



**Contra  
Costa  
County**

To: Board of Supervisors

From: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Date: October 17, 2017

Subject: Approve and Authorize a Consulting Services Agreement with Fennie + Mehl Architects, for Architectural Services, Martinez.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Interim Public Works Director, or designee, to execute a Consulting Services Agreement with Fennie + Mehl Architects, in an amount not to exceed \$280,000, to provide architectural services for the remodel of Suite 200 for CCTV, 10 Douglas Dr., Martinez Project.

**FISCAL IMPACT:**

100% Public Education and Government Cable Access Funds.

**BACKGROUND:**

Fennie + Mehl Architects and the specialized engineering consultants assembled for the Contra Costa Television (CCTV) project have the design and technical experience that is appropriate to the scale and scope of this project.

CCTV operates a full-service studio and associated production functions from an office suite in the building at 10 Douglas Drive. In 2010, the addition of a second channel resulted in the need to expand office space. Non-production staff moved across the hall to a second

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/17/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V  
Supervisor

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: October 17, 2017

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

Contact: Ramesh Kanzaria,  
(925) 313-2000

By: June McHuen, Deputy

cc:

suite where administrative functions continue today. Over the past 5 years, CCTV has grown to manage the programming and operations of 5 channels, resulting in additional workload and space needs for equipment, County staff and contractors.

With the expansion of responsibility for web streaming as well as increased cable television production, additional equipment has been necessary

### BACKGROUND: (CONT'D)

to fully manage the video operations. CCTV has run out of space for operations, and moving production equipment and staff to the administrative suite would be highly inefficient and costly. Given the additional program and production responsibilities, additional interns and contract staff are frequently used to supplement the small County staff, and there isn't room for additional video editing work stations for them to use.

Beyond the work space, the television studio is also outdated, inadequate in size, and lacks sufficient storage space. CCTV has resumed more frequent use of its studio for live and taped productions, and the current studio does not meet the needs for a facility that has to be quickly reconfigured for each type of production. Storage space has been completely exhausted. The former green room, used for show guests prior to productions, is now used for storage.

In addition, the layout of the space is not conducive to either team meetings or consultations with customers and clients. There is no space for a reception area and CCTV has frequent guests from County departments, city partners and the public.

With dedicated capital construction funds available and CCTV's operations continuing to expand, it is important that the studio and office space expand accordingly and modernize to reflect the new business of both web streaming and editing as well as cable television production.

### CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, CCTV will continue to operate with inadequate and insufficient space and equipment. Staff, program producers and contract videographers, producers and editors will continue to use less cost-effective equipment and space.