



MEMORANDUM
PUBLIC WORKS AND FACILITIES
CAPITAL IMPROVEMENTS DIVISION
County of Placer

TO: Board of Supervisors

DATE: February 6, 2018

FROM: Ken Grehm, Director of Public Works and Facilities

By: Rob Unholz, Capital Improvements Manager

SUBJECT: Capital Improvements Division/ Consultant Services Agreement / Moniz Architecture / Elections Warehouse Remodel Bldg. 301 & Bldg. 302

ACTION REQUESTED

Approve the Consultant Services Agreement with Moniz Architecture to provide architectural and engineering services and develop plans and specifications for the Placer County Clerk-Recorder-Elections Department, Elections Warehouse, Project No. 4803, at the Placer County Government Center in an amount not-to-exceed \$261,000. Funding is provided in the FY 2017-18 Final Budget in the Capital Projects Fund, Project No. 4803, County-wide Warehouse Space.

BACKGROUND

On August 15, 2017 your Board approved a series of Capital Improvement Projects, one of which is the Elections Warehouse Remodel. To provide functional working space for an Elections Warehouse, this project consists of remodeling Building 301 with limited site improvements and remodeling the shop work space in Building 302. This project will allow the Clerk-Recorder-Elections Department to relocate their Elections division warehousing and technical support operations from their current location in Building 211 and 212. Elections will consolidate those elements of their operations into a single large warehouse facility across campus within the Placer County Government Center. The remodeling of Building 302 will allow the Department of Public Works and Facilities, Building Maintenance, to relocate their existing paint shop and welding shop from Building 301 to make that space available for the Elections Warehouse.

In order to proceed, staff requests that your Board approve the attached Consultant Services Agreement with Moniz Architecture and authorize the Chair to execute the agreement in an amount not-to-exceed \$261,000.

Construction cost estimates will be developed by Moniz Architecture and staff will return to your Board with an updated project cost and request for approval of Plans and Specifications in late Spring/early Summer 2018.

ENVIRONMENTAL IMPACT

This project is exempt from the California Environmental Quality Act pursuant to Section 15301, Class 1 – that provides for operation, repair, maintenance, or minor alteration of existing structures or facilities not expanding existing uses.

FISCAL IMPACT

The Consultant Services Agreement in the amount of \$261,000 is included in the total cost of the Elections Warehouse-currently estimated to be \$2,601,680, including \$261,000 for consultant services and \$630,680 for project management, force account, contingencies and fees. The project is funded in the Capital Projects Fund, County-wide Warehouse Space, Project No. 4803, FY 2017-18 Final Budget.

On file with Clerk of the Board: Consultant Services Agreement

