



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 19-818

Board Meeting Date: 8/6/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Iliana Rodriguez, Interim Director, Human Services Agency
Subject: Amendment to the Agreement with KRJ Design Group, Inc. for Architectural Design and Consulting Services

RECOMMENDATION:

Adopt a resolution authorizing a waiver of the Request for Proposals process and execution of an amendment to the agreement with KRJ Design Group, Inc., to continue providing architectural design and consulting services, increasing the funding amount by \$150,000 for a new not to exceed amount of \$250,000, with no change to the agreement term.

BACKGROUND:

On June 29, 2018, the Human Services Agency (HSA) entered into an agreement with KRJ Design Group, Inc. (KRJ) to provide consulting and design services in the amount of \$100,000 for the term of July 1, 2018 through June 30, 2021.

KRJ provides HSA with site evaluation, schematic and design development, space planning, and furniture placement/layout on an as-needed basis. HSA engaged KRJ to increase the interview space at its South San Francisco office, redesign conference rooms and office space at its administration offices located in Belmont, and provide design and consulting services during the construction of the office building located at 92nd St. in Daly City.

The 92nd St. building construction began in April of 2019 and has required a significant amount of architectural design and consulting services. The building is being redesigned in order improve client accessibility, decrease client wait time, and meet State security and confidentiality requirements. For example, the lobby area is being redesigned to maximize space to allow for a children's play area and space for the new lobby queue technology. Client interview rooms are being centralized and moved so that they are adjacent to the lobby to make them easily accessible. The second floor is being designed with an increased attention to security to meet State requirements regarding the confidentiality of client information. In addition, the building is being designed to meet current Americans with Disability Act requirements. KRJ has also provided design plans for a mobile office and restroom that are located in the parking lot of 92nd St., so that HSA could continue to serve

clients during construction. Construction of the 92nd St. office building is expected to be completed by the end of June 2020.

DISCUSSION:

This amendment would increase the total funding amount under the existing agreement by \$150,000 to cover the cost of additional design and consulting services, as may be needed to complete the current HSA projects, as well as fund any future space redesign(s) required during the next two years.

It is in the best interest of the County to waive the Request for Proposals (RFP) process and augment the current agreement with KRJ to ensure consistency of design and construction standards throughout the completion of HSA's projects.

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

The amendment and resolution have been reviewed and approved by County Counsel as to form.

The amended agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by implementing necessary space reconfigurations at HSA office locations to improve client accessibility and increase workflow efficiency. It is anticipated for FY 2019-20 of the project proposals accepted by HSA that 95% will be completed on time and within budget. This measure is expected to increase to 98% for FY 2020-21.

PERFORMANCE MEASURE:

Measure	FY 2018-19 Actual	FY 2019-20 Anticipated	FY 2020-21 Target
Percent of projects that are completed on time and within budget (based on an accepted proposal).	N/A*	95%	98%

This is a new measure beginning in FY 2019-20.

FISCAL IMPACT:

The term of this agreement is July 1, 2018 through June 30, 2021. This amendment adds \$150,000 for a total obligation of \$250,000. Funding is estimated to be 75% state and federal, and 25% Net County Cost. Budgetary appropriation for this agreement is included in the FY 2019-20 and FY 2020-21 Recommended Budgets.