

**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 Request to approve 1) two architectural/engineering services contracts with Ravatt Albrecht and Associates for preparation of bid documents, one for the Atascadero Library Expansion in the amount of \$188,307 and one for the North County "One Stop" Service Center in the amount of \$84,778, and 2) authorize a Budget Adjustment for the Atascadero Library Expansion in the amount of \$316,000 equally from the Library's Atascadero Building Expansion Designation and from Public Facilities Fees into Fund Center 230 – Capital Projects.			
(5) RECOMMENDED ACTION General Services recommends your Board: <ol style="list-style-type: none"> <li>1. Approve the attached Contract with Ravatt Albrecht and Associates, Inc. in the amount of \$188,307 for architectural/engineering services, and instruct the Chairperson to sign the Contract for "Library-Atascadero-Library Expansion";</li> <li>2. Authorize a Budget Adjustment in the amount of \$316,000 funded equally from Library Atascadero Building Expansion Designation Fund and from Public Facilities Fees-Libraries into Fund Center 230 – Capital Projects, by four fifths vote;</li> <li>3. Approve the attached Contract with Ravatt Albrecht and Associates, Inc. in the amount of \$84,778 for architectural/engineering services, and instruct the Chairperson to sign the Contract for "General Government – North County – "One Stop" Service Center", and thereby waive County policy for "Selection Procedures for Professional Services exceeding \$25,000".</li> </ol>			
(6) FUNDING SOURCE(S) \$158,000 - Library Atascadero Building Expansion Designation (Friends of the Atascadero Library contribution portion). \$158,000 - PFF-Libraries \$84,778 - "One Stop" Service Center	(7) CURRENT YEAR FINANCIAL IMPACT \$316,000.00 (Atascadero Library Expansion bid documents prep only)	(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 type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <u>1112063</u> <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) <u>19001109, 19001110</u>		(14) W-9 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
(15) LOCATION MAP Attached	(16) BUSINESS IMPACT STATEMENT?	(17) 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</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

DATE: 1/10/2012

SUBJECT: Request to approve 1) two architectural/engineering services contracts with Ravatt Albrecht and Associates for preparation of bid documents, one for the Atascadero Library Expansion in the amount of \$188,307 and one for the North County "One Stop" Service Center in the amount of \$84,778, and 2) authorize a Budget Adjustment for the Atascadero Library Expansion in the amount of \$316,000 equally from the Library's Atascadero Building Expansion Designation and from Public Facilities Fees into Fund Center 230 – Capital Projects.

## **RECOMMENDATION**

General Services recommends your Board:

1. Approve the attached Contract with Ravatt Albrecht and Associates, Inc. in the amount of \$188,307 for architectural/engineering services, and instruct the Chairperson to sign the Contract for "Library-Atascadero-Library Expansion";
2. Authorize a Budget Adjustment in the amount of \$316,000 funded equally from Library Atascadero Building Expansion Designation Fund and from Public Facilities Fees-Libraries into Fund Center 230 – Capital Projects, by four fifths vote;
3. Approve the attached Contract with Ravatt Albrecht and Associates, Inc. in the amount of \$84,778 for architectural/engineering services, and instruct the Chairperson to sign the Contract for "General Government – North County – "One Stop" Service Center", and thereby waive County policy for "Selection Procedures for Professional Services exceeding \$25,000".

## **DISCUSSION**

General Services is requesting the approval of two architectural services contracts with Ravatt Albrecht and Associates (RA), one each for the Atascadero Library Expansion and the North County "One Stop" Service Center Offices that will house staff from the Assessor's Office, the Clerk-Recorder, and Planning and Building. Both projects are in the building purchased in 2010 at 6555 Capistrano Drive in Atascadero. Separate contracts are being requested for accounting purposes, however, the design and structural and engineering modifications and systems will be integrated and will therefore be designed under a single firm.

RA was selected as one of the three finalists in a formal selection process following the Cambria library's Request for Qualifications (RFQ) for architectural and engineering services. The Atascadero Library Selection Committee evaluated the three finalists and chose Ravatt Albrecht and Associates as the most qualified firm. On this basis, General Services is requesting that your Board approve the award of the architectural services contract to Ravatt Albrecht and Associates for the library and the "One Stop" Service Center, and thereby waive the requirement for a separate solicitation and selection process for the One-stop Service Center Contract.

## Atascadero Library Expansion

In FY 2007-08 the Board approved funding for initial design studies to expand the existing Atascadero Library building at 6850 Morro Road. A needs assessment and constraints study were developed in 2008 to assess future Library demands, building deficiencies, and expansion capacity within the existing facility. The study determined the existing library requires substantially more parking, and building code upgrades than anticipated. The existing facility is further limited to an expansion of 14,000 square feet making this option less desirable.

