



COUNTY OF HUMBOLDT

For the meeting of: 5/12/2026

File #: 26-376

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Final Acceptance for the Ferndale Veterans Memorial Building HVAC Upgrades Project, Project Number 170250

RECOMMENDATION(S):

That the Board of Supervisors:

1. Accept the work of DCI Builders as substantially complete for the Ferndale Veterans Memorial Building HVAC Upgrades Project #170250; and
2. Authorize the Director of Public Works to file a Notice of Completion for the project as required.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3002 - Invest in county facilities

DISCUSSION:

The Ferndale Veterans Memorial Building is a county owned building built in 1948-49 in Ferndale which serves the Veteran community and the general public. The building has had several iterations of mechanical heating systems, including using a boiler, a propane burning forced air unit, and most recently fuel burning monitor heaters. These systems have each failed in turn. A new system has been designed to meet the buildings space conditioning need. In addition to this work, a number of related issues including power service, damaged interior finishes and lighting are included in the work.

Plans for the work were prepared by Public Works and their engineering consultant Frontier Consulting Engineers. Following a bid released on Aug. 13, 2024, your Board awarded the Ferndale Veterans Memorial Building HVAC Upgrades Project to DCI Builders on Oct. 8, 2024.

DCI Builders has substantially completed their contract obligations and therefore the Ferndale Veterans Memorial Building HVAC Upgrades Project can be accepted as substantially complete in accordance with the contract documents. The Board must accept the project-related work prior to filing final acceptance. After the Board's acceptance, the required Notice of Completion can be filed with the Humboldt County Recorder and the mandatory 35-day lien period can begin. Following completion of the lien period, the County of Humboldt can release or reduce the payment retention provided that no stop notices have been filed and any remaining contract work is complete.

Accordingly, Public Works recommends that the Board approve, and authorize the Public Works Director, or a designee thereof, to accept the work of DCI Builders as substantially complete and file the associated Notice of Completion now that the work has been

completed.

SOURCE OF FUNDING:

Capital Project Fund (3562) and Deferred Maintenance Fund (3564)

FINANCIAL IMPACT:

<i>Expenditures (3562170)</i>	FY24-25	FY25-26
<i>Budgeted Expenses</i>	<u>883,374</u>	<u>192,573</u>
<i>Additional Appropriation Requested</i>	<u>0</u>	<u>0</u>
<i>Total Expenditures</i>	<u>883,374</u>	<u>192,573</u>

**Projected amounts are estimates and are subject to change.*

<i>Funding Sources (Fund, Budget Unit)</i>	FY24-25	FY25-26
<i>General Fund</i>	<u>272,103</u>	104,897
<i>Deferred Maintenance</i>	<u>611,271</u>	<u>87,676</u>
<i>Total Funding Sources</i>	<u>883,374</u>	<u>192,573</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Currently the budgeted total project cost is \$1,075,947, which includes a contingency of \$87,525. Prior executed change orders on this project include Change Order 1.0 for \$27,105.75 and 5 days; Change Order 2.0 for 60 days; Change Order 3.0 for \$23,255.00 and 15 days; Change Order 4.0 for \$32,938.38 and 13 days; Change Order 5.0 totals \$82,109.55 and 112 days of time. Change Order 6.0 totals \$6,186.23 and 43 days of time. Total project costs are coming under budget and are estimated to be \$1,160,118. The costs for these change orders are included in the adopted revenue and expense budget for the Public Works - Capital Projects Division (3526-170) for FY 2025-26.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Staffing will not be impacted.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to approve acceptance of this project at this time. However, this alternative is not recommended as the general contractor has substantially completed their portion of the work and will therefore be entitled to release of retention upon completion of the mandated 35-day lien release period.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: 08/13/2024; 10/8/2024; 11/18/2025

File No.: 24-1171; 24-1401; 25-1285