

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

To: Honorable Board of Supervisors Date: January 6, 2015

From: Mary Dietrich, Facility Services Director
By: Rob Unholz, Capital Improvements Program Manager

Subject: Placer Re-Entry Program Center Tenant Improvements in Building B,
Project No. 4915

ACTION REQUESTED:

1. Approve Plans and Specifications and authorize staff to solicit bids for construction of tenant Improvements for the Probation Department's Placer Re-Entry Program Center in Building B at the Bill Santucci Justice Center, Project No. 4915.
2. Approve a Resolution authorizing the Director of Facility Services, or designee, to award and execute a construction contract in an amount not-to-exceed \$528,000, in budgeted net county cost funded by the Capital Projects Fund, 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 a Budget Revision to shift \$217,378 in funding from Project No. 4864 to Project No. 4915 in the Capital Project Fund.

BACKGROUND: On December 12, 2013, the Purchasing Manager signed a Professional Services Agreement with Madsen, Flathmann, Dameron & Babcock Architects, Inc. (MFDB) to perform architectural and engineering services for the design of tenant improvements for the Probation Department's Placer Re-Entry Program (PREP) Center. The PREP Center will provide a single point of intake, assessment and linkage to comprehensive re-entry services for ex-offenders in Placer County. The project consists of tenant improvements in a 2,606 square foot space adjacent to the Probation Department in Building B at the Bill Santucci Justice Center. This facility will have a dedicated exterior entrance separate from the main building lobby, and includes restroom facilities, interview rooms, classrooms, and staff workstations.

The PREP center was identified by the Criminal Justice Master Plan as a critical component of a structured approach to offender transition into the community. As such the anticipated opening date for the center was set for early 2015 requiring the Department of Facility Services to evaluate current budget estimates and contracting options to meet scope, cost, and schedule demands. Based on further programmatic development and extensive cost estimating it was determined that the construction budget is insufficient to support the scope of work and requires additional funds. In addition, due to the early 2015 operational requirement, the procurement and award process must be expedited.

In order to proceed with the PREP Center tenant improvements at Building B, it is requested that your Board authorize staff to solicit bids and authorize the Director of Facility Services, or designee, to award the bid and execute the resulting construction contract. Additionally, staff recommends approval of a Budget Revision to shift \$217,378 in funding from Project No. 4864 – BSJC Office Building B Tenant

Improvements to Project No. 4915 – PREP Center Tenant Improvements in the Capital Projects Fund to fully fund the project.

ENVIRONMENTAL CLEARANCE: 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 total project cost is \$682,201 in budgeted net county cost. This includes \$528,000 for construction, \$154,201 for design, project management, fees, force account and contingencies. With approval of the Budget Revision, there will be sufficient funds appropriated in the Capital Projects Fund, Project No. 4915 to fund these improvements.

ATTACHMENT: RESOLUTION
BUDGET REVISION

CC: COUNTY EXECUTIVE OFFICE
PROBATION

MD:SB:RU:LJ:SH

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

In the matter of: A RESOLUTION DELEGATING
AUTHORITY TO THE DIRECTOR OF FACILITY
SERVICES, OR DESIGNEE, TO TAKE VARIOUS
ACTIONS ASSOCIATED WITH THE PLACER
RE-ENTRY PROGRAM CENTER TENANT
IMPROVEMENTS AT BUILDING B, PROJECT
NO. 4915.

Resolution No. _____

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 delegates authority to the Director of Facility Services, or designee, to award the bid and execute a contract to construct tenant improvements for the Probation Department's Placer Re-Entry Program (PREP) Center in an amount not-to-exceed \$528,000, with the successful bidder, upon the review and approval of 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.

FOR CASH TRANSFERS & RESERVE CANCELLATIONS PLEASE PROVIDE THE FOLLOWING
Fund/subFund - OCA - PCA - G/L - Sub G/L

PLACER COUNTY

PAS DOCUMENT NO.

Facility Service to do journal to transfer cash

BUDGET REVISION

POST DATE:

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
12	BR	869,512.00	4

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	014		140		991078	04915	4151				217,378.00
											12	034		140		991078	04915	4151	704915	010000		217,378.00
											12	015		140		991078	04864	4151				217,378.00
											12	035		140		991078	04864	4151	704864	010000		217,378.00
TOTAL											TOTAL											
0.00											869,512.00											

REASON FOR REVISION: TO SHIFT APPROPRIATIONS FROM CAPITAL PROJECT 704864-BSJC OFFICE BUILDING B TENANT IMPROVEMENT TO CAPITAL PROJECT 704915-PLACER RE-ENTRY PRGRAM CENTER TENANT IMPROVEMENTS.

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

Date: 1/6/15
 Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE