

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

DEPT: Chief Executive Office

BOARD AGENDA: 5.B.7
AGENDA DATE: June 12, 2018

SUBJECT:

Approval to Initiate the Clerk-Recorder Public Service Lobby and Counter Remodel Project, Establish a New Capital Project Fund, and Issue a Request For Proposals for Architectural Design and Planning Services

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0274

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

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini

Noes: Supervisors: None


Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

ATTEST:


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:5.B.7
AGENDA DATE: June 12, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: Yes

SUBJECT:

Approval to Initiate the Clerk-Recorder Public Service Lobby and Counter Remodel Project, Establish a New Capital Project Fund, and Issue a Request For Proposals for Architectural Design and Planning Services

STAFF RECOMMENDATION:

1. Approve proceeding with the Clerk-Recorder Office Public Service Lobby and Counter Remodel Project.
2. Direct the Auditor-Controller to establish a new Capital Project Fund for the Clerk-Recorder Public Service Lobby and Counter Remodel Project and authorize a transfer of \$446,709 from the County Clerk-Recorder Fiscal Year 2017-2018 budget, as detailed in the attached journals.
3. Authorize the Chief Operations Officer, acting as the Project Manager, to initiate the Clerk-Recorder Office Public Service Lobby and Counter Remodel Project and to issue a Request for Qualifications and Proposals for design and planning services.

DISCUSSION:

The Stanislaus County Clerk-Recorder is located at 1021 I Street in Modesto on the first (ground) floor and third floor. The 12,000 square foot first floor is nearly entirely occupied by the Clerk-Recorder's public Recorder office lobby, counter and staff areas, and by the Elections Division. In 2011 new flooring was put in the Clerk-Recorder space; however much of the original design is still in place. In 2005-2006 a remodel of the second floor Public Defender office and third floor Clerk-Recorder Administrative Office areas was completed.

The proposed project will include re-design of the first floor Recorder's office public lobby, reception, waiting area, public service counter and reference areas, plus the adjacent Recorder's office staff workstations and offices. Both the Clerk-Recorder's office ("Recorder's Office") and the Elections Office are essential County services that are frequently accessed by the public. Public services include filing or obtaining official records such as birth, marriage, and death certificates, divorce records, property transactions, official maps, reports, and much more. The objectives of this project are:

- a) To expand the Recorder's public service counter area by the rearrangement and addition of service counter windows;
- b) To enlarge the public waiting lobby and reference materials area;
- c) To make safety and security improvements for the protection of the public and staff;
- d) To improve the mechanical systems serving the first floor lobby area;
- e) To replace dated and well-worn finishes and furnishings.

To initiate this effort, staff recommend issuance of a Request for Qualifications and Proposals for architectural and engineering services. A project architect will evaluate current and projected needs, configuration of the available first floor space and building systems, and will recommend conceptual solutions for revision of the Recorder's first floor layout to best meet the objectives.

The architect's conceptual plan will also enable various improvement recommendations to be valued, and the Project Team will consider and make recommendations to the Board of Supervisors for a project that: 1) best resolves the needs within the existing space; 2) can be achieved without requiring closure or disruption of any public services; and 3) provides the greatest benefit by meeting the objectives for the estimated cost of the project.

The conceptual design of the project will consider security enhancements, mechanical upgrades, and incorporation of deferred maintenance items and compliance with the Americans with Disabilities Act Accessibility Guidelines.

The architect will present conceptual options to the Project Team, and a recommended plan will be developed in detail, including development of project bidding construction drawings and specifications. The architect will remain involved through the bidding and award of the construction and through the completion of the project.

Once the project concept is formalized and a detailed project cost estimate and schedule is developed, staff will return to the Board of Supervisors for approval of the project design, schedule, cost and funding plan prior to proceeding toward construction.

POLICY ISSUE:

The Board of Supervisors directs the actions to initiate, plan and complete the County's Capital Improvement projects.

FISCAL IMPACT:

The actual cost of the project is not known at this time. However, funds for this phase of the project are available in the County Clerk-Recorder budget. If approved by the Board of Supervisors, this initial project phase will include planning and design of recommended improvements to the Recorder's first floor public lobby and counter areas. This action will transfer \$446,709 in approved Department appropriations to a new Capital Project Fund. Of this amount \$108,000 is needed for the initial design phase. Future phases of the project will be funded using the remaining appropriations in the new Capital Project Fund. It is also anticipated that construction will be funded using the County Clerk-Recorder Modernization Trust Fund and Deferred Maintenance funds.

