



# COUNTY OF HUMBOLDT

For the meeting of: 10/20/2020

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File #: 20-1334

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

Consultant Services Agreement with Sally Swanson Architects, Inc. Regarding the Provision of Architectural Design and Construction Management Services related to the Garberville Mini-Campus Project

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Purchasing Agent, or a designee thereof, to execute, the attached consultant services agreement with Sally Swanson Architects, Inc. regarding the provision of design and construction management services related to the Garberville Mini-Campus Project in an amount not to exceed Two Hundred Eighty-Three Thousand Eight Hundred Ten Dollars (\$283,810.00) for the period of April 18, 2019 through June 30, 2020; and
2. Authorize the Purchasing Agent, or a designee thereof, to execute any and all subsequent amendments to the attached consultant services agreement with Sally Swanson Architects, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office - Budget and Management Team.

**SOURCE OF FUNDING:**

ADA Internal Service Fund (3552)

**DISCUSSION:**

On September 7, 2016, the County of Humboldt entered into a Consent Decree with the United States Department of Justice (“DOJ”) that required the commencement of the Humboldt County Americans with Disabilities Act Compliance Project. The purpose of the Humboldt County Americans with Disabilities Act Compliance Project is to bring all facilities that are utilized by the County of Humboldt to provide programs, services and activities to the public into compliance with the Americans with Disabilities Act (“ADA”). After significant progress with Consent Decree access barrier removal, the DOJ allowed the Consent Decree to expire on March 13, 2020. The Garberville Mini-Campus Project illustrates the County of Humboldt’s continued commitment towards access barrier removal at its facilities as well as completing the remaining access barrier removal outlined in the Consent Decree.

The Garberville branch of the Humboldt County Library and the Garberville Sheriff’s Sub-Station are

both facilities listed in the Consent Decree as having access barriers defined under the ADA. The costs associated with ADA barrier remediation at these sites, combined with an excessive amount of deferred maintenance, as well as the campus focused efforts of Facilities Master Planning, has a mini-campus concept as the appropriate solution to remediate the facilities deficiencies and Consent Decree barriers in Garberville.

On November 13, 2018, the Board authorized staff to issue a Request for Qualifications to solicit qualified professional design and construction management firms to provide architectural design and construction management services needed to complete the Garberville Mini-Campus Project. The Board subsequently authorized the Purchasing Agent to enter into a consultant services agreement for the provision of design and construction management services on February 19, 2019.

On April 18, 2019, the Purchasing Agent executed a consultant services agreement with Sally Swanson Architects, Inc. regarding the provision of architectural design and construction management services related to the Garberville Mini-Campus Project in the amount of Two Hundred Thirty-Four Thousand Sixty Dollars (\$234,060.00) for the period of April 16, 2019 through January 21, 2020. On September 20, 2019, the original consultant services agreement with Sally Swanson Architects, Inc. was amended in order to expand the scope of services set forth therein and increase the maximum amount payable thereunder to Two Hundred Fifty-Four Thousand Sixty Dollars (\$254,060.00).

The attached consultant services agreement will allow Sally Swanson Architects, Inc. to continue providing architectural design and construction management services, including additional interior finishes and foundation design services, related to the Garberville Mini-Campus Project for the period of April 18, 2019 through June 30, 2020. It should be noted that the attached consultant services agreement with Sally Swanson Architects, Inc. has a start date of April 18, 2019 in order to cover project deliverable dates that were included in the original consultant services agreement, as amended.

Accordingly, staff recommends that the Board approve, and authorize the Purchasing Agent, or a designee thereof, to execute, the attached consultant services agreement with Sally Swanson Architects, Inc. regarding the provision of architectural design and construction management services related to the Garberville Mini-Campus Project for the period of April 18, 2019 through June 30, 2020. It is also recommended that the Board authorize the Purchasing Agent, or a designee thereof, to execute any and all subsequent amendments to the attached consultant services agreement with Sally Swanson Architects, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team, in order to avoid any unnecessary delays in the provision of needed architectural design and construction management services.

**FINANCIAL IMPACT:**

The attached consultant services agreement with Sally Swanson Architects, Inc. has a maximum amount payable of Two Hundred Eighty-Three Thousand Eight Hundred Ten Dollars (\$283,810.00) for the period of April 18, 2019 through June 21, 2020. In no event shall the maximum amount paid under the attached consultant services agreement with Sally Swanson Architects, Inc. exceed Seventy-Five Thousand Eight Hundred Eighty-Six Dollars (\$75,886.00) for fiscal year 2018-2019, One Hundred Twenty-Eight Thousand Three Hundred Nine Dollars (\$128,309.00) for fiscal year 2019-2020 and

Seventy-Nine Thousand Six Hundred Fifteen Dollars (\$79,615.00) for fiscal year 2020-2021. However, if local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached consultant services agreement with Sally Swanson Architects, Inc. in its entirety.

Expenditure appropriations related to the attached consultant services agreement with Sally Swanson Architects, Inc. have been included in the approved fiscal year 2020-2021 budget for ADA Compliance budget unit 3552-152. As a result, approval of the attached consultant services agreement with Sally Swanson Architects, Inc. will not impact the Humboldt County General Fund.

**STRATEGIC FRAMEWORK:**

The recommended actions support the Board of Supervisors' Strategic Framework by fostering transparent, accessible, welcoming and user-friendly services and enforcing laws and regulations to protect residents.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the attached consultant services agreement with Sally Swanson Architects, Inc. regarding the provision of architectural design and construction management services related to the Garberville Mini-Campus Project. However, this alternative is not recommended since it will not allow the Garberville Branch of the Humboldt County Library and the Garberville Sheriff's Substation to be brought into compliance with applicable ADA requirements.

**ATTACHMENTS:**

1. Consultant Services Agreement with Sally Swanson Architects, Inc. Regarding the Provision of Architectural Design and Construction Management Services related to the Garberville Mini-Campus Project

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C5, C9

Meeting of: 11/13/2018, 02/19/2019

File No.: 18-1442, 19-207