In 2009 the library reviewed two other options to purchase and modify large vacant buildings within the Atascadero downtown core. Two properties and the existing building were compared based on cost of improvements, age of the facilities, cost to acquire, future growth opportunity, location, parking, accessibility and public transportation, delivery access, safety, visual appeal, and the potential for increased library patronage.

The Friends of the Atascadero Library, General Services – Real Property Services, the Library and County Administration were part of evaluating the options. Their recommendation was to 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 current Service Center is a leased property and provides the North County with satellite County offices. On December 14, 2010 the Board approved the purchase of 6555 Capistrano.

Under the terms of the memorandum of understanding between the County and the Atascadero Friends of the Library, the cost of expanding into the new building will be shared equally (50/50) by the County Library and the community of Atascadero. The Friends are also required to raise 80% of their share of the project funding before the project will move to the construction phase.

On February 8, 2011, your Board approved the award of a contract with Ravatt Albrecht and Associates (RA) to provide initial architectural engineering services for the Capistrano facility, including building programming, preliminary design, public workshops with outreach to the community, cost estimates, and presentation renderings. The deliverables provided by RA were used by the Friends of the Library to assist in their fundraising efforts.

The Friends have since reached their 80% fundraising goal and the expansion project is now ready to move forward through the design, engineering, and bidding phases, in preparation for construction. The proposed professional contract with Ravatt Albrecht and Associates will provide complete architectural design and engineering services for the remodel of the Capistrano facility. Consultant services will also include presentations to the advisory groups, design, bidding, construction support services and post construction services to evaluate systems performance.

## North County “One Stop” Service Center

The “One Stop” office was originally planned as part of the North County Regional Center in Templeton. On December 9, 2009 it was decided that office space would be shared with new the library in the Capistrano building in Atascadero. These offices will house staff from the Assessor, Clerk-Recorder, and Planning and Building and will result in an annualized savings of \$54,000 when are able to move from the space they currently lease. It is recommended that the Board approve an architectural contract for the General Government-North County-“One Stop” Service Center with Ravatt Albrecht and Associates to finalize development of the facility. The proposed professional contract will provide complete architectural design and engineering services for the remodel of the recently purchased property at 6555 Capistrano. Consultant services shall also include presentations to the advisory group, design, bidding, construction support services and post construction services to evaluate systems performance.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the Contract for form and legal effect. The Library has been involved from the initial phase of the project providing the majority of direction. The County Administration 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 intimately involved with the project. A steering committee has been established for both projects. City of Atascadero – Public Works has been consulted for zoning and off-site improvement requirements.

## FINANCIAL CONSIDERATIONS

Under the memorandum of understanding (MOU) between the County and Friends of the Atascadero Library, the use of the building at 6555 Capistrano will be shared. The new library will be 68% and the "One Stop" Center will be 32%. Costs for the project will be split on this basis. An initial cost estimate, submitted to your Board in the Financial Considerations table on February 8, 2011, has been separated into two tables on the basis of the 68%-32% split agreed to in the MOU between the County and. While the work on the Library expansion and the "One Stop" Center will move ahead as one project, separate contracts and separate accounting will allow staff to maintain a clear picture of expenses and funding for both.

### Atascadero Library Expansion

A budget adjustment of \$316,000 is requested to fund the architectural services portion of the Library Expansion. The funding for the adjustment will be split equally between 1) the Library Atascadero Building Expansion Designation Fund—representing the contribution of the Friends of the Atascadero Library—and 2) the County's Public Facilities Fees collected for libraries. This funding will be deposited into Fund Center 230 – Capital Projects. \$188,307 of the \$316,000 goes toward the architectural services contract. Of the remaining \$127,693, approximately two-thirds covers the estimated costs for General Services administrative oversight and coordination, and the remainder is for estimated costs related to planning fees, any assessment and testing of the site, other professional services or consultation that may be needed outside the contract with RA, and a 10% contingency.

The following table summarizes the current expenses and sources of funding to finance the Atascadero Library expansion. The table shows current expenditures to date on the left. The columns to the right show the Initial Estimate of expenditures, which was provided in February; the Revised Estimate, through construction, based on updated information developed through the conceptual design work provided by RA; and the Variance between the two estimates.

