

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

DEPT: Chief Executive Office

BOARD AGENDA #: *B-3

AGENDA DATE: March 22, 2016

SUBJECT:

Approval of a Change Order Within the Approved Budget for the Public Safety Center Expansion Project Three (Intake, Release, Transportation) for High Density Shelving and Storage

BOARD ACTION AS FOLLOWS:

No. 2016-141

On motion of Supervisor Chiesa, Seconded by Supervisor Withrow
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

ATTEST: Elizabeth A. King
ELIZABETH A. KING, Clerk of the Board of Supervisors

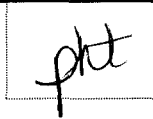
File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office

BOARD AGENDA #: *B-3

Urgent Routine



AGENDA DATE: March 22, 2016

CEO CONCURRENCE:

4/5 Vote Required: Yes No

SUBJECT:

Approval of a Change Order Within the Approved Budget for the Public Safety Center Expansion Project Three (Intake, Release, Transportation) for High Density Shelving and Storage

STAFF RECOMMENDATIONS:

1. Authorize the Project Manager to process a Change Order with Hensel Phelps Construction Company not to exceed \$85,341 within the Public Safety Center Expansion Project Three (Administration, Intake, Release, and Transportation) approved project budget, to increase the amount of high density shelving and storage capacity to meet Sheriff's Department operational needs.
2. Direct the Auditor-Controller to transfer funds from the approved Construction Contingency to the Construction Account in accordance with the recommendation and the Budget Journal which is attached.

DISCUSSION:

On June 17, 2014, the Board of Supervisors awarded the AB 900 Phase II Public Safety Center Expansion Projects One and Three to Hensel Phelps of San Jose. Project Three (Administration, Intake, Release, and Transportation), incorporates specific storage areas for personnel files, active and inactive inmate records, inmate clothing and personal property storage as well as administrative file storage. These storage areas were developed within the original basis of design. The original basis of design furnished these spaces with open shelving and lateral file cabinets.

During the bridging design process, square footage was reduced in these areas from the original program. This reduction was necessary to remain within budget. As the spaces were reduced and combined, it became necessary to use high density storage systems to meet capacity needs. As a part of the Hensel Phelps construction award; an additive alternate was included at \$118,000 to design, furnish and install high density storage systems in three specific areas within Project Three. These areas are as follows: Adult Detention Administration Records Storage, Booking Records Storage, and the Property Storage Room. The Adult Detention Administration Records Storage Room stores personnel files, training files, and administrative custody files for in-custody deaths, Prison Rape Elimination Act (PREA) records, Inmate Classification records, and Board of State Community Corrections (BSCC) Compliance Reports. Files in this area are top tab and some documents are stored in

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binders. Operational need in this area requires locked drawers for confidentiality and open shelving for non-confidential files and reports.

The Booking Record Storage Room holds all of the active inmate records and inmate personal property; approximately 2,000 active files (top tab-filing method) and 2,000 sealed packages of inmate property as well as oversized property. For functionality, this room requires drawers and open shelving. Confidentiality provisions are not required in this room. The room has controlled access and is kept locked. This room specifically supports the male and female booking processes.

The Property Storage Room stores inactive inmate files and inmate personal clothing. The amount of file storage required in this room is space for approximately 40,000 (side tab – filing method) inactive files. The amount of space needed for inmate clothing storage is 1,250 standard storage spaces with approximately fifty spaces being included as oversized, for a total of 1,300 spaces. This room replaces the file storage rooms at the Men's Jail and the current Public Safety Center. This room will now serve the existing Public Safety Center as well as the expansion facility for inmate clothing storage.

During the final design process, it became apparent that the performance criteria, which included the allowance of \$118,000, were not adequate to meet operational need. Capacity was increased for clothing storage and inactive file storage. Drawers were added for active files and inmate personal property and locking drawers were added to allow for confidential administrative and personnel file storage. It is vital that these storage areas function within the projected need. As Adult Detention Operations become centralized on the Public Safety Center site, functions existing in off-site facilities will need to occur within the new expansion project.

