



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 18-1055

Board Meeting Date: 11/13/2018

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

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** Architectural Services Agreement with PHd Architects, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with PHd Architects, Inc., to provide architectural design and consulting services for the San Mateo Medical Center's Magnetic Resonance Imaging (MRI) Installation Project, for the term of November 13, 2018 through November 12, 2021, for an amount not to exceed \$236,000.

**BACKGROUND:**

The San Mateo Medical Center (SMMC) currently rents a trailer that houses an MRI unit. The trailer is located outside of the hospital in the parking lot, which limits the hours of operation and has caused noise issues for the surrounding residents. The cost of renting the MRI trailer is currently \$50,000 per month.

The trailer is small and makes for an uncomfortable wait time for patients, which causes exam cancellations from patients. Patients are also scheduled for MRI scans during afterhours and weekends at other facilities, thus increasing costs.

**DISCUSSION:**

An MRI unit inside the SMMC will allow the hospital to operate the MRI equipment 24 hours a day, 7 days a week. In order to accomplish this project, an architect of record must be established.

A Request for Proposals (RFP) process was completed on August 30, 2018 and three firms responded. The RFP process matrix describing the process and selected firm is attached at 'Exhibit A'. A selection committee comprised of Department staff reviewed and ranked the submissions received from qualified firms. The Department recommends your Board authorize an agreement with PHd Architects, Inc. to provide architectural design and consulting services.

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

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by approaching construction and renovation projects in County facilities with fiscal accountability and concern.

**FISCAL IMPACT:**

The term of this agreement is from November 13, 2018 through November 12, 2021. The total maximum fiscal obligation for the agreement is \$236,000. This agreement is funded through the Adopted Capital Project Program FY 2018-2019.

ATTACHMENTS: RFP Matrix (Exhibit A)