

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 2/11/2003  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** February 18, 2003  
**Placement:** Administrative  
**Estimate Time:** 0 Minutes  
**Continued Item:** NO  
**If Yes, date from:** N/A

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**TO:** Board of Supervisors

**FROM:** Ronald S. Cortez, Director  
General Services Department

**STAFF CONTACT:** Robert Ooley, AIA, (568-3085)  
County Architect

**SUBJECT:** Santa Barbara County—Clerk/Recorder/Assessor Building  
Project No. F01901/8620  
First Supervisorial District

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**Recommendation(s):**

That the Board of Supervisors:

- A. Award a Construction Agreement in the amount of \$2,235,000.00 to Frank Schipper Construction Company, *a local contractor*, subject to provisions of the documents and certifications as set forth in the plans and specifications applicable to the project and as required by California Law.
- B. Authorize the Chair to execute the Construction Contract upon return of the contractor's executed contract documents, and the review and approval of County Counsel, Auditor-Controller, and Risk Manager or their authorized representatives.
- C. Authorize the Director of General Services to approve change orders in the aggregate amount of 10% of the contract amount.

**Alignment with Board Strategic Plan:**

*The recommendations are primarily aligned with Goal No. 2 Ensure the Public Health and Safety and Provide Essential Infrastructure.*

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**Executive Summary and Discussion:**

On July 23 , 2002, your Board approved the plans and specifications for the project and directed the General Services Department to advertise for public bidding. This project is included within the Five-Year Capital Improvement Plan dated July 1, 2001 – June 30, 2006, page B-260. The current space in the Historic County Courthouse is wholly inadequate for effective use by the department. This has prompted the construction of a new two-story 10,300 square foot office building will house the Recorder functions of the Clerk-Recorder-Assessor Office with improved public counter space, file storage, operational space and office automation. The City of Santa Barbara Landmarks Commission has reviewed the building with favorable support. The project site is located on Victoria Street adjacent to the Administration Building parking lot, near the pool car kiosk. The County purchased the property in 2001.

There were ten bids submitted. Bids came from both local vendors and out of area vendors. Frank Schipper Construction, a Santa Barbara based company, is the apparent low bidder. Frank Schipper Construction’s bid has been deemed a *responsive* bid, and in accordance with the contract requirements. Further, they have been deemed to be a *responsible* company capable of performing this contract and their bid of \$2,235,000 is 17% higher than the approved the construction budget for this project, a shortfall of \$336,000. Frank Schipper Construction has provided value engineering that results in a reduction of construction cost of \$176,000 with the balance of \$160,000. The Clerk-Recorder-Assessor will contribute the remaining funding shortfall for a total additional amount of \$250,000, which includes additional construction contingency funds.

**Mandates and Service Levels:**

No change in service level.

**Fiscal and Facilities Impacts:**

This project is estimated to cost \$675,000 in land acquisition, \$2,059,000 in construction, \$148,000 for Design & Engineering, and \$95,000 in other costs for a total project cost of \$2,977,000. It is being funded with the Department’s revenues from the Automation Trust Fund (*Fund 1440*). Funds for this contract have been appropriated and are available in Fund 0030, Dept. 063, Program 1930, Line Item 8200, Project 8620. It is shown in the Department Summary as *Capital Improvements* on page D-342 of the Santa Barbara County Budget for FY 2002-2003.

Upon completion of this facility, an additional 10,300 square feet general office facility space will be added to County’s maintained building program. The maintenance, utility and janitorial costs for the Court facility are estimated at \$4.80 per square foot per year for a total annual cost of \$49,440.

**Special Instructions:**

Upon Board approval the Clerk should forward a Minute Order to the County Architect, Courthouse, 2<sup>nd</sup> Floor Annex.

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(The original and duplicate original contract will be presented for the Chair's approval signature upon submittal of contractors' required bonds and insurance certificate pursuant to the conditions of the contract.)