

**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: 07/21/09	Deadline for Board Action:
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AGENDA SHORT TITLE:

370 Administration Drive Tenant Improvement

REQUESTED BOARD ACTION:
 Authorize the Chair to execute an amendment to the contract with Kellogg & Associates, in the amount of \$8,350 for the architectural design services.

CURRENT FISCAL YEAR FINANCIAL IMPACT

<u>EXPENDITURES</u>		<u>ADD'L FUNDS REQUIRING BOARD</u>	
Estimated Cost	\$ 8,350	Contingencies (Fund Name:)	\$
Amount Budgeted	\$ 8,350	Unanticipated Revenue (Source:)	\$
Other Avail Approp. (Explain below)		Other Transfer(s) (Source:)	\$
Additional Requested:		Add'l Funds Requested:	\$
Explanation (if required):			

Prior Board Action(s):

03/20/07 Resolution authorizing budgetary adjustments to the FY 06-07 final budget, for the Capital Project Fund – 370 Administration Drive Remodel, in the amount of \$80,000, for feasibility reports.

01/08/08 Resolution authorizing budgetary adjustments to the FY 07-08 final budget for the Capital Project Fund – 370 Administration Drive Reroof, project #6715a, in the amount of \$460,000, and execution of a consultant contract.

03/11/08 Resolution authorizing budgetary adjustments to the FY 07-08 final budget, in the amount of \$335,975 for the 370 Administration Drive Tenant Improvement, project 6715b and authorize the Chair to approve an amendment to the contract with Kellogg & Associates, in the amount of \$160,975, for architectural design services.

Alternatives - Results of Non-Approval:
 If this request is not approved, the design and construction of the 370 Administration Drive Tenant Improvement Project will be delayed and additional project costs may be incurred.

Background: (Four copies of Amendment #1 are on file with the Clerk of the Board)

Project Description

370 Administration Drive was previously owned by the Redwood Credit Union and acquired by the County in late 2006. The facility is approximately 14,995 square feet. It is a two-story building and was laid out as a bank with teller stations and large open office areas for modular workstations. Since acquisition, the feasibility of housing staff from various County departments was studied to determine which staff may best be located at the facility. On July 31, 2007, it was decided to include staff from Permit and Resource Management Department (PRMD) and Information Services Department (ISD) as tenants. This would allow these departments to move out of leased space back to County owned property, realizing lease costs savings that could be applied to the remodel costs of the building.

Architectural consultant, Kellogg & Associates, was selected through a qualifications based selection process for design services in Fall 2007 and the preparation of design and construction documents was begun. During the design process, minor construction work was completed at the facility to allow, the Auditor-Controller Treasurer-Tax Collector (ACTTC) to occupy the building on a temporary basis during remodel of their facility at 585 Fiscal Drive. ACTTC is scheduled to move out of the building in September, 2009.

During the design of the facility for PRMD and ISD staff, PRMD determined that it would be in their best interest to relocate staff occupying leased facilities back to their main office at 2550 Ventura Avenue rather than move them into the 370 Administration Drive facility. This changed the scope of work for the project and requires revisions to the construction documents and the preparation of a new construction cost estimate. The architect was asked to revise the design to exclude remodel of the upstairs office space that PRMD would have occupied. The design for the ISD office spaces remains the same.

Attachments:

On File With Clerk:

Four copies of Amendment #1 are on file with the Clerk of the Board

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background: (Continued)

Architectural Fees

Kellogg & Associates provided a proposal for the above revisions in the amount of \$8,350. Given the nature and scope of work involved, this fee has been determined to be fair and reasonable.

Funding

Funds for the design of this project are available in Capital Project Index #190850. The proposed amendment is within the project budget. Once the final construction cost is determined, staff will return to the Board with a funding proposal for construction of the project.

Schedule

The building at 370 Administration Drive has proven to be invaluable as a staging area for departments during the remodel of their offices. Temporarily locating ACTTC in the facility has allowed the remodel of their space at the Fiscal Building, at 585 Fiscal Drive, to be completed in a single phase, saving the County both time and money in that project. Staff intends to use the facility in a similar manner for the Probation Department to allow for timely remodel of their offices at the Hall of Justice after ACTTC is relocated back to the Fiscal Building. As a result, while the construction documents may be ready for bid by early fall, construction of the remodel of 370 Administration Drive for the final occupants is not expected to begin until January or February, 2010.

Requested Board Action

Authorize the Chair to execute an amendment to the contract with Kellogg & Associates, in the amount of \$8,350 for architectural design services.