

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

To: **BOARD OF SUPERVISORS**

Date: **JUNE 26, 2007**

From: *MD*  
**JD JAMES DURFEE / MARY DIETRICH**

Subject: **TAHOE ADMINISTRATION BUILDING RE-ROOF, PROJECT 4789**

**ACTION REQUESTED / RECOMMENDATION:** It is recommended that your Board take the following actions associated with the Tahoe Administration re-roof project, located in Tahoe City:

1. Approve Plans and Specifications and authorize staff to solicit bids for the Tahoe Administration Building Re-Roof, Project No. 4789.
2. Approve a Resolution authorizing the Director of Facility Services to award and execute a construction contract in an amount not-to-exceed \$100,000, upon review and approval by County Counsel and Risk Management, and providing authority to approve any necessary change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

**BACKGROUND:** In 1984 the County entered into an agreement to lease the building located at 5656 West Lake Boulevard in Tahoe City. This building has since been the location for the Tahoe Administration Center and accommodates the Community Development Resource Agency, and Environmental Health. A condition of the lease agreement requires the County to be responsible for building maintenance expenses, including the roof. The County recently exercised a five year option to extend the terms of the lease agreement through June 30, 2012.

The roof at the Tahoe Administration Building has surpassed its useful life and is in need of replacement. This project is intended to remove the existing roofing, provide any necessary abatement of asbestos containing roofing materials, repair and replace framing and finishes as required and provide for the installation of a new built-up roofing system with a 20 year warranty. This project meets the County's obligation under the terms of the lease agreement.

In order to proceed with the Tahoe Administration re-roof project, it is necessary for your Board to authorize staff to solicit bids and authorize the Director of Facility Services to execute the resulting construction contract. The estimate of probable construction cost is \$100,000, including contingencies.

**ENVIRONMENTAL CLEARANCE:** This project is exempt from the California Environmental Quality Act pursuant to Section 15301 – Existing Facilities. This section provides an exemption for projects involving the maintenance of existing public or private facilities where no expansion of use will result.

**FISCAL IMPACT:** The total estimated of project cost is \$115,000, including construction, project management and contingencies. Funding for this project is included in the FY 2007/2008 Capital Projects Fund Proposed Budget.

ATTACHMENTS: RESOLUTION  
JD:MD:RU:HKB

cc: COUNTY EXECUTIVE OFFICE  
PROCUREMENT SERVICES

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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  
TAHOE ADMINISTRATION RE-ROOF PROJECT,  
PROJECT 4789; 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 \_\_\_\_\_, by the  
following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, 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 Tahoe  
Administration Re-Roof project, Project No. 4789; and

**BE IT FURTHER RESOLVED**, by the Board to authorize the Director of Facility Services to  
award and execute a construction contract in an amount not-to-exceed \$100,000, upon  
review and approval of County Counsel and Risk Management, and providing the authority  
to execute required change orders consistent with the County Purchasing Manual and  
Section 20142 of the Public Contract Code.

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