

**PUBLIC NOTICE**

**BOARD OF DIRECTORS**

**SPECIAL OPEN SESSION MEETING**

Thursday, December 7, 6:00 pm  
1819 Trousdale Drive, Burlingame  
Classroom

Join Zoom Meeting  
[https://  
us02web.zoom.us/  
j/87418772905](https://us02web.zoom.us/j/87418772905)  
Meeting ID:  
874 1877 2905  
One tap mobile:  
1 253 215 8782 /  
1 267 831 0333

**A G E N D A**

1. **CALL TO ORDER & ROLL CALL:** Chair Cappel
2. **ORAL COMMUNICATIONS:** *At this time, any person may speak on any items not on the agenda and any other matter within the jurisdiction of the District. Speakers are customarily limited to three minutes. If you cannot attend the meeting, but would like to offer comments, please email your comments to [voula.theodoropoulos@peninsulahealthcaredistrict.org](mailto:voula.theodoropoulos@peninsulahealthcaredistrict.org) and they will be read into the record.*
3. **NEW BUSINESS:**
  - A. **Revised Budget for allcove™ Tenant Improvement:** Vickie Yee, CFO **Pg. 1**
  - B. **allcove™ San Mateo Acceptance of Tenant Improvement Work Completed:** Eddie Flores, Director Youth Behavioral Health Programs, Jackie Almes, Youth Outreach Specialist **Pg. 2-5**
  - C. **Update and Adjustment of allcove™ Peer Specialist Position Allotment and FTE Allocation:** Eddie Flores, Director Youth Behavioral Health Programs **Pg. 6**
4. **ADJOURNMENT:**



**DATE:** November 7, 2023

**TO:** PHCD Board of Directors

**FROM:** Vickie Yee, CFO

**SUBJECT:** Request to amend the budget to reflect board action taken on January 26, 2023 related to the allcove Tenant Improvement Budget

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**BACKGROUND:** At the January 26, 2023 Board meeting, Eddie Flores, Director of Youth Behavioral Health Program, presented tenant improvement bids for the allcove space at 2600 El Camino Real, San Mateo. The Board accepted the staff's recommendation and awarded the construction contract to Zone 4 Construction for \$948,087, plus a 15% contingency.

However, the budget approved by the Board in June only carried the amount of \$948,087 and not the 15% contingency. As such, the budget requires an adjustment of \$142,213 to include the 15% contingency that the Board approved for a total tenant improvement budget of \$1,090,300.

**RECOMMENDATION:**

To increase the tenant improvement budget to \$1,090,300 to reflect board action taken on January 26, 2023.



**DATE:** November 14, 2023  
**TO:** PHCD Board of Directors  
**FROM:** Eddie Flores, Director Youth Behavioral Health Programs  
 Jackie Almes, Youth Outreach Specialist  
**RE:** allcove™ San Mateo Acceptance of Tenant Improvement Work Completed.

**BACKGROUND:** In March 2023 the Board selected Zone 4 Construction Inc., after a public bid process as the general contractor to perform the tenant improvement work at 2600 S. El Camino Real, 3<sup>rd</sup> Floor, for the allcove San Mateo site location.

After awarding of the contract and submittal of permits to proceed to the City of San Mateo, the contractor began mobilization and construction and remodeling during the first week of July 2023 and complete the work October 2023, meeting the required 90-day requested completion period way in advance with ample time for Day-2 modifications and final alterations.

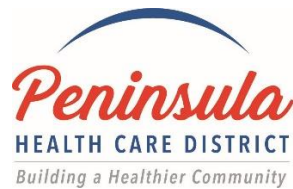
Attached to this memo is a resolution with a recommendation to the Board to accept the work as complete and authorizing final payment of \$54,299.17 to Zone 4 Construction for the 100% completion of the tenant improvement work at the site location.

This acceptance and resolution are set forth to start the statute of limitations running for claims about defective work and other issues, should there be a need or arise in the future.

The original bid amount for the allcove San Mateo Tenant Improvement (TI) project was approved during the March 2022 Board Meeting for the amount of \$948,087.35. The Board also authorized contingency funding of up to 15% to cover change orders for unforeseen conditions and additional work requested by staff, including work to meet allcove program requirements such as branding. There was a total of 12 change orders which mostly focused on items that were not of drastic or dangerous nature, but as additions to ensure that the facility aligned with branding and allcove model standards and to ensure alignment with reconfiguration of some of the elements, based on feedback and information District staff learned from the site visit to allcove Beach Cities.

