

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**
 / / / /
Agenda Item No: **Agenda Item No:**

Department: General Services

() **4/5 Vote Required**

Contact:
Rob Kambak

Phone:
(707) 565-3211

Board Date:
04/14/09

Deadline for Board Action:

AGENDA SHORT TITLE:
Auditor-Controller/Treasurer-Tax Collector Remodel

REQUESTED BOARD ACTION:
 Approve the plans and specifications and authorize the Chair to execute a contract with Western Builders, in the amount of \$1,168,700 for the Auditor-Controller Treasurer-Tax Collector Remodel project.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES		ADD'L FUNDS REQUIRING BOARD APPROVAL	
Estimated Cost	\$ 1,168,700	Contingencies	\$
		(Fund Name:)	
Amount Budgeted	\$ 1,689,014	Unanticipated Revenue	\$
		(Source:)	
Other Avail Approp.	\$	Other Transfer(s)	\$
(Explain below)		(Source:)	
Additional Requested:	\$	Add'l Funds Requested:	\$

Explanation (if required):

Prior Board Action(s):
 03/17/09 – Authorize the Chair to execute an amendment to contract with Disrud & Associates, in the amount of \$34,000 for the Auditor-Controller Treasurer-Tax Collector Remodel
 08/12/08 – Authorize the chair to execute an amendment to the contract with Archumana, in the amount of \$63,171 for the ACTTC Remodel project
 03/11/08 – Authorize the Chair to execute a contract with in the amount of \$264,750 for the ACTTC Remodel project
 10/02/07 – Approve the project and financing plan to remodel the Auditor-Controller/Treasurer-Tax Collector (ACTTC)

Alternatives - Results of Non-Approval:

The Board may reject all bids. The project would be abandoned or delayed and, if delayed, additional cost (the cost of rebidding and construction cost escalation) could be incurred.

Background: (The Notice of Intent to Award is on file with the Clerk of the Board)

Purpose

On March 11, 2008, the Board approved going forward with the design and preparation of construction bid documents for the Auditor-Controller/Treasurer-Tax Collector (ACTTC) Remodel. The Notice Inviting Bids for construction was advertised beginning February 2, 2009, and bids were received on March 9, 2009.

The purpose of this agenda item is to request the Board approve the project plans and specifications, award the contract, and authorize the Chair to execute a contract with Western Builders in the amount of \$1,168,700 for construction of the ACTTC Remodel.

Project Description

In FY 2006/07, the Board of Supervisors approved the consolidation of the Auditor-Controller and the Treasurer-Tax Collector into a new Auditor-Controller/Treasurer-Tax Collector (ACTTC) Department. The new department was organized into five functional areas: Accounting, Tax Collection, Treasury, Fiscal, and Administration; however, the existing offices, which were located in the Fiscal Building at 585 Fiscal Drive, remained physically separated, creating a challenge to full implementation and the attainment of the efficiencies to be gained by the reorganization. The configuration of the space did not promote expedient customer service and was not fully accessible to users. Equally important, it was found that the existing space was inadequate relative to security for fiscal transactions, and lacked secure space for data servers and security monitoring equipment, A remodeling project for the ACTTC Remodel was developed to address these issues.

The Fiscal building is a 37,108 square foot structure constructed in 1963, which has undergone various minor remodels. The west end is occupied by ACTTC and the east end is occupied by the Clerk-Recorder-Assessor (CRA). The proposed project will provide for the remodeling of the ACTTC offices at the west end, comprising 17,770 square feet of office space.

The remodeling of the ACTTC space will improve public access to the functions performed in the building and provide space configurations that better support customer and employee needs and improve operational security. There will be a new public counter for ACTTC that is separated from the staff areas; a new secured staff and service entry for cash security; new ADA accessible public restrooms; employee amenities that support alternate commute activities; separate and secured staff restrooms; consistent and uniform open office workspaces and offices; centralized, secure, and consolidated employee break room; shared conference room; a rapid mail processing room; reconfiguration of work spaces and circulation within the space to allow for a redistribution of staff for greater functionality and improved adjacencies. The remodeled offices will accommodate 88 staff.

Attachments:

On File With Clerk: Notice of Intent to Award; Plans and Specifications are available for viewing at the Sonoma County Architects Office, 2300 County Center Drive, Suite A220, Santa Rosa, CA 95403

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background: (Continued)

In line with the County's green focus, the project has been designed to comply with Leadership in Environmental and Energy Design – Commercial Interiors (LEED-CI) Silver level of certification. LEED™ is a rating system administered by the U.S. Green Building Council (USGBC) to serve as a guide for green and sustainable design. The USGBC rates projects on how well they meet goals for water efficiency, energy and atmosphere, materials and resources, indoor air quality and innovative design. Though the project has been designed to meet the requirements for LEED-CI “Silver” certification, the level of certification attained will be determined upon completion of the project and the project has been assessed by USGBC certifying entity. The documentation and commissioning work required to obtain this certification was included in the bid package as a bid alternate.

The improvements proposed in the project would accomplish the following goals:

1. Provide safety and security equal to a bank branch. This remodel will restrict the public from areas in which cash is processed and provide for improvements to electronic surveillance. Approximately 40 percent of the project costs are attributable to the increased security and protection of the Treasury.
2. Improve customer service by consolidating the two lobbies and payment collection area and creating an area for one-stop service. This will reduce customer confusion, expedite customer interactions and provide additional space for high volume periods.
3. Eliminate the building structural barriers to allow the two offices to operate as one office and team.
4. Maximize the use of space and provide a flexible office structure to meet department needs. The remodel will utilize an “open office” concept with minimal hard wall offices. In addition, individual workspaces will be installed in line with established guidelines, facilitating the most efficient use of available space.
5. Upgrade the information technology infrastructure to current standards.
6. Improve staff utilization efficiencies by consolidating public reception functions into one area.
7. Promote cross-training opportunities for staff for an improved customer service delivery model.
8. The project will provide opportunities for improved energy efficiency and other sustainability features.

