



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: March 24, 2016
Board Meeting Date: April 26, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Amendment to Agreement with KRJ Design Group for space planning/design services

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with KRJ Design Group, to provide space planning and tenant improvement services, extending the term through January 31, 2017, and increasing the amount by \$150,000 for a new total amount not to exceed \$250,000.

BACKGROUND:

KRJ Design Group (KRJ) has provided design and space planning services to the County for over 25 years. In October 2015, the Department of Public Works entered into a \$100,000 agreement with KRJ Design to provide space planning and design services for tenant improvement projects in support of the County's Integrated Workplace Management System (IWMS). The contract is scheduled to expire on June 30, 2016.

DISCUSSION:

Since adoption, KRJ has provided services for several projects and has recently been engaged to develop the space plan for a large refresh project for the Information Services Department. The current contract will not support the full cost of this work, nor the cost of additional tenant improvement projects within the County.

The Department originally selected KRJ after considering two other vendors for comparable services. Because KRJ is best suited to provide additional space planning and design development to assist the County in its transition into a new furniture standard, we are requesting that the RFP process be waived for this amendment.

County Counsel has reviewed and approved the resolution and amendment as to form.

Approval of this amendment contributes to the Shared Vision 2025 outcome of a Collaborative Community by improving the utilization of existing real estate assets through inter-departmental coordination of space and resources.

FISCAL IMPACT:

The amended term of the agreement is October 15, 2015 through January 31, 2017. The new total amount of the agreement is \$250,000. The contract will be funded as follows: Departmental Sources and projects approved through the Capital Improvement Projects (CIP) process 50%; Integrated Workplace Management System (IWMS) 50%. All of which are included in the approved budget for FY 2015-16 and FY 2016-17.

There is no impact to the General Fund.