



COUNTY OF HUMBOLDT

For the meeting of: 10/29/2024

File #: 24-1397

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Final Acceptance of the Auditor-Controller Office Tenant Improvement Project, Project Number 2023-101 and Supplemental Budget for the Auditor-Controller Budget (1100111) in the Amount of \$41,307 for Fiscal Year 2024-25 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Accept the completion of the Humboldt County Auditor-Controller's Office Tenant Improvement Project, Project Number 2023-101;
2. Authorize the Purchasing Agent to sign the Notice of Completion for the project; and
3. Approve the Supplemental Budget for the Auditor-Controller budget (1100111) in the amount of \$41,307 Fiscal Year (FY) 2024-25 (4/5 Vote 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:

On Sept. 27, 2022, the Board allocated a one-time amount from the General Fund of \$735,874 for renovation and Americans with Disabilities Act (ADA) barrier remediation, modernization and tenant improvements to the Auditor-Controller Office located in the Humboldt County Courthouse, Room 126. During the FY 2023-24 budget cycle your Board approved funding the project in the amount of \$700,000 from the 2020 Finance Plan due to the anticipation of General Fund budget shortfalls.

On Oct. 20, 2022, the County of Humboldt entered into a consultant services agreement with Nichols, Melburg and Rossetto Architects (NMR) for professional design and improvements intended to remediate barriers to access as defined under the ADA and tenant improvements that created a new configuration that allows for a better use of available space, and included accessible and universal design, new flooring, ceilings, and lighting.

On April 18, 2023, your Board authorized the Auditor-Controller's Office Tenant Improvement Project to be advertised for public bid.

On Oct. 3, 2023, your Board authorized the bid award for the modernization of the Auditor-Controller's Office Tenant Improvement Project to Adam's Commercial General Contracting, Inc. (ACGC) of Eureka, California in the amount of \$709,640. Since that bid award, three change orders have been executed in the amount of \$17,504, to be funded through a combination of Finance Plan and Deferred Maintenance funds.

ACGC has substantially completed their contractual obligations and therefore the Auditor-Controller’s Office Tenant Improvement Project can be accepted as complete in accordance with the contract documents. Your Board must accept the project prior to filing final acceptance. After your 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 has been completed.

SOURCE OF FUNDING:

General Fund (1100)
Deferred Maintenance Fund (3464)

FINANCIAL IMPACT:

<i>Expenditures (1100-111)</i>	FY24-25
<i>Additional Appropriation Requested</i>	<u>\$41,307</u>
<i>Total Expenditures</i>	<u>\$41,307</u>

<i>Funding Sources (1100-111)</i>	FY24-25
<i>Use of Fund Balance</i>	<u>\$37,739</u>
<i>Deferred Maintenance</i>	<u>\$3,568</u>
<i>Total Funding Sources</i>	<u>\$41,307</u>

Narrative Explanation of Financial Impact:

The total cost for the construction of the Auditor-Controller Tenant Improvement Project was \$865,662. The attached supplemental budget in the total amount of \$41,307 will use General Fund fund balance in the amount of \$37,739 as dedicated project funds for this project are currently in the General Fund due to receipt of 2020 Finance Plan in FY 2023-24 and \$3,568 from the Deferred Maintenance fund will complete the revenue for this request. This supplemental budget will appropriate sufficient funds to cover the remaining contract and inspection costs for the project.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:
Approval of this action has no impact to staffing levels.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to accept the recommended actions. However, this alternative is not recommended as ACGC has completed their contractual obligations and therefore are entitled to the release of retention at the conclusion of the 35-day lien period.

ATTACHMENTS:

- 1. Notice-of-Completion
- 2. Supplemental Budget - Auditor Controller

PREVIOUS ACTION/REFERRAL:

Meeting of: 6/29/2021,10/20/2020, 9/27/2022, 4/18/2023, 10/03/2023
File No.: 21-351, 20-1318, 22-1177, 23-468, 23-1114