

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services	(2) MEETING DATE 12/18/2012	(3) CONTACT/PHONE Janette Pell, General Services Agency, Director 805/781-5200	
(4) SUBJECT Request to adopt plans and specifications (Clerk's File) and authorize public bidding for construction of improvements for the Atascadero Library and North County Service Center located at 6555 Capistrano, Atascadero, CA. District 5.			
(5) RECOMMENDED ACTION It is recommended that the Board: 1. Adopt the Contract Documents (Clerk's File) and authorize public bidding for construction services for the Atascadero Library and North County Service Center, and 2. Instruct the County Clerk to give Notice to Bidders, calling for sealed bids no later than 3:00 PM on January 24, 2013.			
(6) FUNDING SOURCE(S) \$193,000 – Library Atascadero Expansion Designation \$214,650 – PFF – Libraries \$91,650 – Friends of the Atascadero Library \$4,359,400 – WBS# 320035, "One Stop" Service Center	(7) CURRENT YEAR FINANCIAL IMPACT Atascadero Library Expansion construction estimate: \$2,278,600 (w/ Change Order allowance) Total Library project cost estimate: \$3,792,700 "One Stop" Service Center construction estimate: \$1,111,100 (w/ Change Order allowance) Total Service Center project cost estimate: \$1,766,600	(8) ANNUAL FINANCIAL IMPACT NA	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) NA		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY  <input type="checkbox"/> N/A Date: <u>10/07/08, 04/07/09, 07/14/09, 04/06/10, 11/09/10, 12/14/10, 02/08/11, 1/10/12</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) District 5 -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services / Janette Pell, General Services Agency, Direct  
805/781-5200

DATE: 12/18/2012

SUBJECT: Request to adopt plans and specifications (Clerk's File) and authorize public bidding for construction of improvements for the Atascadero Library and North County Service Center located at 6555 Capistrano, Atascadero, CA. District 5.

## **RECOMMENDATION**

It is recommended that the Board:

1. Adopt the Contract Documents (Clerk's File) and authorize public bidding for construction services for the Atascadero Library and North County Service Center, and
2. Instruct the County Clerk to give Notice to Bidders, calling for sealed bids no later than 3:00 PM on January 24, 2013.

## **DISCUSSION**

The Atascadero Library and North County Service Center Projects are ready to move forward through bidding and construction of the facility improvements. It is recommended that the Board authorize bidding for construction to remodel the property at 6555 Capistrano. General Services will return to the Board at the time a construction contract is awarded with a request for a budget augmentation for construction and closeout phases for the project.

In the FY 2007-08 the Board approved funding to initiate the project to expand the existing Atascadero Library. A needs assessment and constraints study were completed indicating the strengths and deficits of the existing site. The Library also reviewed two other site options to purchase and modify existing vacant buildings. In 2010 the Board authorized the purchase the 22,000 square foot facility at 6555 Capistrano Drive with the intent that a portion of the building would be utilized for the North County One Stop Service Center.

The original "One Stop" office was planned for the North County Regional Center in Templeton. In 2009 it was decided to share office space and purchase the new Atascadero Library at 6555 Capistrano in Atascadero. The building and costs are to be shared dividing the use at 68% Library and 32% One Stop Center.

Ravatt-Albrecht and Associates (RA) has been contracted for architectural and engineering services. Design services have progressed through construction documents and the project is ready for bidding.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the bid documents for form and legal effect. The Library has been involved from the initial phase of the project providing the majority of direction. The County Administrative Office provides general oversight of both projects. The Assessor's Office, Clerk-Recorder, and Planning and Building have been and continue to be involved in the project design. The Friends of the Atascadero Library are thoroughly involved with the project. City of Atascadero – Public Works has been consulted for architectural, zoning and off-site improvement requirements and the County Planning Environmental division has provided a Categorical Exemption.

## **FINANCIAL CONSIDERATIONS**

### Atascadero Library

The Friends of the Library's Memorandum of Understanding (MOU) has been amended between the County and the Atascadero Friends of the Library to extend the Friends' fundraising timeline, from December 29, 2012 to June 29, 2013. It is anticipated that the Friends of the Library will successfully raise the funds necessary to meet the terms of their MOU so the County is proceeding with the next phase of this project.

The MOU between the County and Friends of the Atascadero Library establishes terms stipulating a shared building. The construction cost and use of the building shall be divided 68% Library and 32% One Stop Center. The Library and Friends of the Atascadero Library share the 68% portion of the project and equally split that expense.

The current project was originally created to evaluate the existing site of the Library at 6850 Morro Road for expansion. Omni Design Group, Inc. was hired to evaluate site constraints and available options for expanding the current facility. The evaluation was completed with several options being generated. The option with the greatest potential provided approximately 7,000 SF of additional space. Expenses for this portion of the project were \$82,865. At the conclusion of the site evaluation, a residual of \$37,135 remained (December 31, 2010).

Your Board approved a contract with Ravatt-Albrecht on February 8, 2011 to develop a schematic design for the new property at 6555 Capistrano. The schematic design was used for preparation of presentation drawings to support and enhance community fundraising activities and revise initial construction estimates. On January 10, 2012 your Board approved a professional service contract with Ravatt-Albrecht to prepare construction documents based on their completed schematic design and the revised construction estimate. The project was augmented an additional \$316,000 to fully fund the design contract and the project through bidding, \$158,000 from the Atascadero Library Expansion Designation and \$158,000 from Public Facility Fees – Library, bringing the total project funding to \$499,300. At that time, using the completed schematic design, a revised project estimate was established at, \$3,792,700.