Some of the change orders included the following:

HVAC - Field Report #01	7/5/2023
Permit Set Prints	7/5/2023
Mobile Carts	8/3/2023
Additional Locks for Cabinets	8/4/2023
Plan Rev#4 Drywall and Paint	8/8/2023
Prep Floor and Cover Holes	5/15/2022
New Flooring for Kitchen and Breakroom	9/13/2022
Additional Accent Walls	9/21/2022
Extend Existing Walls to Structure	9/21/2022
Extend Existing Walls to Structure	9/21/2022
Additional Insulation	9/21/2022
Additional Cost for HVAC & Ceiling Tile Scope	
Additional Accent Walls	



In addition, Zone 4 Construction not only completed the project on time and under approved budget, but also successfully passed final inspections by the City of San Mateo. The final inspection occurred on 10/10/2023. In addition, the following inspections also were completed:

<b>Youth Drop-In Center</b>			
<b>Inspections</b>			
<b>Inspection Type</b>	<b>Date</b>	<b>Passed</b>	<b>Failed</b>
Rough Electrical	7/27/2023	YES	
Rough Plumbing	8/3/2023	YES	
T-Bar	9/12/2023	YES	
Rough Framing	8/2/2023	YES	
Fire Sprinkler Rough Overhead	7/24/2023	YES	
Final Fire Sprinkler	10/18/2023	YES	
Rough In Fire Alarm	7/10/2023	YES	
Fire Alarm Rough/Wire	7/10/2023	YES	
Fire Alarm Functional Test	10/10/2023	YES	
Fire Alarm Final	10/10/2023	YES	

The landlord of the property via the owners/trustees also approved all work performed and committed to crediting and reimbursing for costs associated with the improvement of the public lobby, changing of lobby carpet, painting of lobby and ADA accessibility ramp leading to the outdoor 3<sup>rd</sup> floor terrace. Such costs will be recouped by the District from the landlord and total \$34,000.

<b>Reference Number Status (Issues):</b>			
Quotations Written as AIA Change Orders:	12	Base Contract Amount	\$948,087.35
Approved Change Orders:	12	Total Approved Change Orders:	\$61,911.82
Issues Submitted and in Review:	0	<b>Current Contract Amount</b>	<b>\$1,009,999.17</b>
Issues Being Reviewed by Contractor:	0	Issues Submitted, Pending Approval	\$0.00
Issues Currently Being Priced:	0		
Issues On Hold/Inactive	0	<b>Current Potential Contract</b>	<b>\$1,009,999.17</b>
Voided Issues:	0		

The above table describes the base contract amount approved by the PHCD Board and the additional total approved change order amount for the total current project contract amount of \$1,009,999.17.

**To note that this amount does not include the 15% contingency fee amount that the Board also approved. Therefore, this project, when added in the 15% contingency, is under budget.**

It is also the recommendation of the project architect, Robert Gooyear, and the project manager, Ricardo Espinoza from Zone 4 Construction that this project is substantially complete.

#### **RECOMMENDATION:**

It is the recommendation of the project team and PHCD staff to accept the work as complete and pay the balance due to Zone 4 Construction including any retentions held and file a Notice of Completion.

**RESOLUTION NO 23-08****RESOLUTION OF THE BOARD OF DIRECTORS OF PENINSULA HEALTH CARE DISTRICT ACCEPTING AS COMPLETE THE CONTRACT WITH ZONE 4 CONSTRUCTION, INC. FOR THE TENANT IMPROVEMENT PROJECT AT 2600 EL CAMINO REAL, SAN MATEO FOR THE DISTRICT'S ALLCOVE CENTER**

**WHEREAS**, the Peninsula Health Care District (the "District") is implementing an allcove center for the provisions of health, counseling, employment, and other services for teens and young adults; and,

**WHEREAS**, the District has leased premises at 2600 El Camino Real, San Mateo (the "Premises") as the primary location to provide these services, to be known as the allcove San Mateo center; and,

