



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

File #: 25-1411

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Bid Authorization for the Economic Development and Department of Child Support Services Tenant Improvement Project, Project Number 2025-601

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive and approve the attached plans and specifications for the Economic Development and Department of Child Support Services (DCSS) Tenant Improvement Project, Project Number 2025-601; and
2. Authorize the Clerk of the Board to advertise the Economic Development and Department of Child Support Services Tenant Improvement Project, Project Number 2025-601, pursuant to Section 22037.

STRATEGIC PLAN:

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

Area of Focus: Core Services/Other

Strategic Plan Category: 3002 - Invest in county facilities

DISCUSSION:

On Sept. 7, 2016, the county 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 (ADA) Compliance Project. The purpose of the Humboldt County ADA Compliance Project is to bring all county-owned and leased facilities that provide programs, services, and activities to the public into compliance with the ADA. The Economic Development and Department Child Support Services (DCSS) Tenant Improvement Project is part of this effort.

On March 28, 2025, the County of Humboldt entered into a consultant services agreement with Alameda Architecture to provide consulting services, including providing schematic designs, preparing construction documents, reviewing plans, overseeing the bidding process and overseeing the construction phase.

This project includes tenant improvements and ADA barrier removal for the shared office space at 2420 6th Street in Eureka, currently occupied by the Economic Development and DCSS programs. The project will modify approximately 9,500 square feet of space to meet accessibility requirements and accommodate changing program-specific needs by reducing the overall footprint occupied by DCSS and by creating a shared lobby space to support both Economic Development and DCSS needs.

Improvements include the redesign and renovation of private and open office areas, ADA modifications to the shared conference room and break room, and upgrades to two sets of multi-user restrooms and two single-user gender neutral restrooms to meet

current code. A new multi-use space will be constructed to function as both a computer lab and a meeting area for county commissions and advisory boards. The lobby will be updated with ADA-compliant service counters to ensure accessible customer service areas. The project is scheduled to bid on Jan. 20, 2026, and is expected to be completed in September 2026.

In accordance with the terms and conditions of the current lease, the property owner has agreed to assume all costs associated with the replacement of floor coverings, ADA-related modifications, painting, and the administrative staff time necessary to complete these alterations. The bid form is structured to ensure that, at the time of bidding, the actual costs attributable to both landlord- and County-responsible project tasks are clearly identified. It further delineates the costs that will be directly assigned to, as well as those that will be shared by Economic Development and the DCSS.

All building alterations completed as part of this project will meet or exceed accessibility requirements under the ADA and support the County's commitment to modernizing and consolidating services within centralized campuses.

SOURCE OF FUNDING:

Child Support Services (1380)

General Fund, Economic Development (1100275)

FINANCIAL IMPACT:

Expenditures (1380) (1100275)	FY25-26	FY26-27 Projected*
Budgeted Expenses	\$842,329	\$63,333
Total Expenditures	\$842,329	\$63,333

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

Funding Sources (1380) (1100275)	FY25-26	FY26-27 Projected*
Economic Development (1100275)	\$137,082	\$23,666
DCSS (1380)	\$295,913	\$39,667
Landlord	\$409,334	
Total Funding Sources	\$842,329	\$63,333

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

Narrative Explanation of Financial Impact:

The total estimated cost for the project is \$905,662, which includes design services, administrative costs, construction contingencies and Certified Access Specialist (CASp) inspection costs. Of this amount, \$66,829 in state DCSS funding has already been approved for design services with Alameda Architecture, the department will continue to seek approval of funds for the ongoing stages of the Economic Development & DCSS Tenant Improvement Project.

The remaining project costs will be funded through a combination of Economic Development resources, state funding allocated to DCSS and the landlord's contribution for required ADA-related modifications. Of the total project estimate, expected contributions are as follows: Economic Development (1120275) \$160,748, DCSS (1380) \$335,580 and \$409,334 from the property owner for ADA-related improvements, flooring, painting and staff time as part of the obligations outlined in the existing rental lease agreement.

For fiscal year (FY) 2025-26, Economic Development (1120275) is anticipated to contribute \$137,082 and DCSS (1380) is anticipated to contribute \$295,913. Updated financial details will be presented to your Board following receipt of competitive bids, any necessary budget adjustments for FY 2025-26 will also be brought before your Board at that time.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

The recommended actions will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve staff recommendations. However, this alternative is not recommended as the current facility does not meet the operational needs of Economic Development or DCSS. The space is underutilized, lacks proper public access for Economic Development and presents barriers to access identified in the County's ADA Compliance Plan. Moving forward with the project will improve functionality, accessibility and overall service delivery.

ATTACHMENTS:

1. Economic Development & Department of Child Support Services Construction Drawings
2. Economic Development & Department of Child Support Services Lead Specifications

PREVIOUS ACTION/REFERRAL:

Meeting of: 08/08/2025

File No.: 23-977