On-call services may include architectural studies, design services, condition assessments, technical support, and other project related tasks across all project phases; from predesign, planning, and design development through construction support services. Prior agreements for on-call architectural services have either expired or are reaching the end of their term.

Public Works staff collaborated on the development of a Request for Qualifications (RFQ) to meet the needs of the City and community. The RFQ approach, which includes a formal competitive advertisement process, provides the City with a list of pre-qualified professionals to serve on the “bench” for the coming three to five years without the need to go out for a separate request for proposals (RFP) each time a routine service is needed. For this solicitation, staff is recommending contracts be awarded to the top four ranked firms. As work is identified, the City will solicit proposals from one, or more, of the selected on-call firms. The designated Consultant(s) shall then provide a proposed scope of work, fee estimate (per the agreed upon rates), and a schedule per each task order issued by the City. A task order will then be negotiated and executed between the City and the selected firm. The basis of compensation will be agreed upon by both the Consultant and City before work begins. The selected consultant would serve as an extension of City staff and will provide a variety of support functions related to architectural services for the Public Works Department. The RFQ approach improves efficiency and expedites commencement of work and project delivery. Award of a contract does not guarantee that a consultant will be requested to submit a proposal for a task order request or be assigned any work.

Analysis:

On August 21, 2025, the City issued a Request for Qualifications (RFQ) 25-003 (**Attachment 5**) inviting experienced and highly qualified firms to submit a statement of qualification (SOQ) through a competitive process. The RFQ was advertised on the city’s online bidding platform, Planet Bids.

On September 18, 2025, a total of twenty-one (21) proposals were received in response to the RFQ. The proposing firms are listed below in alphabetical order:

1. BFK Architecture + Planning
2. Black O’Dowd and Associates
3. Environ
4. Gillis and Panichapan Architects
5. HH Fremer Architects
6. iArch
7. IDS Group
8. John Wyka Architecture
9. Kapan Chen Kaplan

10. K+R Design
11. MA Architects
12. NCA Studio Inc
13. Paul Murdoch Architects
14. PBLA
15. RDC-S111
16. Rubio Medina
17. TAIT & Associates, Inc.
18. TLRS Architecture
19. TR Design Group, Inc.
20. Westgroup Designs, Inc.
21. Ziese Architecture

The proposals were independently evaluated in detail by a staff review panel and scored based on the following weighted criteria:

- Approach and Methods (40 percent)
 - Demonstration of the Consultant's ability to be responsive to the City's needs and provide a high level of customer service.
 - Evidence of the Consultant's ability to successfully deliver project tasks and deliverables within the identified project budget and with minimized cost overruns.
 - Evidence of the Consultant's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
 - Demonstration of the Consultant's commitment to accurate and superior work products and services as detailed in the project management plan.
 - A well thought-out and tailored approach to as-needed work that responds to the City's particular issues and needs.
 - Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increase performance capabilities.

- Relevant Experience and Expertise (40 percent)
 - The Consultant's ability to dedicate a strong contract manager, knowledgeable of the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
 - Recent experience providing similar services for other jurisdictions.
 - Familiarity and experience with applicable industry standards and any relevant federal, state, and local requirements.
 - The depth and appropriateness of experience of individual members of the technical team as they relate to technical tasks typically called for on municipal projects.

- The team’s experience and ability to clearly communicate technical concepts and terminology with the community.
- Administration (20 percent)
 - The extent and nature of any proposed amendments to the City’s Professional Services Agreement.
 - Billing rates and ability to comply with billing requirements.

Following a comprehensive review of the statements of qualifications, staff recommends award of contracts to the four highest-ranking firms based on the weighted selection criteria:

Ranking	Company
1	Westgroup Designs (Attachment 6)
2	Paul Murdoch (Attachment 7)
3	IDS Group (Attachment 8)
4	Rubio Medina (Attachment 9)

These four architectural firms exhibited the greatest understanding of the City’s needs and ability to provide on-call architectural services while ensuring the highest quality.

If approved, on-call architectural services will commence immediately upon contract execution. Each agreement will have a not-to-exceed amount of \$1,000,000, a three-year term ending November 17, 2028, and the option for two one-year extensions at the City’s discretion. These agreements do not guarantee any specific amount of work, but provide flexibility to the City in assigning tasks as needed.

Fiscal Impact:

Funds for the on-call architectural services are budgeted in the CIP Project Budgets for specific projects or in the Public Works Administration Contract Services Account for other as needed work.

Agreement Request			
Agreement	Request Amount	FY 2025-26 Budget Dept. Account #	Total Contract Amount
Westgroup Designs	\$1,000,000	Various CIPs XXX-8XXX-4201, Public Works	\$1,000,000
Paul Murdoch	\$1,000,000		\$1,000,000

IDS Group	\$1,000,000	Administration 001-4202-4201	\$1,000,000
Rubio Medina	\$1,000,000		\$1,000,000
Total	\$4,000,000		\$4,000,000

Attachments:

1. Proposed Professional Services Agreement with Westgroup Designs
2. Proposed Professional Services Agreement with Paul Murdoch
3. Proposed Professional Services Agreement with IDS Group
4. Proposed Professional Services Agreement with Rubio Medina
5. RFQ 25-003 On-call architectural services
6. Westgroup Designs Proposal and Fee Schedule
7. Paul Murdoch Proposal and Fee Schedule
8. IDS Group Proposal and Fee Schedule
9. Rubio Medina Proposal and Fee Schedule

Respectfully Submitted by: Kristian Alarcon, Assistant Engineer

Concur: Saad Malim, City Engineer

Concur: Joe SanClemente, Public Works Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Concur: Brandon Walker, Administrative Services Director

Legal Review: Jason Baltimore, Interim City Attorney

Approved: Steve Napolitano, Interim City Manager