



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HEALTH

**File #:** 16-305

Board Meeting Date: 6/27/2017

---

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

**To:** Honorable Board of Supervisors

**From:** Louise Rogers, Chief Health System  
Stephen Kaplan, Director, Behavioral Health and Recovery Services

**Subject:** Amendment to the Agreement for KRJ Design Group for On-Call Architectural Services

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with KRJ Design Group to provide architectural design and consulting on various Health System projects on an as-needed basis, increasing the amount by \$165,000 to an amount not to exceed \$215,000.

**BACKGROUND:**

As the Health System takes on new work and initiates programs to meet changing responsibilities, its space must be reconfigured to make room for these new staff and increase the efficiency of the existing layout. On July 1, 2016, the Health System entered into an agreement with KRJ Design Group to provide space design services in the amount of \$50,000.

DPW regularly maintains a number of "on-call" agreements with design firms to provide services on an as-needed basis. The on-call professional service process has expedited numerous construction and space planning projects over the years.

On October 14, 2016, DPW released a Request for Proposals for on-call architectural design and consulting services. Out of the 25 firms that responded, 6 were selected for the pool of on-call architectural design and consulting services. KRJ Design Group was one of the six respondents selected.

**DISCUSSION:**

It is now necessary to amend the agreement with KRJ Design Group, increasing the amount by \$165,000, for a new amount not to exceed \$215,000. This increase will permit the Health System to continue without interruption the space reconfiguration for leased facilities such as 2000 Alameda de las Pulgas in San Mateo, 350 90<sup>th</sup> Street in Daly City, and at other County-owned spaces that the Health System occupies. These spaces require reconfiguration and improvement due to the introduction of new programs and service offerings, the move of staff teams (e.g. the re-location of the BHRS management team to 2000 Alameda), and aging or outdated facilities that require

upgrades.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

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 Healthy Community by implementing necessary reconfiguration projects in County leased facilities with fiscal accountability and concern. It is anticipated that 15 site designs will be completed, improving public space and amenities for clients and accommodating new efficient workflow.

**PERFORMANCE MEASURES:**

Measure	FY 2016-17 Estimated	FY 2017-18 Projected
Number of site designs completed on-time and within budget	15	15

**FISCAL IMPACT:**

The term of this agreement remains July 1, 2016 through June 30, 2017. The amount of the amended agreement is not to exceed \$215,000. The amendment increases the amount by \$165,000. Of the increase, \$70,000 will be for Behavioral Health and Recovery Services, \$32,000 for Public Health Policy & Planning, \$25,000 for San Mateo Medical Center, \$17,000 for Aging and Adult Services, \$8,500 for Health Administration, \$7,500 for Family Health Services, and \$5,000 for Environmental Health. All of the latter amounts have been included in the FY 2016-17 Adopted Budgets for the respective divisions. The cost for this amendment will be covered by various sources including: charges to the Health System divisions, Section 1115 Medi-Cal Waiver funds in support of the Whole Person Care pilot, and the Medi-Cal Administrative Activities fund. Net County Cost is estimated to account for 5% (\$8,100) of the total amount.

---

# Request for Proposal – Matrix

1	Where was the RFP advertised?	The Daily Journal
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	Professional AIA Chapters AIA San Mateo
3	State the total number of RFP's sent to prospective proposers:	None
4	How many proposals did you receive?	25
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Bartos Architecture, Inc. CJW Architecture KPA Group KRJ Design Group MWA Architects Smith-Karng Architecture