Due to small to moderate scope changes and staff fee increases from previous years, professional services and project administration costs have been adjusted slightly upward. In a project that is mostly tenant improvement, the risk of unforeseen circumstances is minimal, therefore the contingency has been adjusted to maintain the January 10, 2012 project budget.

<b>Atascadero Library EXPENDITURES (WBS #320030)</b>	<b>EXISTING SITE EVALUATION EXPENSES (12/31/10)</b>	<b>CAPISTRANO EXPENSES TO DATE (FROM 01/01/11)</b>	<b>TOTAL PROJECT EXPENSES TO DATE (11/31/12)</b>	<b>01/10/12 ESTIMATE</b>	<b>REVISED ESTIMATE THRU CONSTR.</b>	<b>VARIANCE BETWEEN 01/10/12 &amp; REVISED ESTIMATE</b>
Project Administration	\$38,128	\$98,134	\$136,262	\$182,700	\$231,435	\$48,735
Professional Services	\$44,737	\$246,073	\$290,810	\$283,100	\$343,099	\$59,999
Construction (includes Change Order Allowance)	\$0	\$0	\$ 0	\$2,278,600	\$2,278,600	\$ 0
Contingencies (includes an inflation factor)	\$0	\$0	\$ 0	\$593,300	\$484,566	(\$108,734)
Miscellaneous (includes \$400K FFE)	\$0	\$4,034	\$4,034	\$455,000	\$455,000	\$ 0
<b>TOTAL EXPENDITURES</b>	<b>\$82,865</b>	<b>\$348,241</b>	<b>\$431,106</b>	<b>\$3,792,700</b>	<b>\$3,792,700</b>	<b>\$ 0</b>

<b>Atascadero Library FUNDING (WBS #320030)</b>	<b>EXISTING SITE EVALUATION FUNDING (12/31/10)</b>	<b>CAPISTRANO FUNDING TO DATE (FROM 01/01/11)</b>	<b>TOTAL PROJECT FUNDING TO DATE (11/31/12)</b>
Atascadero Library Expansion Designation	\$35,000	\$158,000	\$193,000
PFF - Library	\$25,000	\$189,650	\$214,650
Friends of the Atascadero Library	\$60,000	\$31,650	\$91,650
<b>FUNDING TOTALS</b>	<b>\$120,000</b>	<b>\$388,300</b>	<b>\$499,300</b>

Once the bidding phase is completed, General Services will return to your Board with a request to award a construction contract. A budget augmentation to fund the construction and closeout phases of the project will be requested at that time.

North County "One Stop" Service Center

The following Table summarizes the estimated expenses for the North County "One Stop" Service Center project by category and the sources of funding to finance the project. Due to small to moderate scope changes and staff fee increases from previous years, professional services and project administration costs have been adjusted slightly upward. In a project that is mostly tenant improvement, the risk of unforeseen circumstances is minimal, therefore the contingency has been adjusted to maintain the January 10, 2012 project budget. The project is fully funded through construction and closeout.

<b>"One Stop" Service Center EXPENDITURES (WBS #320035)</b>	<b>TOTAL EXPENSES TO DATE (11/31/12)</b>	<b>01/10/12 ESTIMATE</b>	<b>REVISED ESTIMATE THRU CONSTR.</b>	<b>VARIANCE BETWEEN 01/10/12 &amp; REVISED ESTIMATE</b>
Project Administration	\$44,221	\$91,200	\$105,147	\$13,947
Professional Services	\$106,262	\$119,900	\$127,580	\$7,680
Construction (includes Change Order allowance)	\$ 0	\$1,111,100	\$1,111,100	\$ 0
Contingencies (includes an inflation factor)	\$ 0	\$281,900	\$260,273	(\$21,627)
Miscellaneous	\$ 3,951	\$162,500	\$162,500	\$ 0
<b>TOTAL EXPENDITURES</b>	<b>\$154,434</b>	<b>\$1,766,600</b>	<b>\$1,766,600</b>	<b>\$ 0</b>

<b>"One Stop" Service Center FUNDING (WBS #320035)</b>	<b>TOTAL FUNDING TO DATE</b>	<b>INITIAL FUNDING</b>	<b>ADJUSTED funding</b>	<b>VARIANCE</b>
Capital Projects Fund Balance (Continuation of WBS #300048)	\$4,359,400	\$4,359,400	\$4,359,400	\$ 0
PFF – Gen Govt (eliminated in the FY 20011-12 Budget cycle)	\$ 0	\$825,762	\$0	(\$825,762)
<b>FUNDING TOTALS</b>	<b>\$4,359,400</b>	<b>\$5,185,162</b>	<b>\$4,359,400</b>	<b>(\$825,762)</b>

## **RESULTS**

The renovation of the existing building at 6555 Capistrano will almost double the size of the existing library facility providing better long term library services to the community. The One Stop Service Center will provide expanded services to the public, and invests in a County owned facility. The extended life of the new facility, services and accessible location contributes to the communitywide result of a livable community.

## **ATTACHMENTS**

1. Vicinity Map
2. 121812 Atascadero Library/North County Service Center Plans and Specifications Clerk's File
3. Attachment A, Chronological History of Board Actions