



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: June 22, 2010  
Placement: Administrative  
Estimated Tme: 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)  
Director(s)  
Contact Info: Paddy Langlands, Assistant Director (568-3096)

**SUBJECT:** Clerk Recorder Assessor Election Division Consolidation Project #8685, Phase IB  
4440 Calle Real, Santa Barbara  
Notice of Completion  
2<sup>nd</sup> Supervisorial District

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:** Risk Management

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors accept the Notice of Completion for Phase IB of the Clerk Recorder Assessor Election Division Consolidation Project (Project #8685) located at 4440 Calle Real, Santa Barbara performed by Ardalan Construction.

**Summary Text:**

The County of Santa Barbara entered into a contract with Ardalan Construction, Inc. on January 5, 2010 to perform maintenance alterations to 6,000 square feet of the lower level of the County-owned building located at 4440 Calle Real in Santa Barbara, including removal of non-load bearing walls, flooring replacement, paint, and electrical and data wiring. Construction for this project was completed for the Board of Supervisor's approved total of \$134,148. The Notice of Completion will allow for release of retention monies owed to Ardalan Construction.

**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 it continues to serve as an outpatient clinic. Since that time most of the building has remained vacant and several options have been studied for how best to use the building, 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 (CRA) Elections Division and allow consolidation of staff and operations presently housed within 3 different facilities including leased space.

The consolidation project for CRA Elections Division is comprised of two construction phases, Phases I and II, with Phase I encompassing two sub phases, Phases IA and IB. Phases IA and IB project costs total \$500,000, and Phase II project costs are estimated to cost \$1,100,000, for an overall project cost of \$1,600,000; which is consistent with the CaLease loan amount approved by the Board on September 15, 2009. Phase IA of this project was completed in 2009 and accomplished repairs to the 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 II will repair the remainder of available square footage on the 1st floor of the Veterans building (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.

On January 5, 2010, the County of Santa Barbara entered into a construction contract in the amount of \$91,500 with Ardalan Construction, Inc. to perform Phase IB of the project, the subject of the recommended Board action herein. This phase involved repairs to the northern 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 \$200,000/year). On May 25, 2010, the Board of Supervisors approved Amendment No. 1 to the construction contract in the amount of \$42,638, for a total contract amount of \$134,148 to allow for added flooring due to asbestos abatement, revised wall framing, plumbing due to active water lines running to upper floor and the removal of a hallway drinking fountain, additional electrical work for revised modular furniture plan and added outlets, related finish work, and installation of new ceiling tiles.

The total cost of construction for Phase 1B totaled \$134,148, and the overall project cost of Phases 1A and 1B, inclusive of design, management and other typical fees totaled \$500,000. The overall budget for project Phases I and II remains at \$1,600,000.

Phase 1B occupancy was able to take place on April 12, 2010, and Ardalan Construction's contract work was completed by June 3, 2010. The acceptance of the Notice of Completion will allow for the release of the contractor's retention monies.

**Performance Measure:**

Construction completion by June 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>
Phases IA and IB - CaLease loan	\$ 500,000.00		\$ 500,000.00
Phase II - CaLease loan	\$ 1,100,000.00		\$ 1,100,000.00
Total	\$ 1,600,000.00	\$ -	\$ 1,600,000.00

**Narrative:**

The total cost of the project is estimated to be \$1,600,000, including construction and related soft costs for Phases IA, IB and II. Phase II is estimated to cost \$1,100,000, and Phases IA and IB are estimated to cost \$500,000. All project phases are budgeted, with \$704,350 of the funds being available in Fund 0030 Department 063, Account 8700, Program 1930, Project 8685, and the remaining \$895,650 in funds being available as deposited with the Trustee as selected by the Clerk Recorder Assessor. 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 CaLease 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 and signed Notice of Completion to Jill Van Wie, General Services Department.

**Attachments**

Notice of Completion: One (1) Original

**Authored by:**

Jill Van Wie, General Services Department, (805) 560-1079