



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

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

Department Name: General Services  
Department No.: 063  
For Agenda Of: January 5, 2010  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Bob Nisbet (560-1011) *Bob Nisbet*  
Director  
Contact Info: Paddy Langlands, Assistant Director (568-3096)  
**SUBJECT:** Clerk Recorder Assessor Election Division Consolidation Project #8685  
Award of Construction Contract  
2<sup>nd</sup> Supervisorial District

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Award and execute a Fixed Price Construction Contract in the amount of \$91,500 to the lowest responsible bidder willing to honor their bid, Ardalan Construction (not a local vendor), subject to the 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 the County Counsel, Auditor-Controller and Risk Manager or their authorized representatives; and
- C. Authorize the Director of General Services to approve change orders of an amount not to exceed 10% of a base amount of \$250,000, or \$9,150 for this contract.

**Summary Text:**

There are 3 phases to this project: IA, IB and II; Phase IA is significantly complete. Phase IB, the subject of this Board action, will perform maintenance alterations to approximately 6,000SF of the lower

**Auditor-Controller Concurrence**

As to form: Yes

level of the building. The total cost of phases IA and IB (both encompassing the same areas of the building) including design, construction and administration, is estimated at \$500,000. Ardalan Construction (not a local vendor) is the lowest bidder willing to honor their bid. Construction is anticipated to begin in January 2010, and be completed in ninety (90) calendar days.

**Background:**

The Veterans Administration Building located at 4440 Calle Real, Santa Barbara, is a 24,000 square foot county owned facility built in 1967 on the Calle Real Campus. In 2005 the US Federal Veteran's Administration vacated all but approximately 6,000SF on the upper level of the building, and continues to serve as an outpatient clinic. Since that time most of the building has remained vacant and several options have been studied including possible use as an interim Emergency Operations Center (EOC). It was subsequently determined that the space would adequately serve the needs of the Clerk Recorder Assessor's Elections division and allow consolidation of staff and operations presently housed within 3 different facilities including leased space.

Phase IA of this project accomplished repairs to existing space within the Veteran's Clinic to allow it to serve as a ballot storage room including removal of built in casework, addition of an FM-200 fire suppression system, and general maintenance. Phase IB, the subject of the recommended Board action herein, will perform similar maintenance to 6,000SF of the lower level of the building including carpet replacement, demolition of select non-load bearing partitions, paint, and distribution of data and telephone to serve as the county's Vote by Mail Processing facility (Note: in the past this function was performed in leased space at an annual cost of about \$200K/year). The total project cost of Phases IA and IB is estimated at \$500,000.

Phase II will repair the remainder of available square footage on the 1st floor of the Vets Building not repaired during Phases IA or IB (approximately 6,000sf), and approximately 6,000sf of the 2nd floor and will also prepare the building for the installation of an emergency generator automatic transfer switch, installation of a card reader access system, a security camera system and relocation of the existing server. The total cost of Phase II is \$1,804,3500. The construction documents for Phase II are currently in the bidding phase and will return for board approval when ready.

There were 13 bids submitted for Phase IB. The low bidder, Ardalan Construction, has been determined to be a responsible company capable of performing this work, and their bid is deemed responsive. Their bid of \$91,500 inclusive of alternate #1 is roughly 70% below the construction estimate of \$300,000. Although the value of this contract does not necessitate Board approval as a result of the very favorable bids received, since it is part of a multi phase I project that will exceed the \$125,000 threshold, General Services is recommending Board approval in accordance with the manner the project was bid.

**Performance Measure:**

With approval of the recommended actions, General Services anticipates that the construction can begin in January of 2010 with occupancy anticipated for April of 2010.

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Phase IA & IB - FY 08-09 Elections Budget for May 2009 Statewide Special Election & Elections Designation	\$ 500,000.00		\$ 500,000.00
Phase II - CalLease loan	\$ 1,600,000.00		\$ 1,600,000.00
Phase II - Santa Barbara Elections Designation	\$ 204,350.00		\$ 204,350.00
<b>Total</b>	<b>\$ 2,304,350.00</b>	<b>\$ -</b>	<b>\$ 2,304,350.00</b>

Narrative:

The total cost of the project is estimated to be \$2,304,350, including construction of Phase II estimated at \$1,804,350. The cost of Phase IB is budgeted and available in Fund 0030 Department 063, Account 8700, Program 1930, Project 8685. On July 30, 2009, the Debt Advisory Committee (DAC) unanimously recommended that the Board of Supervisors consider financing Phase II of the project, with the annual payment being no more than the current payment being made for Election's space. The CalLease loan documents were approved by the Board on September 15, 2009, and proceeds were confirmed on deposit with the Trustee on December 3, 2009.

**Staffing Impacts:**

**Legal Positions:**  
0

**FTEs:**  
0

**Special Instructions:**

Please forward a copy of the Minute Order to Celeste Manolas, General Services Department - Support Services Div., Courthouse East Wing.

**Attachments:** Draft contract

**Authored by:** Celeste Manolas, General Services

