



COUNTY OF HUMBOLDT

For the meeting of: 4/16/2019

File #: 19-454

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

First Amendment to the Professional Services Agreement with The KPA Group for Master Planning Services and Americans with Disabilities Act (ADA) Transition Planning Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the First Amendment to the Professional Services Agreement with The KPA Group for Master Planning Services and ADA Transition Planning Services.

SOURCE OF FUNDING:

ADA Compliance Internal Service Fund (ISF)

DISCUSSION:

The county is entrusted with managing real property assets to maximize public benefits while minimizing expenses. Real property assets are a key component of the infrastructure necessary to carry out the programs, services and activities that the county provides to the public. This responsibility also includes proper utilization and maintenance of the assets and managing space as necessary to meet current and increased needs for public services. As a result, the county owns and leases real property assets used for diverse public purposes including, but not limited to, general office buildings, health and human services, correctional facilities, public works, fairgrounds, airports, parks, and Veterans Halls. Your Board recognized the need for continuous improvement and long-range planning to properly manage real property assets and therefore allocated funds in the amount of \$250,000 in fiscal year (FY) 2017-18 for the purpose of contracting with an architectural/design firm to assess the county's facilities and develop a master plan.

On March 13, 2018, your board approved the professional services agreement with The KPA Group for Facility Assessment and Master Planning Services. This agreement was for phase one of a multi-phased project.

Phase one of the Facilities Master Plan project included facilities' condition assessments and master planning services for two specific geographical locations, Eureka and Garberville. With a focus on the

Courthouse, Clark Complex/One Stop Permitting in Eureka and the Garberville mini-campus. Included in phase one was data visualization map/models, facility assessments continuation, initial stakeholder goal investigation, development of project cost studies, and coordination with stakeholders.

There is a need to amend the original agreement with The KPA Group to include the additional phases of the project. The proposed amendment includes phases two, three and four.

Phase two of the Facility Master Plan project includes expanding master planning efforts for an administration building, one-stop permitting and Garberville. Also, included in phase two are additional facility assessments of county facilities including the Clark Complex, Department of Health and Human Services case management building and Public Health Branch, Agricultural Building, Arcata-Eureka Airport Terminal, and the Animal Shelter. The timeline for phase two's completion is June 30, 2019, at a cost of \$250,000. This phase of the project has begun. Due to an administrative oversight and the fast movement of this project an agreement was not completed prior to the beginning of phase two.

Phase three will include finalizing the master plan report. This includes reviewing options with the county, finalizing a three-dimensional model for an administration building, and implementation of a capital improvement plan. The capital improvement plan will suggest improvements over the next few decades including facilities, facilities' associated conditions, recommendations for each functional area and finance options. A draft report will be completed by approximately August 30, 2019, and the contractor's services will be completed by June 30, 2020, at a cost of \$160,000.

Phase four of this project is the county's ADA Transition Plan. This phase of the project will include reviewing the comprehensive ADA assessment reports prepared by the county's independent licensed architect and creating an ADA Transition Plan document for leased and owned facilities housing county programs, services or activities. The ADA Transition Plan will include recommendations for finance options, a corrective action plan, completion dates proposed to resolve barriers, and implementation phasing schedule. Also included as needed is county staff training on applicable codes, inspection techniques, and ADA compliance monitoring. The county's consent decree with the Department of Justice (DOJ) identifies that all county programs, services and activities must be in compliance with the ADA including but not limited to items specifically addressed in the consent decree document. As required by the DOJ, the county plans to present its ADA Transition Plan to the DOJ prior to the termination of the consent decree on September 7, 2019. Phase four shall be completed by June 30, 2019, at a cost of \$96,000.

FINANCIAL IMPACT:

The costs associated with the first amendment to the professional service agreement with The KPA Group is \$506,000. ADA Compliance (3552-152) has budgeted for phases two and three of this project in the amount of \$410,000 in FY 2018-19 budget. On Nov. 13, 2018, your Board allocated \$125,000 for ADA transition planning services to ADA Compliance (3552-152) budget unit. There are sufficient funds budgeted for this project.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services , enforcing laws and regulations to protect residents, and providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve any or part of this agreement. This is not recommended as it would leave the county without a plan for continuous improvement and long-range planning to properly manage real property assets and identified facility needs. Your Board could choose not to approve the recommendation for phase four of this project, the ADA Transition Plan. This is not recommended as the county may be subject to fines and penalties for non-compliance, as barrier removal for all county programs, services, and activities is identified by the Department of Justice (DOJ) in the consent decree and must be removed. The county needs a Transition Plan to present to the DOJ prior to the termination of the consent decree.

ATTACHMENTS:

Professional Services Agreement with The KPA Group
1st Amendment

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-6, C-11, C7, I.1
Meeting of: 5/10/16, 06/27/17, 3/13/18, 11/13/18
File No.: N/A, N/A, N/A, 18-1488