



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 31, 2015

Subject: APPROVE and AUTHORIZE Advertisement for Tenant Improvements at 2530 Arnold Drive, Suite 350, Martinez, for Health Services Department (WW0818)

RECOMMENDATION(S):

1. APPROVE the design and bid documents, including the plans and specifications, for Tenant Improvements at 2530 Arnold Drive, Suite 350, Martinez, for the Health Services Department.
2. DETERMINE that the project is a California Environmental Quality Act (CEQA) Class 1a Categorical Exemption; DIRECT the Director of Conservation and Development, or designee, to promptly file a Notice of Exemption with the County Clerk; and DIRECT the Public Works Director, or designee, to arrange for payment of the \$50 handling fee to the County Clerk for filing the Notice of Exemption and the \$25 handling fee to the Department of Conservation and Development for processing costs.
3. AUTHORIZE the Public Works Director, or designee, to solicit bids to be received on or about April 30, 2015, and issue bid addenda, as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate.
4. DIRECT the Clerk of the Board to publish, at least 14 calendar days before the bid

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/31/2015** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 31, 2015

Contact: Ramesh
Kanzaria, (925) 313-2000

David Twa, County Administrator and Clerk of the Board of
Supervisors

By: , Deputy

opening date, the Notice to Contractors in accordance with Public Contract Code Section 22037, inviting bids for this project.

5. DIRECT the Public Works

RECOMMENDATION(S): (CONT'D)

Director, or designee, to send notices by email or fax and by U.S. Mail to the construction trade journals specified in Public Contract Code Section 22036 at least 15 calendar days before the bid opening.

FISCAL IMPACT:

Funding is provided by Enterprise Fund I.

BACKGROUND:

Originally, to support the ccLink electronic health record (EHR) implementation, the Health Services Department (HSD) Information Technology (IT) Unit moved into 2530 Arnold, Suite 350, previously occupied by the Office of Revenue and Collections. This space still has the cashier windows, small counseling rooms, and offices that are too small for multiple staff yet too large for a single manager. The suite requires remodeling in order to be more functional for an IT office environment and to enhance productivity by allowing the work teams to locate collectively. This project will also allow more staff to be relocated from other HSD IT locations, thereby making former spaces available for other functions.

Plans and specifications for the project have been prepared for the Public Works Department by Kava Massih Architects and filed with the Clerk of the Board by the Public Works Director. The construction cost estimate is \$217,000, and the general prevailing wage rates are on file with the Clerk of the Board of Supervisors and will be the minimum rates paid on this project.

The project involves interior work consisting of limited demolition, architectural and electrical improvements, and modifications such as wall additions and alterations, painting, floor coverings, doors and hardware, lighting, low voltage, and related work.

CONSEQUENCE OF NEGATIVE ACTION:

If this project is not constructed, HSD IT will continue to have staff at several locations and to have operational inefficiencies. In addition, space will not be vacated at other locations and made available for other intended purposes.

CHILDREN'S IMPACT STATEMENT:

Not applicable.