

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

(1) DEPARTMENT General Services		(2) MEETING DATE 1/10/2012		(3) CONTACT/PHONE Katie Perez, Deputy Director (805) 781-5200	
(4) SUBJECT Submittal of a resolution authorizing execution of a Notice of Completion and Acceptance for the new Parks Maintenance Facility at Heilmann Park in Atascadero.					
(5) RECOMMENDED ACTION General Services recommends your Board approve the Resolution documents and a Notice of Completion and Acceptance for Parks – Atascadero – Heilmann Park Maintenance Facility.					
(6) FUNDING SOURCE(S) Public Facility Fees - Parks \$799,000		(7) CURRENT YEAR FINANCIAL IMPACT \$550,000.00		(8) ANNUAL FINANCIAL IMPACT \$0.00	
(9) BUDGETED? Yes					
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business					
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) NA			(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
(15) LOCATION MAP Attached		(16) BUSINESS IMPACT STATEMENT? No		(17) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date <u>12/14/10 (A-2), 4/5/11 (A-10)</u>	
(18) ADMINISTRATIVE OFFICE REVIEW					
(19) SUPERVISOR DISTRICT(S) District 5 -					

County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services / Katie Perez, Deputy Director
(805) 781-5200

DATE: 1/10/2012

SUBJECT: Submittal of a resolution authorizing execution of a Notice of Completion and Acceptance for the new Parks Maintenance Facility at Heilmann Park in Atascadero.

RECOMMENDATION

General Services recommends your Board approve the Resolution documents and a Notice of Completion and Acceptance for Parks – Atascadero – Heilmann Park Maintenance Facility.

DISCUSSION

Attached are the following documents that comprise the completion notice for the capital improvement project, Parks – Atascadero – Heilmann Park Maintenance Facility:

- Document 1 - Notice of Completion and Acceptance
- Document 2 - Owner's Final Certificate of Completion
- Document 3 - Resolution Authorizing Execution of Notice of Completion and Acceptance

The purpose of documents 1, 2, and 3 is to officially complete the project and verify that all required submittals have been received by the County from the Contractor as listed. The documents are also required prior to payment of the 10% withheld as security during execution of the contract. The Contractor will be entitled to payment of the aforementioned 10% security withholdings thirty-five days after the Board of Supervisors approves the Notice of Completion and Acceptance, and files the Resolution with the Clerk.

On April 5, 2011, your Board awarded a construction contract to Carroll Building Company of San Luis Obispo, California. The construction effort resulted in a 2,085 square foot pre-manufactured metal building facility that includes three shop bays, an office with restroom facilities, and a storage mezzanine above the office area. The construction also included extensive site and utility improvements, including secured parking within a fenced area.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel reviewed the Construction Contract for form and legal effect. The Environmental Division of the Planning and Building Department determined the project was categorically exempt from CEQA review. The Air Pollution Control District determined that the project was not subject to their review. The City of Atascadero Fire Department ceded authority to Cal Fire. Cal Fire reviewed and approved the project Fire Safety Plan with minor requirements, and has inspected and given the completed project final fire approval. The City of Atascadero Public Works Department reviewed the project as did the Atascadero Mutual Water Company that serves the area. Utility companies PG&E, AT&T and The Gas Company provided input for the development of the project site utilities. As the construction proceeded, County Parks was informed of progress, participated in the evaluation of change order options, and upon completion received training in the operation of building systems/controls.

FINANCIAL CONSIDERATIONS

As of December, 20, 2011, \$304,566 remains in the overall budget for Parks – Atascadero – Construct Heilmann Park Maintenance Facility project, WBS #320023. A total of \$126,728 has been expended to date for professional services contracts and project administration costs. The final cost of the construction contract for the facility was \$353,535. Change orders totaled \$8,447, just under 2.5% of the \$345,088 original construction contract amount.

The initial project budget was \$799,000. During the project design phase, Architectural Services and County Parks reduced scope with the intent of keeping overall project costs below \$550,000. At this time it is estimated that total project costs upon final close-out will be approximately \$515,000. Therefore it is anticipated that approximately \$249,000 of Parks – Public Facilities Funds (PFF) will remain unspent and will be available to fund future Parks projects. The following table outlines project expenses. It is anticipated that some minor features and equipment will be added outside of this construction contract. Costs will be limited to the adjusted budget of \$550,000.

EXPENDITURES	FY 08/09	FY 09/10	FY 10/11	FY 11/12	TOTAL	INITIAL ESTIMATE	ADJUSTED ESTIMATE	VARIANCE
Project Administration	\$0	\$13,185	\$36,953	36,591	\$86,729	\$64,700	\$86,729	\$22,029
Professional Services	\$0	\$9,223	\$23,106	\$10,672	\$43,001	\$106,400	\$43,001	(\$63,399)
Construction Contract (includes 10% change order contingency)	\$0	\$0	\$98,675	\$254,860	\$353,535	\$533,000	\$353,535	(\$179,465)
Contingency: PG&E refund	\$0	\$0	\$0	-\$319	-\$319	\$92,000	-\$319	(\$92,319)
Misc. Expenses	\$0	\$0	\$7,623	\$3,865	\$11,488	\$2,900	\$11,488	\$8,588
Additional features and equipment	\$0	\$0	\$0	\$0	\$ 0	\$0	\$55,566	\$55,566
TOTAL EXPENDITURES	\$ 0	\$22,408	\$166,357	\$305,669	\$494,434	\$799,000	\$550,000	(\$249,000)

FUNDING	FY 08/09	FY 09/10	FY 10/11	FY 11/12	TOTAL	INITIAL BUDGET	ADJUSTED BUDGET	VARIANCE
Parks PFF	\$799,000	\$0	\$0	\$0	\$799,000	\$799,000	\$550,000	(\$249,000)

RESULTS

The construction of the new Parks maintenance facility at Heilmann Park in Atascadero:

- allows maintenance support for park and recreational areas from Atascadero, north to San Miguel and Vineyard Estates, and east to Shandon,
- conforms to the Americans with Disabilities Act requirements by providing accessible parking, building access, and accessibility within the facility,
- replaces the existing Parks facility serving the North County that consists of a mobile trailer located in the parking lot of the Atascadero Medical Clinic, with a new 2,085 square foot facility including:
- an office for Parks Rangers which will enhance operations and the ability to work with volunteers to plan and organize numerous work days for County trails and parks,

- a secure storage compound for equipment and supplies,
- the space to perform minor maintenance of equipment.

The approval of the Resolution Documents and a Notice of Completion and Acceptance for the construction of the new Parks maintenance facility at Heilmann Park in Atascadero will result in the final acceptance of this safe and modern facility which will contribute to the County's vision of providing improved services for numerous communities.

ATTACHMENTS

1. Vicinity Map
2. Owner's Certificate of Final Completion
3. Notice of Completion and Acceptance
4. Notice of Completion Resolution