

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # *B-3

Urgent Routine

AGENDA DATE December 10, 2013

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Add a Heating/Air Conditioning Mechanical Unit for the Community Services Agency File Room Conversion Project within the Approved Project Budget.

STAFF RECOMMENDATIONS:

Authorize the Project Manager to issue a Change Order to Simile Construction Service, Inc. in the amount of \$9,129, which can be funded within the approved project budget, for the purchase of one six (6) ton heating, ventilation and air conditioning unit for the Community Services Agency File Room Conversion Project at the Community Services Facility at 251 East Hackett Road, Modesto.

FISCAL IMPACT:

The estimated total maximum of the Community Services Facility (CSF) Interim Facility Plan over a five-year period is \$1,011,841. Appropriations and Estimated Revenues to support the entire project cost are included within the Community Services Agency (CSA) and Women, Infants and Children (WIC) Fiscal Year 2013-2014 budget. The estimated costs for alterations of the Community Services Agency File Room Conversion for mechanical and electrical systems total \$124,188 funded within existing CSA appropriations in the Department's Fiscal Year 2013-2014 budget.

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BOARD ACTION AS FOLLOWS:

No. 2013-606

On motion of Supervisor Monteith, Seconded by Supervisor De Martini

and approved by the following vote,

Ayes: Supervisors: O'Brien, Monteith, De Martini and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: Withrow

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

FISCAL IMPACT: (Continued)

The construction only budget for the CSF File Room Conversion Project is \$82,000. As authorized by the Board of Supervisors, the Project Manager issued a Notice Inviting Bids on October 10, 2013. On October 31, 2013, six bids were received from independent general contractors for the project. The lowest responsible and responsive bid was received in the lump sum amount of \$61,500 from Simile Construction Service, Inc. of Modesto, California. A Notice of Award and Purchase Order for Construction Work was issued on November 7, 2013.

The Project Manager is now returning to the Board of Supervisors for approval of a Change Order in the amount of \$9,129 for the purchase, replacement and installation of one failing six (6) ton heating, ventilation and air conditioning (HVAC) unit for the existing file room that is being converted to staff office space. Approval of the Change Order will increase the construction contract amount with Simile Construction Service, Inc. from \$61,500 to \$70,629. The project remains within budget and on-schedule. As the project progresses, all major project decisions will be brought back to the Board of Supervisors at each phase of the project for consideration, review, and approval.

DISCUSSION:

For the past year, the Health Services Agency's Women, Infant and Children (WIC) Program and Community Services Agency (CSA) have struggled with facility space issues and demands at the Community Services Facility (CSF). On July 16, 2013, the Board of Supervisors approved the Community Services Facility Interim Facility Plan which included the alteration and furnishing to relocate the WIC Program to the first floor of the CSF and to repurpose the CSA File Room for staff space to accommodate approximately 30 to 50 staff. This repurposing of the File Room space has required some facility alterations to the existing electrical and mechanical systems. At that time, the Board of Supervisors authorized the Project Manager to issue a Notice Inviting Informal Bids for electrical and/or mechanical alterations to repurpose the CSA File Room for staff, and to award the bid to the lowest responsive bidder.

On October 31, 2013, six bids were received from independent general contractors for the project. Simile Construction Service, Inc. of Modesto, California submitted the lowest responsive and responsible bid at \$61,500 which was well within the construction budget of \$82,000. A Notice of Award and Purchase Order for Construction Work was issued on November 7, 2013. The Project Manager issued a Notice to Proceed Simile Construction on November 15, 2013 for the CSF File Room Conversion Project. Simile Construction has made significant progress on the project to date.

