



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 24-100

Board Meeting Date: 2/13/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Executive
Sam Lin, Interim Director, Project Development Unit

Subject: Amendment to the Agreement with KRJ Design Group

RECOMMENDATION:

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute an amendment to the agreement with KRJ Design Group in the amount of \$300,000 for the purpose of on-call space planning, design, coordination, and consultation services for a total not to exceed contract amount of \$499,000; and
- B) The Interim Director of the Project Development Unit, or designee to execute subsequent amendments or change orders that modify the terms and conditions of the agreement increasing the maximum fiscal obligation by \$25,000 in aggregate so long as the fiscal obligation does not exceed \$524,000.

BACKGROUND:

In November 2019, the Department of Public Works conducted a competitive request for proposal (RFP) process for Architectural design services, which also included space planning services. KRJ Design Group (KRJ) was granted one of six on-call agreements.

In May 2022, the Project Development Unit (PDU) leveraged the RFP process conducted by the Department of Public Works November 2019 to execute an agreement with KRJ, and since then, KRJ has been working closely with the PDU and its various Project Teams as an added resource in space planning needs to the Capital project teams. KRJ's expertise in space planning and understanding of the County's space requirements have enhanced project delivery schedules.

DISCUSSION:

KRJ continues to successfully provide on-call site program development space planning assessments, design development and implementation, and project management services on behalf

of the County of San Mateo for all County Capital Projects.

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

EQUITY IMPACT:

The County of San Mateo is dedicated to ensuring that all employees, including those with specialized access and functional workplace needs, have functional and appropriate workspaces.

FISCAL IMPACT:

The KRJ contract has a not to exceed amount for the agreement of \$524,000 in aggregate. The cost of the contract will be funded by the budgets of the individual projects to which the consultant is assigned.