



COUNTY OF HUMBOLDT

For the meeting of: 10/3/2023

File #: 23-1114

To: Board of Supervisors
From: County Administrative Office
Agenda Section: Consent
Vote Requirement: 4/5th

SUBJECT:

Bid Award Authorization and Supplemental Budget for the Auditor-Controller's Office Tenant Improvement Project, Project Number 2023-101 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive and file the bids for the Auditor-Controller's Office Tenant Improvement Project, Project Number 2023-101;
2. Award the Auditor-Controller's Office Tenant Improvement Project to Adams Commercial General Contracting, Inc. in the amount of Seven Hundred Nine Thousand Six Hundred Forty Dollars (\$709,640);
3. Authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute a project agreement with Adams Commercial General Contracting, Inc., that is substantially similar to the sample construction agreement attached hereto, after review and approval by County Counsel, Risk Management and the County Administrative Office;
4. Authorize the Purchasing Agent to execute contract change orders up to the amount of Forty-Seven Thousand Nine Hundred Eighty-Two Dollars (\$47,982); and
5. Approve the attached supplemental budget in the amount of One Hundred Forty-Three Thousand Four Hundred Twenty-Two Dollars (\$143,422) (4/5 Vote Required).

SOURCE OF FUNDING:

Auditor Controller Fund (1100-111); Risk Management (3520-359); 2020 Finance Plan; Deferred Maintenance Fund (3464)

DISCUSSION:

On September 27, 2022, the Humboldt County Board of Supervisors ("Board") allocated Seven Hundred Thirty-Five Thousand Eight Hundred Seventy-Four Dollars (\$735,874) for needed Americans with Disabilities Act ("ADA") barrier remediation, modernization and tenant improvements to the Auditor-Controller's Office located in the Humboldt County Courthouse, Room 126. The Humboldt County Administrative Office subsequently approved remaining funds in the amount of Seven

Hundred Thousand Dollars (\$700,000) from the 2020 Finance Plan due to the anticipation of budget shortfalls in the current fiscal year.

On October 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 tenant improvements that will create a new configuration that allows for a better use of available space, and will include accessible and universal design, new flooring, ceilings and lighting.

In addition, the California Department of Tax and Fee Administration (“CDTFA”) leases space inside the former Revenue Recovery office, in Room 130. Revenue Recovery has relocated its operations to the Treasurer Tax Collector Office located in Room 125. Throughout the duration of this project, the Auditor-Controller’s Office will need to temporarily relocate critical staff from Room 126 to the available office space in Room 130. Auditor-Controller staff work with confidential and sensitive information and because of this, the project will include construction of a permanent dividing wall and other minor modifications to provide a separate and secure space for the CDTFA and Auditor-Controller’s Office to independently operate. At the conclusion of the project Auditor-Controller staff will return to Room 126. Room 130 will be used by the Humboldt County Human Resources Department space as approved by the Board on April 18, 2023.

The Auditor-Controller’s Office Tenant Improvement Project is in line with the 2020 Humboldt County Facilities Master Plan adopted by the Board on October 20, 2020, by investing in facilities owned by the County of Humboldt and with the Humboldt County ADA Compliance Plan adopted by the Board on June 29, 2021.

On April 18, 2023, the Board authorized the Auditor-Controller’s Office Tenant Improvement Project to be advertised for public bid. On May 16, 2023, the County of Humboldt received and opened two (2) bids with results as follows:

Staples Construction, Ventura, California	\$769,495
Adams Commercial General Contracting, Inc., Eureka, California	\$709,640

The general conditions set forth in the project specifications manual require that the project be awarded on the merits of the lowest qualified, responsible, and responsive base bid. Accordingly, staff recommends that your Board award this project to Adams Commercial General Contracting, Inc. for the total base bid for a total award amount of Seven Hundred Nine Thousand Six Hundred Forty Dollars (\$709,640).

FINANCIAL IMPACT:

Expenditures (1100-111)	Fiscal Year 22-23 Adopted	Fiscal Year 23-24 Adopted
Budgeted Expenses	\$36,962	\$700,000
Additional Appropriation Requested	\$0	\$163,422
Total Expenditures	\$36,962.00	\$863,422

Funding Sources (1100-111)	Fiscal Year 22-23 Adopted	Fiscal Year 23-24 Adopted
General Fund	\$36,962	\$0
Finance Plan	\$0	\$700,000
Risk Management (3520359)	\$0	\$30,000
Deferred Maintenance (3464)	\$0	\$133,422
Total Funding Sources	\$36,962	\$863,422

The costs associated with the Auditor-Controller’s Office Tenant Improvement Project were estimated at Five Hundred Fifty Thousand Dollars (\$550,000) and came in One Hundred Fifty-Nine Thousand Six Hundred Forty Dollars (\$159,640) or twenty-nine percent (29%) higher than estimated primarily due to construction cost escalation.

In fiscal year 2022-23, the County of Humboldt spent Thirty-Six Thousand Nine Hundred Sixty-Two Dollars (\$36,962) on design and other project soft costs. Projected remaining soft costs combined with the base bid amount of Seven Hundred Nine Thousand Six Hundred Forty Dollars (\$709,640), plus furnishings in the amount of Seventy-One Thousand Eight Hundred Eighteen Dollars (\$71,818) and contingencies, establishes an estimated total project cost of Nine Hundred Thousand Three Hundred Eighty-Four Dollars (\$900,384). The Auditor-Controller’s Office budgeted Six Hundred Ninety Thousand Dollars (\$690,000) from the 2020 Finance Plan to complete the project. A supplemental budget is needed to transfer the remaining Ten Thousand Dollars (\$10,000) from the 2020 Finance Plan and One Hundred Thirty-Three Thousand Four Hundred Twenty-Two Dollars (\$133,422) from the Deferred Maintenance Fund (3464) as Public Works has agreed to fund the deferred maintenance portions of the project. Risk Management has authorized the use of Thirty-Thousand Dollars (\$30,000) (3520-359) for modifications to Room 130.

STAFFING IMPACT:

The recommended actions will not impact current staffing levels.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors’ Strategic Framework by providing for and maintaining infrastructure, fostering transparent, accessible, welcoming and user-friendly services and creating a community where county programs services and facilities are accessible to all with disabilities.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may cancel the bidding process and instruct staff to advertise and re-solicit bids. However, this alternative is not recommended as a second round of bids may result in increased base bid amounts, higher escalation costs and increased costs associated with additional staff time.

ATTACHMENTS:

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1. Bid Results
2. Sample Construction Agreement
3. Supplemental Budget Transfer

PREVIOUS ACTION/REFERRAL:

Board Order No.: I-1, K-3, I-1, D-9

Meeting of: 6/29/2021, 10/20/2020, 9/27/22, 4/18/2023

File No.: 21-351, 20-1318, 22-1177, 23-468