

STAFF REPORT

BOARD MEETING DATE: December 19, 2023

CATEGORY: Consent Calendar {{item.number}}

SUBJECT: Approve an agreement with Nichols-Melburg & Rossetto, AIA & Associates, Inc., for architectural and engineering services for the Schematic Design Phase of the “VSO Move to 1880 Shasta Street Project,” Contract No. 610601.

DEPARTMENT: Public Works

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Troy Bartolomei, Interim Director of Public Works, (530) 225-5661

STAFF REPORT APPROVED BY: Troy Bartolomei, Interim Director of Public Works

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	General Fund Impact

RECOMMENDATION

Approve an agreement with Nichols-Melburg & Rossetto, AIA & Associates, Inc., (NMR) in an amount not to exceed \$82,000, for architectural and engineering services for the Schematic Design Phase of the “VSO Move to 1880 Shasta Street Project,” Contract No. 610601, effective date of signing and ending on June 30, 2024.

DISCUSSION

The Veterans Services Office (VSO) is located at 1885 Shasta Street. The VSO was constructed in 2010. The current VSO lacks some amenities. The facility has a small lobby, parking is an issue, and additional space is needed to accommodate Veteran’s with mobility issues. The County owns the building across the street at 1880 Shasta Street. It offers more room and a parking lot in the back. Proposed additional work includes deferred maintenance issues – the replacement of the roof with improved drainage, and replacement of rooftop HVAC units. The services proposed in this initial agreement only consider the schematic design phase of the overall project. This allows the County to review various schematic design options and preliminary estimates before proceeding with the overall project. It will include final design, bidding, and construction. If additional services are added, it will require a contract amendment and Board approval.

In May, a Request for Proposals (RFP) was issued for architectural and engineering services. Two proposals were received. Staff from Public Works and the CAO’s office reviewed the proposals and selected NMR. On October 17, the Board directed staff to amend the proposed agreement. Work associated with the current VSO location at 1885 Shasta Street was removed from the scope of work to comply with the Board’s direction. Approval is recommended for the revised agreement.

ALTERNATIVES

The Board may decline to enter into the proposed agreement with NMR. Architectural and engineering services are required to deliver the project. The Board may direct staff to renegotiate terms, reissue the RFP, or decline to proceed with the project at this time. If the Board declines to proceed with the project, the VSO will remain at the current location. The proposed improvements would not be possible.

OTHER AGENCY INVOLVEMENT

County Counsel has approved the agreement as to form. Risk Management has approved the agreement. The recommendation has been reviewed by the County Administrative Office.

FISCAL IMPACT

The cost estimate for the schematic design phase is \$120,000. Sufficient appropriations for the services are included in the Fiscal

Year 2023-24 Roads budget. General Fund will reimburse Roads for all project costs.

ATTACHMENTS:

1: Draft Agreement