Construction Cost Estimate

The bid budget for the remodel is \$1,689,014. This includes a construction cost estimate of \$1,571,176 plus a bid contingency of \$117,838.

Bid Results

Fifteen general contractors submitted bids for the construction of the ACTTC Remodel. The lowest bid was 35.13% below the bid budget. The difference between lowest and highest bidder was 29.26%, and the spread between the top five bidders was only 7.4%, indicating very competitive bids.

Background: (Continued)

Following is a summary of the bids received:

	Bidder	Base Bid	Alt 1 Bid	Alt 2 Bid	Alt 3 Bid	Alt 4 Bid	Bid Total
1	Western Builders	\$1,117,481	\$420	\$15,000	\$25,649	\$10,150	\$1,168,700
2	GCCI, Inc.	\$1,140,792	\$1,000	\$15,000	\$7,500	\$9,200	\$1,173,492
3	A.E. Nelson Construction	\$1,156,400	\$2,000	\$15,000	\$19,500	\$27,800	\$1,220,700
4	Kirby Construction Co.	\$1,183,000	\$5,800	\$15,000	\$20,123	\$12,000	\$1,235,923
5	Murray Building	\$1,185,000	\$13,300	\$15,000	\$32,500	\$9,700	\$1,255,500
6	Carr's Construction Service	\$1,177,900	\$13,284	\$16,400	\$32,220	\$17,000	\$1,256,804
7	Page Construction Company	\$1,220,000	\$2,500	\$15,000	\$15,000	\$18,000	\$1,270,500
8	S W Allen Construction Inc	\$1,216,173	\$1,238	\$15,000	\$30,398	\$30,624	\$1,293,433
9	Codding Construction Company	\$1,198,000	\$7,690	\$15,000	\$29,700	\$71,000	\$1,321,390
10	Ridgeview Builders, Inc.	\$1,230,000	\$15,000	\$15,000	\$45,000	\$20,000	\$1,325,000
11	Bay West Construction	\$1,300,000	\$6,500	\$15,000	\$30,000	\$12,000	\$1,363,500
12	MAI Industries Inc.	\$1,274,048	\$3,121	\$15,000	\$46,100	\$42,652	\$1,380,921
13	Vila Construction Company	\$1,421,299	\$1,995	\$15,000	\$23,295	\$7,500	\$1,469,089
14	Ron Vann Construction	\$1,426,802	\$5,500	\$15,000	\$31,300	\$20,000	\$1,498,602
15	BoBo Construction	\$1,424,774	\$6,000	\$15,000	\$15,000	\$50,000	\$1,510,774

In accordance with the Bid documents, determination of the low bidder was based on the lowest total bid. Western Builders, located in Santa Rosa, has been identified as the lowest responsive and responsible bidder.

Alternates:

Four alternates were included in the bid documents. These alternates could be included in the project if the bids were favorable.

- Alternate #1: Sealing of Existing under floor “Walker Duct” electrical distribution system
- Alternate #2: South Shotcrete Structural Wall “Artwall” modification
- Alternate #3: North Patio
- Alternate #4: LEED Certification Documentation

Based on the lowest responsive and responsible bid being well below the Bid Budget, staff recommends the County include additive alternates #1-4 in the project. With the inclusion of these alternates, the total Contract Sum for the project would be \$1,168,700, which is more than \$500,000 below the Bid Budget and well within the project budget. The very competitive bid reflects the current construction market and the reduced level of construction activity in the area

Recommendation:

Based on the above, staff recommends that the construction contract for the ACTTC remodel, including alternates 1 through 4, be awarded to Western Builders in the amount of \$1,168,700.

Notice of Intent to Award for Construction

As required by the bid documents, on March 16, 2009, the County Architect issued a Notice of Intent to recommend the award of the construction contract to Western Builders. The purpose of this notice is to provide the bidders seven calendar days from the notice date in which to submit a formal bid protest. As of this writing, no protests have been received.

Funding

On October 2, 2007, your Board approved staff to finance the ACTTC Office Remodel Project through a long-term lease financing with annual lease payments similar to other leases used to complete capital projects. The total amount financed is \$2,799,000. Interest earnings add another \$70,000 which makes the total funding available for the project \$2,869,000. The financing is being done as a lease purchase agreement using the remodeled ACTTC space as collateral. The term is for 10 years at an annual interest rate of 4.4% with annual lease payments of \$349,000. The lease payments are being funded through an increase in revenue and a reduction in operations cost. Specifically, 40% of the project cost is directly related to improving the Treasury facilities which will be funded by cost recovery from the Treasury Pool participants at \$135,000 per year. Another \$74,000 per year has been raised by procedural changes in collecting delinquent taxes. The balance of the annual lease payment (\$140,000) will be paid for by efficiencies in space utilization allowing the reduction of reception and cash collection staff by two Account Clerk II positions. This approved financial plan will pay for the project and will have no impact on the County's General Fund. Any funding left over in the project budget will be used to prepay the principal to shorten the length of the lease.

Project funding, secured through the lease purchase agreement with the appropriation, is located in the Capital Project Budget (Index #109892).

Schedule

The schedule for the project is shown below:

Board awards construction contract	April 14, 2009
Notice to Proceed issued to contractor	May 2009
Substantial Completion	September 2009

Requested Board Actions:

Approve the plans and specifications and authorize the Chair to execute a contract with Western Builders in the amount of \$1,168,700 for construction of the Auditor-Controller Treasurer-Tax Collector (ACTTC) Remodel.