The Project Manager is now returning to the Board of Supervisors for approval of a Change Order in the amount of \$9,129 for the purchase, replacement and installation of one failing six (6) ton heating, ventilation and air conditioning (HVAC) unit for the existing file room that is being converted to staff office space. Only one mechanical unit was called out for replacement during the investigation and design phase. This

Approval to Add a Heating/Air Conditioning Mechanical Unit for the Community Services Agency File Room Conversion Project within the Approved Project Budget
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additional six (6) ton mechanical unit was originally not identified as requiring replacement and therefore was not included within the base construction purchase order. After field review, it is clear that an additional unit is needed and will support the remodeled space more efficiently and effectively. The cost of the work will include all necessary removal of the old equipment, labor, shipment, crane rental, installation and testing. Simile Construction will warranty the additional units for two years and the unit itself carries a five year manufacturer's warranty. To ensure the mechanical system is operationally efficient, the Project Manager recommends replacement of the unit at this time and is requesting authorization to issue a Change Order to Simile Construction Services, Inc. in the amount of \$9,129. Simile Construction is not requesting an extension of contract time with this Change Order.

The project remains within budget and on-schedule.

Schedule

Implementation of the Interim CSF Interim Facility Plan is in progress. Chief Executive Office-Capital Projects is currently coordinating the work and expects construction completion later in December 2013.

POLICY ISSUES:

Approval of the recommended actions supports the Board's priorities of A Healthy Community and Effective Partnership by supporting the co-locating of partners at the CSF to provide mandated services critical to meeting the needs of families in our community.

STAFFING IMPACT:

Existing Capital Projects staff currently managing the Community Services Agency File Room Conversion will continue to provide construction administration with assistance from Community Services Agency and Health Services Agency WIC staff.

CONTACT:

Patricia Hill Thomas, Chief Operations Officer, 209 525-6333.

STANISLAUS COUNTY CAPITAL PROJECTS

CHANGE ORDER NO. 01

**PROJECT: COMMUNITY SERVICES AGENCY (CSA) STOREROOM
CONVERSION TO OFFICE SPACE IMPROVEMENTS**

CONTRACTOR: SIMILE CONSTRUCTION SERVICE, INC.

ARCHITECT: PACIFIC DESIGN ASSOCIATES, INC.

DESCRIPTION OF WORK REQUESTED:

Price to remove existing rooftop unit and replace with a Bryant rooftop unit totaling 6-tons. Price also includes indoor CO2 sensor as per last meeting.

CROSS-REFERENCE INFORMATION:

RFI No. N/A SI No. 001
COR No. 1 RFQ No. N/A
CP No. 1 CD No. N/A

CONTRACTOR AGREES: TO FURNISH ALL LABOR AND MATERIALS AND PERFORM ALL WORK REQUIRED TO COMPLETE THE ABOVE DESCRIBED WORK CHANGE IN ACCORDANCE WITH THE REQUIREMENTS FOR SIMILAR WORK COVERED BY THE CONTRACT EXCEPT AS OTHERWISE STIPULATED HEREIN FOR THE STATED CONSIDERATION. TO PERFORM THE CHANGES FOR THE AMOUNT INDICATED. NO WORK WILL BE STARTED UNTIL THIS CHANGE ORDER IS PROCESSED UNLESS OTHERWISE DIRECTED THROUGH CHANGE DIRECTIVE.

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| CONTRACTOR: <i>[Signature]</i> | DATE: 12/16/13 | ORIGINAL CONTRACT: \$61,500 |
| CONSTRUCTION MANAGER: <i>[Signature]</i> | DATE: 12-18-13 | PREVIOUS ADDS: \$ 0 |
| ARCHITECT: <i>[Signature]</i> | DATE: 12/18/13 | PREVIOUS DEDUCTS: \$ 0 |
| COUNTY: <i>[Signature]</i> | DATE: 12/19/13 | THIS CHANGE: ADD <u>X</u> DEDUCT <u> </u> \$9,129 |
| COUNTY: | DATE: | CONTRACT TO DATE: \$70,629 |
| | | CONTRACT TIME: Increase / Decrease <u>0</u> Days |
| PAGE <u>1</u> OF <u>1</u> | | DATE OF COMPLETION: December 17, 2013 |

*as approved
by the
Board of Supervisors
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