

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 02/25/2025*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Tam: ☐ Haubert: ☐ Miley: ☐ Márquez: ☐ Fortunato Bas: ☐ - **5**

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-902501,C-27898

Documents to be signed by Agency/Purchasing Agent:

File No. \_\_\_\_\_  
Item No. 25

Copies sent to:


Cindy Wong, QIC 26021

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By:   
Deputy

**AGENDA #\_\_\_\_, February 25, 2025**

February 10, 2025

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

**SUBJECT: AWARD A CONTRACT TO GROUP 4 ARCHITECTURE, RESEARCH + PLANNING INC., FOR FAMILY SPACE MASTER PLAN CONSULTANT SERVICES; MASTER CONTRACT NO. 902501; PROCUREMENT CONTRACT NO. 27898; AMOUNT: \$248,600**

Dear Board Members:

**RECOMMENDATION:**

Authorize the Purchasing Agent, or her designee, to execute a contract (Master Contract No. 902501; Procurement Contract No. 27898) with Group 4 Architecture, Research + Planning, Inc. (Principal: Andrea Gifford; Location: South San Francisco) to provide family space master plan consultant services to the Alameda County Library, for the term of 3/1/25 – 2/28/26, in the amount of \$248,600.

**DISCUSSION/SUMMARY:**

The Alameda County Library (ACL) plans to renovate children and family spaces at eight Community Library sites. Six out of eight library spaces have not seen major renovations for many years. Communities continue to evolve and change, as well as the understanding of child development. ACL is committed to ensuring the spaces reflect the needs of the families in the communities, including inviting those who may not currently feel welcome. This initiative is in line with ACL's dedication to promoting inclusivity, diversity, and racial equity.

This contract seeks to begin the planning of the ACL renovation with the creation of a Family Space Master Plan. The contractor will collect vital insights and data from diverse sources such as library staff, families, children, community partners, and non-members within the ACL service area. Findings from the plan will be used to inform the next stage of the project, helping ACL to determine what furnishings, shelving, play spaces, etc., should be considered at each site.

**SELECTION CRITERIA/PROCESS:**

*The ACL has determined that Alameda County does not currently have the resources to provide library family space master plan consultant services.*

*The ACL worked with General Services Agency (GSA)–Procurement to develop a Request for Proposal (RFP), which was issued on July 25, 2024, posted on the County and GSA LinkedIn websites for 41 days, emailed to the Chambers of Commerce e-mail group, and sent to the E-Gov Professional Services – Current Contract Opportunities mailing service. The RFP was also advertised in The Inter-City Express on July 30, 2024, and the San Francisco Daily Journal on July 30, 2024. A vendor outreach was conducted on July 31, 2024, followed by one networking/bidders conference on August 12, 2024, which was attended by 11 attendees representing seven vendors.*

*On September 4, 2024, four bidders submitted responses to the RFP. All responses were evaluated, and the vendors were interviewed by the County Selection Committee. A maximum total of 550 evaluation points was available for this RFP. The total evaluation points include 50 preference points derived from a 5% preference for local vendors and a 5% preference for certified Small Local Emerging Business (SLEB) vendors, for a total of 10%.*

*Group 4 Architecture, Research + Planning, Inc., was the highest-scoring responsive vendor and is being recommended for an award.*

*Group 4 Architecture, Research + Planning, Inc., is not a certified SLEB and is subcontracting 17% of the contract with Lathe Architecture Inc (Principal: Scott Vedro; Location: Berkeley; Certified Emerging: 23-00069; Expiration: 7/31/2026) to provide architectural and pre-design services; and 3% of the contract with Macks Craic, Inc. dba Mack5 (Principal: Eve Nelson; Location: Oakland; Certified Small: 03-90250; Expiration: 5/31/2026) to provide cost estimating services.*

*The following is the evaluation summary:*

#### **EVALUATION SUMMARY**

<b><i>Vendor</i></b>	<b><i>Location</i></b>	<b><i>Local</i></b>	<b><i>SLEB</i></b>	<b><i>Evaluation Points</i></b>
<i>Group 4 Architecture, Research + Planning, Inc.</i>	<i>South San Francisco, CA</i>	<i>N</i>	<i>N</i>	<i>435</i>
<i>M. Arthur Gensler Jr. &amp; Associates, Inc.</i>	<i>Oakland, CA</i>	<i>Y</i>	<i>N</i>	<i>426</i>
<i>The KPA Group</i>	<i>Pleasanton, CA</i>	<i>Y</i>	<i>N</i>	<i>287</i>
<i>Better Source Liquidators dba A Better Source</i>	<i>Hayward, CA</i>	<i>Y</i>	<i>Y</i>	<i>237</i>


#### **FINANCING:**

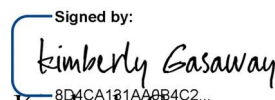
Appropriations for this contract are included in the ACL Fiscal Year 2024-25 Approved Budget and will be requested in the subsequent budget year. No additional appropriations are required and there will be no increase in net County cost.

**VISION 2036 GOAL:**

The family space master plan consultant services meet the 10X goal pathway of an **Accessible Infrastructure** in support of our shared visions of **Safe & Livable Communities**.

Respectfully submitted,

  
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Deb Sica  
County Librarian, Alameda County Library

  
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Kimberly Gasaway  
Director, General Services Agency

Attachment

KG\NP\rs\I:\Board Letters\Purchasing\FY 2024-25\902501 family space master plan

cc: County Administrator  
Auditor-Controller  
County Counsel