



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 16-302

Board Meeting Date: 6/27/2017

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

**To:** Honorable Board of Supervisors

**From:** Louise Rogers, Chief, Health System  
Kimberlee Kimura, Director, Health System Administration

**Subject:** Agreement with KRJ Design Group Inc. for Space Planning Services

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with KRJ Design Group, Inc. to provide space planning services for the term July 1, 2017 through June 30, 2019, in an amount not to exceed \$200,000.

**BACKGROUND:**

For the past several years, the Health System (HS) has used KRJ Design Group, Inc. (KRJ) to meet the department's design and space planning needs. KRJ has an extensive background with the County and has a strong understanding of the HS' design and space planning needs.

The County's Department of Public Works (DPW) maintains a number of "on-call" agreements with design firms to provide such 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, six were selected for the pool of on-call architectural design and space planning consulting services. KRJ was one of the six respondents selected.

**DISCUSSION:**

As the HS takes on new projects, our limited workspace must often be reconfigured to accommodate more staff or different use. This agreement will provide space reconfiguration and design services for County-leased and County-owned facilities that the HS occupies.

Please note that Behavioral Health and Recovery Services (BHRS) will be bringing for your Board's approval a separate agreement with KRJ for a distinct and different scope of work from this agreement. All other HS divisions - except BHRS - are included in this agreement.

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

The agreement and resolution have been reviewed and approved by County Counsel as to form. This agreement has also been reviewed by the County Department of Public Works.

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring that HS employees have a safe and efficient work environment so they can continue to provide valuable services to the County's constituency. It is anticipated that 15 site designs will be completed on-time and within budget for the HS.

**PERFORMANCE MEASURE:**

Measure	FY 2016-2017 Estimated	FY 2016-2017 Projected
Number of site designs completed on-time and within budget for the HS	15	15

**FISCAL IMPACT:**

The term of the agreement is July 1, 2017 through June 30, 2019. The amount of the agreement is not to exceed \$200,000 for the two-year term. Of this amount, the following maximum budget obligations apply: \$50,000 for Aging and Adult Services, \$50,000 for Public Health Policy and Planning, \$50,000 for the San Mateo Medical Center, \$19,000 for Health Administration, \$11,000 for Family Health Services, \$10,000 for the LEAP Institute, \$5,000 for Environmental Health, and \$5,000 for Correctional Health Services. Funding is included in the FY 2017-2019 Recommended Budget 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 16% (\$33,000) of the total amount.