

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JUNE 23, 2009**

From: **JAMES DURFEE / JOEL SWIFT**

Subject: **CLERK RECORDER ELECTIONS ADDITION, PROJECT NO. 4830**

ACTION REQUESTED / RECOMMENDATION: It is recommended that your Board take the following actions associated with the construction of an addition to the Finance Administration Building for the Clerk Recorder Elections Department, located in the Placer County Government Center in north Auburn:

1. Approve Plans and Specifications and authorize staff to solicit bids for the Clerk Recorder Elections Addition, Project No. 4830.
2. Approve a Resolution authorizing the Director of Facility Services to award and execute a construction contract in an amount not-to-exceed \$1,050,525, upon review and approval by County Counsel and Risk Management, and delegating authority to approve any necessary change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.
3. Approve the attached Budget Revision transferring \$1,116,500 from the Recorder's Trust Fund to the Capital Projects Fund project account and approve expenditures between July 1, 2009, and the adoption of the FY 2009/10 Final Budget.

BACKGROUND: On September 23, 2008, your Board approved a Professional Services Agreement with Williams + Paddon (W+P) to perform architectural and engineering services for the Clerk Recorder Elections Addition consisting of a 2700 square foot single story addition to the Finance Administration Building. This addition will relieve overcrowding conditions to the Recorder's staff and accommodate the increasing demand of counting and storing absentee ballots during election periods.

Staff has worked with W+P to develop and complete bid documents for this project in preparation for bidding and construction. The estimate of probable construction cost is \$1,050,525, including contingencies.

In order to proceed with the Clerk Recorder Elections Addition, it is requested that your Board approve the attached Budget Revision, in the amount of \$1,116,500, authorize staff to solicit bids and authorize the Director of Facility Services to award the bid and execute the resulting construction contract.

ENVIRONMENTAL CLEARANCE: This project is exempt from the California Environmental Quality Act pursuant to Section 15301 – that provides for operation, repair, maintenance, or minor alteration of existing structures or facilities not expanding existing uses.

FISCAL IMPACT: The total project cost for the Clerk Recorder Elections Addition Project is estimated to be \$1,450,000, including construction costs estimated to be \$1,050,525. Funding to complete the project will be provided by the attached Budget Revision, transferring \$1,116,500 from the Recorder's Trust Fund to the Capital Projects Fund project account for these services.

AVAILABLE FOR REVIEW AT THE DEPARTMENT OF FACILITY SERVICES: PLANS AND SPECIFICATIONS

ATTACHMENTS: RESOLUTION
BUDGET REVISION

JD:JS:RU:DH:SR

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES
CLERK RECORDER ELECTIONS

T:\FAC\BSMEMO2009\4830 CRE ADDITION P&S.DOC

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Before the Board of Supervisors County of Placer, State of California

In the matter of: A RESOLUTION APPROVING
PLANS AND SPECIFICATIONS; AUTHORIZING
THE DEPARTMENT OF FACILITY SERVICES
TO SOLICIT CONSTRUCTION BIDS FOR THE
CLERK RECORDER ELECTIONS ADDITION,
PROJECT NO. 4830; AND DELEGATING
AUTHORITY TO THE DIRECTOR OF FACILITY
SERVICES TO TAKE VARIOUS ACTIONS
ASSOCIATED WITH SAID PROJECT.

Resolution _____

The following RESOLUTION was duly passed by the Board of Supervisors of the
County of Placer at a regular meeting held June 23, 2009, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

F.C. 'Rocky' Rockholm, Chairman
Placer County Board of Supervisors

Attest:

Clerk of said Board

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State of California, that this Board approves the project plans and specifications and authorizes the Facility Services Department to solicit construction bids for the Clerk Recorder Elections Addition, Project No. 4830; and

BE IT FURTHER RESOLVED, by the Board to authorize the Director of Facility Services to award and execute the construction contract in an amount not-to-exceed \$1,050,525 upon review and approval of County Counsel, and grants the authority to execute required change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
12	BR	3,349,500.00	3

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

*TRANSFERRED 370/350
08/10/11 - 2 P: 2:45
408*

Auditor-Controller
 County Executive
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
12	006		140		991078	91078	8990			1,116,500.00	12	014		140		991078	04830	4151			1,116,500.00
											12	034		140		991078	04830	4151	704830	010000	1,116,500.00
TOTAL										1,116,500.00	TOTAL										2,233,000.00

REASON FOR REVISION: TO BUDGET REVENUE FROM THE RECORDER'S TRUST FUND AND APPROPRIATE THESE FUNDS IN THE CAPITAL PROJECT
704830 FOR THE CLERK RECORDER ELECTIONS ADDITION.

Prepared by Valerie Bayne Ext 6803
 Department Head Valerie Bayne
 Board of Supervisors _____

Date: 6/23/09
 Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

