



**MEMORANDUM
FACILITIES MANAGEMENT
CAPITAL IMPROVEMENTS DIVISION**
County of Placer

TO: Honorable Board of Supervisors DATE: October 6, 2020
FROM: Steve Newsom, Director of Facilities Management
By: Bill Lardner, Architect, Capital Improvements
SUBJECT: Capital Improvements / Consultant Services Agreement / MFDB Architects, Inc. /
Atherton Tenant Improvements / 3715 Atherton Road, Rocklin, CA

ACTION REQUESTED

Authorize the Director of Facilities Management, or designee, to execute a Consultant Services Agreement with MFDB Architects, Inc. to provide architectural services for the proposed Atherton Tenant Improvements project for the Clerk-Recorder-Elections Department (CRE) operations at 3715 Atherton Road, Rocklin, CA, in an amount not-to-exceed \$800,000 for the period of October 7, 2020, to October 1, 2023.

BACKGROUND

On November 15, 2019, the County acquired the office/warehouse building (Atherton) located at 3715 Atherton Road, Rocklin, CA (APN 017-283-001) to accommodate CRE operations along with warehouse space for Elections' equipment. Soon thereafter, necessary preliminary improvements were installed at Atherton by Facilities Management and the Information Technology Department. On December 9, 2019, CRE began moving the updated elections equipment into the Atherton property. For the March 2020 Primary Election, Atherton served as the new Elections warehouse facility.

To accommodate CRE's relocation to Atherton, the existing building interiors will be updated to include offices, open workstation areas, conference rooms, and an election training room. Preliminary project planning for these tenant improvements commenced during the 2020 Primary Election season and culminated recently with the release of a Request for Proposal (RFP) for Architectural Services. On August 18, 2020, Procurement Services received fourteen proposal responses to this RFP. An evaluation panel representing the CRE, County Executive Office, and Facilities Management reviewed the fourteen proposals and selected five to interview. Following the interviews, the most qualified firm was determined to be MFDB Architects, Inc. Staff has negotiated a mutually agreeable contract which supports our objectives for meeting the design requirements of the project.

Upon completion of the construction documents phase of these architectural services, Capital Improvements staff will return to your Board for approval of Plans and Specifications and authorization to solicit bids. The bidding process and start of construction are anticipated to occur in the fall of 2021.

Honorable Board of Supervisors

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ENVIRONMENTAL IMPACT

The action requested of your Board today and these Atherton Tenant Improvements are categorically exempt from review under the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301 (a) Existing facilities interior and exterior alterations.

FISCAL IMPACT

The cost of the Consultant Services Agreement of \$800,000 is budgeted in the FY 2020-21 Capital Fund Project PJ00755 Atherton Acquisition & Tenant Improvements as part of the Five-Year Capital Improvement Plan. Total project costs for the Atherton Tenant Improvements will be estimated as part of the architectural services being provided by the consultant, as well as plans and specs necessary to solicit bids. After bids are received for construction, a funding request will be brought to the Board as necessary to complete the project.

ATTACHMENTS

On file with Clerk of the Board: Consultant Services Agreement