**WHEREAS**, the Premises required improvements, alterations, and fixtures to accommodate the allcove San Mateo center (the "Project"); and,

**WHEREAS**, plans and specifications for the Project were developed by the District's architect and approved by the City of San Mateo and the landlord at 2600 El Camino Real; and,

**WHEREAS**, the Project was publicly bid and advertised as required by the Public Contracts Code and District policies; and,

**WHEREAS**, Zone 4 Construction, Inc. ("Zone 4") was the lowest responsible bidder for the Project, submitting a responsive bid for \$948,087.35; and,

**WHEREAS**, at its March 4, 2022 public meeting, the District's Board of Directors accepted the bid of Zone 4 and authorized a contingency of 15% for change orders and unforeseen conditions; and,

**WHEREAS**, Zone 4 has completed all construction as required in a timely manner and the Project has passed all inspections by the City of San Mateo; and,

**WHEREAS**, during the course of performance, District staff approved 12 change orders based on the recommendation of the Project architect, totaling \$61,911.82, within the contingency funding approved by the District's Board; and,

**WHEREAS**, Zone 4 has submitted an application for final payment in the amount of \$54,299.17, including lien releases as required, which has been approved by the Project architect and staff; and,

**WHEREAS**, the improvements to the Premises provide a safe, welcoming, and functional space for operation of the allcove San Mateo center;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Peninsula Health Care District does hereby accept as complete the contract with Zone 4 for the allcove San Mateo center and authorizes District staff to issue the final payment in the amount of \$54,299.17 and to

release any retentions held by the District in accordance with the California prompt payment laws.

**IT IS FURTHER RESOLVED** that District staff is directed to file a Notice of Completion for the Project.

**PASSED AND ADOPTED** by the Board of Directors of the Peninsula Health Care District this 7<sup>th</sup> day of December, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Secretary, Board of Directors

ATTEST:

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**DATE:** December 7, 2023  
**TO:** PHCD Board of Directors  
**FROM:** Eddie Flores, Director Youth Behavioral Health Programs  
**RE:** Update and adjustment of allcove™ peer specialist position allotment and FTE allocation

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#### **BACKGROUND:**

As part of the recommended staffing roles under the allcove™ model owned by the California Mental Health Services Oversight & Accountability Commission (MHSOAC), the role of peer specialist is identified as one of the required positions to be able to open and operate an allcove™ center.

Under the direction of the allcove™ Clinical Director, the allcove™ Peer Specialist engages with allcove™ youth, provides peer-to-peer support services, and supports outreach efforts to youth and the community, promoting visibility, access and encouraging participation in allcove.

The Peer Specialist will also support allcove™ San Mateo with administrative support. They will primarily be involved in direct and heavy outreach within schools, community groups, student organizations and conduct presentations, tours, and participate in the publicity and promotion of allcove™ San Mateo working with our Youth Advisory Group, to peers and other youth and young adults in the local communities.

#### **ADJUSTMENT REQUEST:**

The Board approved at the September 28, 2023, general meeting the Peer Specialist role position and gave approval as provided in the memo, to hire (1) FTE Peer Specialist and a (1) 0.5-FTE Peer Specialist as we begin the opening of allcove San Mateo in 2023. As we ramp up and scale up in 2024. Staff made this recommendation because, at the time, they believed they could add a non-paid volunteer for 0.5 FTE to complete the 2 FTE positions needed for opening.

District explored non-paid volunteer opportunities (non-paid internships, AmeriCorps VISTA, etc.) but were unsuccessful in securing this additional support due to timing of the yearly application recruitment from those agencies had passed. As a result, we are requesting a FTE adjustment be made increasing the (1) 0.5 – FTE role to be a (1) FTE Peer Specialist. with all other elements, including salary compensation and benefits remaining the same.

Staff still believes that (2) FTE Peer Specialists will be able to cover the welcome ambassador role at the center, and in addition cover administrative tasks, outreach and communication, and support reception duties at allcove™ San Mateo location. We do not foresee needing to increase or add additional positions until late Spring 2024, unless center demand and utilization increase sooner than that date.

#### **RECOMMENDATION:**

It is recommended that the PHCD Board of Directors approve the FTE adjustment for the peer specialist role, from 0.5FTE to 1.0FTE for the allcove San Mateo youth drop-in center to be effective immediately.