



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 24-082

Board Meeting Date: 1/30/2024

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Ann M. Stillman, Director of Public Works  
**Subject:** Amendment No. 3 to the Agreement with The KPA Group, Inc.

### **RECOMMENDATION:**

Adopt a resolution authorizing Amendment No. 3 with The KPA Group, Inc. for on-call architectural services, increasing the amount by \$300,000 for a new not to exceed amount of \$925,000 with no change in term.

### **BACKGROUND:**

On October 8, 2019, this Board approved Resolution No. 077031(c) authorizing an agreement with The KPA Group, Inc. for the not to exceed amount of \$600,000 for on-call architectural services for projects involving California Department of Health Care Access and Information (HCAI) and other Capital Improvement Plan (CIP) projects.

On August 2, 2022, by authority of Resolution No. 077031(c), the Director of Public Works executed Amendment No. 1 to extend the term of the agreement to October 7, 2024 with no change in amount.

On December 18, 2023, by authority of Resolution No. 077031(c), the Director of Public Works executed Amendment No. 2 to increase the amount of the agreement by \$25,000 for a new not to exceed amount of \$625,000 with no change in term.

### **DISCUSSION:**

The Department of Public Works (Department) is requesting to amend the agreement with The KPA Group, Inc. to allow the KPA Group, Inc. to continue to provide design services and to prepare bid documents for two priority elevator projects. These projects include: the San Mateo Medical Center Elevator Project to upgrade two existing elevators; and the Elections Registration Elevator Project to install an elevator at this facility. The amendment may also allow The KPA Group, Inc. to provide design services for other approved CIP projects.

The Department is requesting to amend The KPA Group, Inc.'s agreement for an additional \$300,000

for a new not to exceed amount of \$925,000 with no change in term.

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

**FISCAL IMPACT:**

Amendment No. 3 to the Agreement increases the not to exceed amount by \$300,000 for a new not to exceed amount of \$925,000 with no change in term. Funding for this amendment is included in the Capital Projects Approved Budget FY 2023-24. There is no additional impact to the General Fund.