To: Honorable Board of Supervisors

From: Neal Hay, Director of Development Services

Department: Development Services

Subject: Approval of Amendment #2 to the Independent Contractor Agreement for 850 Gray Avenue with Calpo, Hom & Dong Architects, Inc. in the amount of $115,264, and authorization of the Director of Development Services to execute the design amendment

Recommendation

It is recommended that the Board of Supervisors:

1. Approves Amendment #2 to the Independent Contractor Agreement with Calpo, Hom, & Dong Architects in the amount of $115,264.00, for a total not to exceed amount of $1,333,029; and

2. Authorizes the Director of Development Services to execute the Amendment and administer it in accordance with the provisions of the Sutter County Ordinance Code.

Background

The Health and Human Services (HHS) Department intends to consolidate and relocate the majority of its staff and public services to the building property located at 850 Gray Avenue in Yuba City. The existing 84,179 square foot facility will require modifications to the building’s interior, electrical, mechanical and plumbing systems. Additionally, the building’s exterior, entrance and parking areas will require modifications to meet current zoning and building requirements.

The Department advertised a Request for Qualifications (RFQ) for design services for an experienced consultant team led by an architectural firm in July 2017. After the RFQ’s were reviewed and scored by personnel from the Department, General Services Department, HHS, and County Administrator’s Office, interviews were held with the three top-ranked consultant firm. Again, members from the Department, General Services, HHS, and County Administrator’s Office participated. The selection panel recommended the firm Calpo, Hom, & Dong Architects (CH&D) to be the design team lead, and on December 17, 2017, the Board of Supervisors awarded an Independent Contractor Agreement in the amount of $1,098,370.00 to CH&D.
**Discussion**

CH&D has been working closely with HHS personnel on the design of the tenant improvements at 850 Gray Avenue. CH&D visited the various facilities currently occupied by HHS and has prepared the space planning needs of the Department. As the Space Planning phase of the design developed, CH&D was asked to review various layout combinations of the space within 850 Gray Avenue and several combinations of configurations were developed to determine the best use of the existing facility. These extra space configurations were beyond the scope of the original design agreement and Amendment #1 in the amount of $119,395, was awarded to CH&D on April 23, 2019.

As part of the consolidation and relocation planning for HHS staff, the Department is requesting a design of the interior space at 860 Gray Avenue for tenant improvements necessary to provide office and program space for various divisions within the HHS Department. This space configuration is beyond the scope of the original design agreement and Amendment #2 in the amount of $115,264, is recommended to be awarded to CH&D.

**Prior Board Action**

April 23, 2019: Approval of Amendment #1 to Independent Contractor Agreement with Calpo, Hom, & Dong Architects, in the amount of $119,395.

October 9, 2018: Approved Construction Change Orders #3 and #4 with AFM Environmental, Inc. for the 850 Gray Avenue Hazardous Material Abatement Project.

June 26, 2018: Awarded a construction contract to AFM Environmental, Inc.; Authorized the Director of Development Services to execute the Contract Agreement; and Authorized a Budget Amendment for the FY2017-18 Budget.

June 26, 2018: Approved a Budget Amendment to the FY 2017-18 Adopted Budget for non-capital expenditures of 850 Gray Ave and reclassification of the capital asset budget into Professional/Specialized Services.

February 27, 2018: Awarded an Independent Contractor Agreement with KNN Public Finance, LLC for Financial Advisory Services for Facilities Consolidation, Authorization for the County Administrator to sign the agreement, and Approved a Budget Amendment to the FY 2017-18 Adopted Budget.

January 23, 2018: Adoption of Plans and Specifications and Authorize the Solicitation of Bids for the Hazardous Material Abatement for the building located at 850 Gray Avenue, Yuba City

December 19, 2017: Awarded an Independent Contractor Agreement for Design Services for the property located at 850 Gray Avenue; Authorized the Interim Director of Development Services to execute the Contract Agreements; Authorized a Budget Amendment to the FY2017-18 Budget

July 11, 2017: Authorize the Solicitation of Consultant Design Services for Tenant Improvements for the building located at 850 Gray Avenue, Yuba City

June 27, 2017: Approval of a contract for purchase of leasehold interest of 850 Gray Avenue, Yuba City CA. Approval of a Budget Amendment in the amount of $2.5M to the Capital Projects Fund (0016) for the use in the Human Services Building (1-806) budget unit.

**Board Alternatives**

After considering various alternatives, the recommended action best serves the needs of the County. The design expertise of the architectural firm, CH&D, is needed to continue with the design of necessary tenant improvements at 850 and 860 Gray Avenue.
Other Department and/or Agency Involvement

The Department continues to coordinate with the Health and Human Services Department regarding the facility improvement project as a whole. The County Counsel’s Office reviewed the Amendment.

Action Following Approval

The Department will provide the Amendment to CH&D for execution and will continue with the design of the improvements of the facility.

Fiscal Impact

This project (C171806001) is an ongoing project within the Capital Project Fund (0016), budget unit (1-806).

On June 27, 2017, a FY 2016-17 Budget Amendment transferred $2,500,000 to the Capital Projects Fund (0016). Of the transferred amount $1,186,788 was required to purchase the leasehold interest in the property. On December 19, 2017, a Budget Amendment transferred $1,288,000 to the Capital Asset – Structure & Improvement expense account from Committed Fund Balance – Capital Project – Human Services (#31268). On June 26, 2018, a Budget Amendment was approved to increase account 52180, Professional/Specialized Services and to increase account 49995, Cancellation of Fund Balance (#31268), in the amount of $354,532. Additionally, on June 26, 2018, a budget amendment was approved to provide for non-capital expenditures (rent, utilities, etc.).

To date, $2,208,442 has been expended on this project for the capital and non-capital expenses. All funding has come from Development Impact Fees Health/SS (0103) and Local H&W Trust – Social Services (0248).

Countywide Goals & Top Priorities Compliance

Work accomplished in the design for the tenant improvements supports the following countywide goals and top priorities:

- Goal G: Reduce number of County facilities and ensure that all buildings are maintained at high standards to “lead by example” for other governmental agencies and private sector companies to emulate.

- Priority #5: Complete comprehensive County Facilities Master Plan (with measurable target dates) by December 31, 2017; Complete transition of District Attorney’s Office and Child Support Services to new building locations by June 30, 2018; Complete Jail Expansion Project by March 30, 2019; obtain approval to consolidate multiple Health & Human Services Department functions into a new location by December 31, 2017; and, submit a report of consolidated public safety dispatch by June 30, 2018.

Standing Committee Review

At the Public Works/Support Services Committee meeting of April 25, 2019, this item was reviewed and recommended for placement on the consent calendar for the Board of Supervisors.

Respectfully Submitted,

/s/ Neal Hay
Director of Development Services
Attachments:
1. Amendment #2 to Independent Contractor Agreement