



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

*Honor, Integrity, Cooperation & Professionalism*

## MEMORANDUM

**Date:** 06/30/2021

**To:** Board Directors

**Attn:** Mike Del Puppo  
President

**From:** Fire District Staff

**Subject:** Appoint the District's Preferred Contractor for Architectural and Engineering Services.

### BOARD OF DIRECTOR'S BRIEFING PAPER

#### ISSUE:

Staff is asking the Board of Director's to appoint Jeff Katz Architectural, Corporation (JKA) as the District's Preferred Contractor for Architectural and Engineering Services.

#### BACKGROUND:

The District advertised a Request for Qualifications for Architectural Services on May 12, 2021, and staff and Board Vice President Arabian interviewed two firms on June 17 and 18, 2021. The interview panel was unanimous in its recommendation that JKA should be the preferred contractor.

#### DISCUSSION:

The District has immediate need for Architectural and Engineering Services for two projects, the expansion and remodel of Station 71 in Parlier and the permanent living quarters for Station 74 in Morgan Canyon. The selected architectural firm will be required to provide the District with professional architectural services for construction projects and related projects that could possibly result in a non-construction project. The firm will work with District staff in the development of the

project scope, prepare preliminary project budget based on approved project scope with said preliminary budget to include all project costs including architect fees, agency fees, inspection, construction, testing, inspection furniture/equipment, etc. Upon approval of project scope and budget by District staff, complete construction drawings for review and possible modification by District staff, update project budget based on District approved construction drawings, prepare project booklet that includes summary of project scope, project budget and project schedule for review and approval by the Board of Directors. Upon approval of project booklet by the Board of Directors, obtain all government approvals on plans and specifications as required including, but not limited to, the County of Fresno and any other required State and/or local governmental agency. Work with District staff and other selected consultants in the development of the bid package including general conditions, plans and specifications, District approved contracts, etc. Assist District staff/consultants in the opening of bids and in the review of bids for completeness. Assist District staff/consultants in the overview of the construction project. Assist District staff/consultants in the "close-out" of the construction project. Assist District staff/consultants process of gaining approval and sign-off of the construction project from all required State and local government agencies. Other services as necessary to complete the project and agreed to by both parties.

**ALTERNATIVES:**

1. The Board votes not to appoint a District Preferred Contractor for Architectural and Engineering Services.

**IMPACTS** (*Consider potential consequences related to each of the following areas of concern for proposed alternatives*):

- Fiscal – No known impact
- Operational – No known impact
- Legal – No known impact
- Labor – No known impact
- Sociopolitical – No known impact.
- Policy – No known impact.
- Health and safety – No known impact.
- Environmental – No known impact.
- Interagency – No known impact.

**RECOMMENDATION:**

Staff is recommending that the Board of Directors appoint Jeff Katz Architectural, Corporation (JKA) as the District's Preferred Contractor for Architectural and Engineering Services.

**APPROVED:**

  
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Mark A. Johnson, Executive Officer

  
\_\_\_\_\_  
Date

**EXECUTIVE STAFF**