



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

TO: Honorable Board of Supervisors DATE: June 22, 2021
FROM: Steve Newsom, Director of Facilities Management
By: Bill Lardner, Architect
SUBJECT: Capital Improvements Division / Plans and Specifications / Atherton Tenant Improvement Project - County Clerk-Recorder, Registrar and Elections Division / 3715 Atherton Road, Rocklin, CA

ACTION REQUESTED

Approve Plans and Specifications for the Atherton Tenant Improvement Project for the offices of the County Clerk-Recorder, Registrar and Elections Division located at 3715 Atherton Road, Rocklin, CA, Capital Project No. PJ00755, and authorize the Director of Facilities Management, or designee, to make minor changes to said Plans and Specifications as required during the Building Permit process and to solicit bids.

BACKGROUND

On November 15, 2019, the County acquired the existing office/warehouse building located at 3715 Atherton Road, Rocklin, CA (Atherton) to accommodate the County Clerk-Recorder, Registrar and Elections (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 2020 Primary and 2020 General Elections, Atherton served as the new Elections warehouse facility and a new voting center.

On October 6, 2020, your Board approved a Consultant Services Agreement with MFDB Architects. Preliminary project planning for the tenant improvement commenced thereafter during the 2020 Primary and General Election seasons. To accommodate CRE's relocation to Atherton, the building has been planned to be remodeled in phases to include all new warehouse storage, a public lobby and service counters, offices, open workstation areas, election training – meeting room, voting center, and ballot handling facilities along with new restrooms, new HVAC, new lighting, and a new fire alarm system.

MFDB Architects has completed the Atherton Tenant Improvement Plans and Specifications which are now ready for the bidding process. To proceed with the construction of the project, Staff requests your approval of the Plans and Specifications and authorization to bid this project.

The intended construction start date is August 16, 2021, allowing completion of Phase #1 Warehouse area by February 15, 2022, to be followed by the Phase #2 Office areas which is to be complete by August 15, 2022.

ENVIRONMENTAL IMPACT

The action requested of your Board today and the Atherton Tenant Improvement 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 total cost related to this item is dependent on bids received and is estimated in the range of \$10-14 million which includes the tenant improvement based on the consultant's estimates, project management, testing, consultant fees, permit fees, contingencies, and overhead. Partial funding of \$4,503,345 from the General Fund is earmarked in the FY 2020-21 Multi-Year Capital Improvement Plan. Upon returning to the Board, the total balance necessary to fund this project will be requested.

ATTACHMENTS

On file with Clerk of the Board: Plans and Specifications