Once the plan concept is identified, a detailed estimate of costs and project schedule requirements will be conducted and a plan for temporary relocation of public services during construction activities will be developed. The revised plan, cost and schedule will be presented to the Board of Supervisors along with a finalized project funding plan prior to the bidding, award and construction of the project.

BOARD OF SUPERVISORS' PRIORITY:

These recommended actions are consistent with the Boards' Priority of *Delivering Efficient Public Services and Community Infrastructure* by initiating the Clerk-Recorder Public Lobby and Counter Remodel Project.

STAFFING IMPACT:

There is no additional staffing impact associated with this item. Existing Capital Projects, and Clerk-Recorder staff will be dedicated to the successful delivery of this project.

CONTACT PERSON:

Patricia Hill Thomas, Chief Operations Officer, Telephone: (209) 525-6333.

ATTACHMENT(S):

1. Journal (A)
2. Journal (B)
3. Request for Qualifications and Proposals (Available from Clerk)

Database	FMSDBPRD.CO.STANISLAUS.CA.US.PROD	DO NOT CHANGE
Balance Type	Budget	DO NOT CHANGE
Data Access Set	County of Stanislaus	DO NOT CHANGE
Ledger	* List - Text County of Stanislaus	DO NOT CHANGE
Budget	List - Text LEGAL BUDGET	DO NOT CHANGE
Category	* List - Text Budget - Upload	DO NOT CHANGE
Source	* List - Text CEO AJ	
Currency	* List - Text USD	
Period	List - Text JUN-18	DO NOT CHANGE
Batch Name	Text	ENTER AS MMM-YY (ALL CAPS FOR MMM) EX: NOV-11
Journal Name	Text JV CEO CP000525	
Journal Description	Text Clerk Recorder Remodel	
Journal Reference	Text	
Organization	List - Text Stanislaus Budget Org	DO NOT CHANGE
Chart Of Accounts	Accounting Flexfield	DO NOT CHANGE

Upl	Fund (4 char)	Org (7 char)	Account (5 char)	GL Project (7 char)	Location (6 char)	Misc. (6 char)	Other (5 char)	Debit incr appropriations decr est revenue * Number	Credit decr appropriations incr est revenue * Number	Line Description Text
	2088	0061147	50000	0000000	000000	000000	000000	00000	25,000	SALARIES
	2088	0061147	50120	0000000	000000	000000	000000	00000	25,000	PSC SALARIES
	2088	0061147	62400	0000000	000000	000000	000000	00000	10,000	MISC EXP
	2088	0061147	62600	0000000	000000	000000	000000	00000	250	OFFICE SUPPLIES
	2088	0061147	62630	0000000	000000	000000	000000	00000	500	OUTSIDE PRINTING
	2088	0061147	62730	0000000	000000	000000	000000	00000	250	POSTAGE
	2088	0061147	63000	0000000	000000	000000	000000	00000	1,000	PROF/SP SERVICES
	2088	0061147	63640	0000000	000000	000000	000000	00000	2,500	LEGAL SERVICES
	2088	0061147	64220	0000000	000000	000000	000000	00000	40,000	ARCHITECT
	2088	0061147	65000	0000000	000000	000000	000000	00000	3,500	PUBLICATIONS
	2088	0061147	80300	0000000	000000	000000	000000	00000	338,709	CONSTRUCTION
	2088	0061147	46600	0000000	000000	000000	000000	00000		446,709 XFR IN
	0100	0020100	85850	0000000	000000	000000	000000	00000	446,709	XFER OUT
	0100	0020100	65660	0000000	000000	000000	000000	00000		124,309 SPECIAL DEPT. EXP.
	0100	0020100	80410	0000000	000000	000000	000000	00000		322,400 REMODEL

Totals: 893418 893418
 Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Explanation: Establish a new Capital Project Fund, Clerk Recorder Remodel Project Fund (2088), using approved appropriations for this purpose in the Clerk-Recorder budget.

Requesting Department		CEO		Data Entry		Auditors Office Only	
Andrew Johnson	Patricia Hill Thomas					Brenda Kiely	
Prepared by	Supervisor's Approval			Keyed by		Prepared By	Approved By
6/1/2018	6/6/2018					6/6/2018	
Date	Date			Date		Date	Date

Request for Qualifications and Proposals

(Available from Clerk)