

STAFF REPORT

<b>BOARD MEETING DATE:</b>	October 17, 2023
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**CATEGORY:** Regular Calendar 11

**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 and DA Remodel 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

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

Approve an agreement with Nichols, Melburg & Rossetto, AIA & Associates, Inc., in an amount not to exceed \$90,000, for architectural and engineering services for the Schematic Design Phase of the “VSO Move to 1880 Shasta Street and DA Remodel 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, when the old Shasta County Library was remodeled for a new District Attorney (DA) Office. 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. The DA needs additional space. The vacated VSO space will be remodeled for DA purposes. The remaining space at 1880 Shasta Street will be used by another County Department. 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 considers 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, which including 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 Nichols, Melburg & Rossetto, AIA & Associates, Inc. (NMR). A proposed agreement has been negotiated and is recommended for approval.

**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. Declining to enter into the agreement would prevent the VSO from expanding the scope and quality of services provided to Veterans. Reissuing the RFP will delay the project significantly and cost the County additional funds.

**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 total cost estimate for the schematic design phase is \$120,000. Sufficient appropriations for the services are included in the Adopted Fiscal Year 2023-24 Roads budget. General Fund will reimburse Roads for all project costs.

**ATTACHMENTS:**

1: Proposed Agreement