

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
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Agenda Number:
Prepared on: 7/3/02
Department Name: GS/P&D
Department No.: 063/053
Agenda Date: 7/23/02
Placement: Administrative
Estimate Time: N/A
Continued Item: No
If Yes, date from:

TO: Board of Supervisors

FROM: Ron Cortez, Director General Services
John Patton, Director Planning & Development

STAFF CONTACT: Robert Ooley, AIA County Architect (568.3085)
Dianne Meester, Assistant Director, Planning & Development (568.2086)

SUBJECT: Planning & Development Public Counter Remodel
2nd District

Recommendations:

That the Board of Supervisors:

- A. Approve waiver of the Public Contracts Code (PCC) and Public Works Cost Accounting Act competitive bidding requirements (PPC §22032).
- B. Direct the County Architect to complete project in a timely manner under Purchase Order Agreements with current sub-contractors.

Alignment with Board Strategic Plan:

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

Executive Summary and Discussion:

In an effort to improve operational efficiencies and indoor working conditions for their staff, the Planning & Development Department initiated a construction project at the public counter on the second floor of the Engineering Building. Like many departments, as the close of the fiscal year nears, unanticipated savings are realized and are one way to fund office improvement projects. However, due to the timing in realizing these unanticipated revenues it is not always possible to get the project developed in detail, bid and constructed before the end of the fiscal year. This was the case for Planning & Development, as it has been with many departments. The normal time requirements for preparing plans and specifications, depending upon the scope

of improvements, can take several weeks. Bidding could take one to three months, again depending upon the dollar limit triggers.

The Planning & Development project is already underway, and as a result of corrective action by the County Architect there may be additional costs to Planning & Development. It is estimated to cost about \$1,500 to correct the installation of roof mounted mechanical equipment. The cost of the project triggers the need to request a waiver of competitive bid requirements.

The County Architect will oversee the completion of the improvement project to insure the quality of work and compliance with the Santa Barbara County Code, the Public Contracts Code with respect to prevailing wages, GASB 34 Accounting and coordination with Facilities Services. In an effort to minimize the costs to the public, the County Architect will prepare (in-house) the record drawings of the improvements with the help of the sub-contractors. These record drawings will assist the maintenance staff with their efforts in future maintenance in the area.

Mandates and Service Levels:

No change in mandates or service levels.

Fiscal and Facilities Impacts:

This project is estimated to cost \$70,000 in construction, \$1,500 for Structural Engineer, and potentially \$5,000 in other costs for a total project cost of \$76,500. The total cost was budgeted in FY 01/02, in the Building and Safety Cost center on page D-256 of the budget. Only \$50,000 of work was completed in FY01/02 and those funds have been accrued but not yet paid. The remaining \$26,500 will be paid in FY 02/03, offset with building permit revenue.

Special Instructions:

None.

Concurrence:

County Counsel