The re-design of these spaces requires the Project Manager to process a Change Order with Hensel Phelps for \$85,000 for added capacity scope to the proposed high density storage system design. Board approval of this Change Order is required as the official Change Order policy states that Changes Orders exceeding \$25,000 surpasses the delegated authority to the Project Manager and require Board of Supervisors' approval.

POLICY ISSUE:

Approval of this Change Order, within the approved project budget, is consistent with the Board of Supervisors' August 27, 2013 approval of the Public Safety Center Expansion Project Three Budget. This item was presented to the Board of Supervisors Capital Facilities Committee, comprised of Supervisor O'Brien and Supervisor Monteith who are in support of this recommendation.

FISCAL IMPACT:

On August 27, 2013, the Board of Supervisors approved the Public Safety Center Expansion Project Three (Intake, Release and Transportation) total Project Budget of \$24,044,509 funded from Public Facilities Fees for Jails and Detention. Included in this Project Budget is the funding of \$17,749,000 for the agreement with Hensel Phelps to construct the facility and a

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contingency budget of \$1,420,462. The cost to increase the amount of high density storage to meet the Sheriff's operation need is \$85,341.

Cost of recommended action:		\$ 85,341
Source(s) of Funding:		
Public Facility Fees	85,341	
Funding Total:		<u>\$ 85,341</u>
Net Cost to County General Fund		<u>\$ -</u>

Fiscal Year:	15/16
Budget Adjustment/Appropriations needed:	YES

Fund Balance as of March 15, 2016 N/A

BOARD OF SUPERVISORS' PRIORITY:

Approval of this Change Order is consistent with the Board of Supervisors' priority of A Safe Community by ensuring required storage is available for all future detainees.

STAFFING IMPACT:

This portion of the project will be handled by existing Capital Projects Staff.

CONTACT PERSON:

Patricia Hill Thomas, Project Manager, Telephone: (209) 525-6333

ATTACHMENT(S):

1. Budget Journal

Database FMSDBPRD.CO.STANISLAUS.CA.US.PROD
 Balance Type Budget
 Data Access Set County of Stanislaus
 Ledger * List - Text County of Stanislaus
 Budget List - Text LEGAL BUDGET
 Category * List - Text Budget - Upload
 Source * List - Text CEO NJB
 Currency * List - Text USD
 Period List - Text MAR-16
 Batch Name Text
 Journal Name Text JV CEO CP000407
 Journal Description Text CONTINGENCY FOR HENSEL PHELPS
 Journal Reference Text P3 SHELIVING AND STORAGE
 Organization List - Text Stanislaus Budget Org
 Chart Of Accounts Accounting Flexfield

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 ENTER AS MMM-YY (ALL CAPS FOR MMM) EX: NOV-11

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Upl	Fund (4 char)	Org (7 char)	Account (5 char)	GL Project (7 char)	Location (6 char)	Misc. (6 char)	Other (5 char)	Debit		Credit		Line Description Text
								incr appropriations decr est revenue * Number	* Number	decr appropriations incr est revenue * Number	* Number	
		2077	0061306	80310	0000000	000000	000000	000000	85341			CONSTRUCTION
		2077	0061306	80570	0000000	000000	000000	000000			85341	CONTINGENCY
Totals:										85341	85341	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Explanation:
 MOVE BUDGET FROM CONTINGENCY TO COVER THE HIGH DENSITY SHELIVING AND STORAGE FOR PSC PROJECT 3

Requesting Department NORMA BAKER Prepared by 3/11/2016 Date	CEO <i>[Signature]</i> Supervisor's Approval 3/17/16 Date	Data Entry Keyed by Date	Auditors Office <i>[Signature]</i> Prepared By 3/17/2016 Approved By 3/17/2016 Date
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