<b>Atascadero Library EXPENDITURES (WBS #320030)</b>	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>TOTAL TO DATE</b>	<b>INITIAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>VARIANCE</b>
Project Administration	\$8,653	\$35,123	\$20,230	\$16,229	\$80,235	\$180,336	\$182,700	\$2,364
Professional Services	\$21,101	\$12,661	\$30,377	\$24,017	\$88,156	\$276,896	\$283,100	\$6,204
Construction (includes Change Order allowance)	\$0	\$0	\$0	\$0	\$0	\$2,119,152	\$2,278,600	\$159,448
Contingencies	\$0	\$0	\$0	\$0	\$0	\$482,256	\$593,300	\$111,044
Miscellaneous (includes \$400K FFE)	\$0	\$0	\$0	\$0	\$0	\$338,912	\$455,000	\$116,088
<b>TOTAL EXPENDITURES</b>	<b>\$29,754</b>	<b>\$47,784</b>	<b>\$50,607</b>	<b>\$40,246</b>	<b>\$168,391</b>	<b>\$3,397,552</b>	<b>\$3,792,700</b>	<b>\$395,148</b>

<b>Atascadero Library FUNDING (WBS #320030)</b>	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>FY 11/12 REQUEST</b>	<b>TOTAL</b>	<b>INITIAL BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>VARIANCE</b>
Atascadero Library Expansion Designation	\$0	\$35,000	\$0	<b>\$158,000</b>	\$193,000	\$0	\$193,000	\$193,000
PFF - Library	\$25,000	\$0	\$31,650	<b>\$158,000</b>	\$214,650	\$25,000	\$214,650	\$189,650
Friends of the Atascadero Library	\$25,000	\$35,000	\$31,650	\$0	\$91,650	\$25,000	\$91,650	\$66,650
<b>FUNDING TOTALS</b>	<b>\$50,000</b>	<b>\$70,000</b>	<b>\$63,300</b>	<b>\$316,000</b>	<b>\$499,300</b>	<b>\$50,000</b>	<b>\$499,300</b>	<b>\$449,300</b>

Budget adjustment request 

The design phase of the project is expected to conclude in September of 2013. 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 contract amount for architectural services for the “One Stop” portion of the project is \$84,778. 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. The table shows current expenditures to date on the left. On the left it shows the Initial Estimate and Revised Estimate, through construction, based on updated information developed through the conceptual design effort of RA, and the Variance between the two estimates. This portion of the project is already funded through construction and closeout.

<b>“One Stop” Service Center EXPENDITURES (WBS #320035)</b>	<b>Prior FY through FY 10/11</b>	<b>FY 11/12</b>	<b>TOTAL TO DATE</b>	<b>INITIAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>VARIANCE</b>
Project Administration	\$7,189	\$6,758	\$13,947	\$84,864	\$91,200	\$6,336
Professional Services	\$6,920	\$760	\$7,680	\$130,304	\$119,900	(\$10,404)
Construction (includes Change Order allowance)	\$0	\$0	\$ 0	\$997,248	\$1,111,100	\$113,852
Contingencies	\$0	\$0	\$ 0	\$226,944	\$281,900	\$54,956
Miscellaneous	\$214	\$0	\$ 214	\$159,488	\$162,500	\$3,012
<b>TOTAL EXPENDITURES</b>	<b>\$14,323</b>	<b>\$7,518</b>	<b>\$21,841</b>	<b>\$1,598,848</b>	<b>\$1,766,600</b>	<b>\$171,820</b>

<b>“One Stop” Service Center FUNDING WBS #320035)</b>	<b>Prior FY through FY 10/11</b>	<b>FY 11/12</b>	<b>TOTAL TO DATE</b>	<b>INITIAL BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>VARIANCE</b>
Capital Projects Fund Balance (Continuation of WBS #300048)	\$4,359,400	\$0	\$4,359,400	\$4,359,400	\$4,359,400	\$ 0
PFF – Gen Govt (eliminated in the FY 20011-12 Budget cycle)	\$825,762	(\$825,762)	\$ 0	\$825,762	\$0	(\$825,762)
<b>FUNDING TOTALS</b>	<b>\$5,185,162</b>	<b>(\$825,762)</b>	<b>\$4,359,400</b>	<b>\$5,185,162</b>	<b>\$4,359,400</b>	<b>(\$825,762)</b>

**RESULTS**

The purchase of the new building allowed the County to consolidate services under one roof and save costs of constructing two separate facilities. The construction of a larger Library will add approximately 8,000 square feet of additional space for library services and will provide better public service and enhance outreach, reading, and technology. The new location centralizes the Library with Atascadero’s downtown core. Combining the new larger Library with the north county offices for Clerk Recorder, Assessor, and Planning Departments provides a single location where citizens of the north county can access several County services related to the departments identified above. This will particularly benefit individuals seeking property related information from the three departments, creating a true “One Stop Shop”. This action contributes to the community wide results of a livable community.

**ATTACHMENTS**

1. Attachment A – Chronology of Board Actions
2. Vicinity Map
3. RA Atascadero Library Contract
4. RA One Stop Service Center Contract