



COUNTY OF HUMBOLDT

For the meeting of: 4/18/2023

File #: 23-468

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Bid Authorization for the Auditor-Controller's Office Tenant Improvement Project, Project Number 2023-101, and Assignment of Unused Space in Room 130 to the Human Resources Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive and approve the plans and specifications for the Auditor-Controller's (AC's) Office Tenant Improvement (TI) Project, Project Number 2023-101;
2. Authorize the Clerk of the Board to advertise the above-referenced project, pursuant to Section 22037 of the California Public Contract Code, with bids to be opened on May 16, 2023; and
3. Assign unused space in Room 130 of the courthouse to the Human Resources Department upon substantial completion of the AC's TI Project.

SOURCE OF FUNDING:

General Fund (1100111)
2020 Finance Plan

DISCUSSION:

On Sept. 27, 2022, your Board allocated \$735,874, to be used for needed Americans with Disabilities Act (ADA) barrier remediation, modernization and TIs to the AC's Office located in the Humboldt County Courthouse in Room 126. This action is in line with the county's Facilities Master Plan by investing in county owned facilities and improving ADA accessibility. Additionally, this project is aligned with the county's ADA Compliance Plan, adopted by the Board of Supervisors in 2021. On Oct. 20, 2022, the County of Humboldt entered into a consultant services agreement with Nichols, Melburg, and Rossetto Architects (NMR) for professional design and improvements intended to remediate barriers to access as defined under the ADA and TI's that will modernize the space and improve the comfort for the employees that work in the space.

The project scope consists of fully renovating the AC's Office with a contemporary look and feel including a new configuration that allows for a better use of available space, and will include accessible and universal

design, new flooring, ceilings, paint, and lighting.

Currently the California Department of Tax and Fee Administration (CDTFA) leases space inside the former Revenue Recovery office, in Room 130. On July 12, 2022, your Board authorized Revenue Recovery to vacate their office space in room 130 and consolidate and relocate operations to the Treasurer Tax Collector Office located in Room 125. Throughout the duration of this project, the AC's office will need to temporarily relocate critical staff from Room 126 to the available office space in Room 130. AC's Office staff work with confidential and sensitive information and because of this the project will include construction of a permanent dividing wall as well as other minor modifications to provide separate and secure spaces for the CDTFA and AC to independently operate. Once the wall is constructed, Room 130 will be approximately 900 Square Feet. At the conclusion of the project when AC's staff are relocated back to Room 126, the Human Resources (HR) Department requests allocation of the vacant office space in Room 130.

Interior and disruptive work will be conducted outside of normal business hours in an effort to limit impacts on programs, services and activities offered within the building. The project is anticipated to take one hundred eighty (180) days to complete. Staff worked with Public Works, AC's Office and NMR in developing the phasing plan and scope of the project.

FINANCIAL IMPACT:

Actual budget numbers for the project will not be known until the project has officially bid. However, the architect's estimate for the project is \$550,000. The AC's Office budget, 1100111, has sufficient funds in fiscal year (FY) 2022-23 for the estimated expenses. The County Administrative Office has approved \$690,000 of 2020 Finance Plan funds for project costs incurred in FY 2023-24 and will be included in the AC's proposed FY 2023-24 budget (1100111).

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure

OTHER AGENCY INVOLVEMENT:

CDTFA

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to approve staff recommendations and reject the plans and specifications and authorization to bid and/or not to allocate the vacant space in Room 130 to HR. However, this is not recommended as there are barriers to access as defined under the ADA and current conditions in the AC's Office are poor at best and have not been updated or seen significant renovations in several decades. Further, the project will be funded through the 2020 Finance Plan and is ready to construct. Additionally, allocating office space in Room 130 to HR meets HR's need for additional space. Room 130 is in direct proximity to the HR Risk Management office in Room 131 and currently has a door connecting the two offices.

ATTACHMENTS:

1. Architectural Plans for the AC's Office TI Project
2. Technical Specifications for the AC's Office TI Project

PREVIOUS ACTION/REFERRAL:

Board Order No.: D24, I1

Meeting of: 7/12/2022, 9/27/2022

File #: 23-468

File No.: 22-840, 22-1177