



BOARD OF DIRECTORS AGENDA REPORT

MEETING DATE: **SEPTEMBER 28, 2023** ITEM: **8B**

SUBJECT: **Presentation of 30% Design Concepts and Initial Estimate for Administration Building Addition and Vote on Whether or Not to Approve**

DATE: September 22, 2023

FROM: Michele Richards, CEO

PRESENTATION BY: Michele Richards, CEO

Action Item

BACKGROUND

At their November 2022 meeting, the Board of Directors approved moving forward with the staff's recommendations for a Master Site Plan. Focusing on the first project of the plan, in January 2023 the Board approved the development of an expansion of the Administration Building with an initial budget of \$25 million.

Staff launched the project with California Construction Authority who conducted a competitive bid process resulting in the selection of LPA as the architectural and engineering consulting firm for the project. A project timeline was developed which indicated the completion of 30% conceptual designs to be presented to the Facilities Committee and Board of Directors for review and approval in September 2023. In addition, the project was estimated to assist in development of the future construction bid package.

Staff made a presentation of the 30% conceptual designs to the Facilities Committee on September 8, 2023, along with the project estimate of \$29,770,353. The designs include needed improvements to the existing Administration Building, as well as the new building extension.

The existing building is 14,153 square feet and the new expansion will add approximately 16,600 square feet.

Staff will make a presentation to the Board which includes the 30% conceptual designs with the following elements:

1. Background and inspiration for the design concepts
2. Introduction of a “sister” addition for the expansion which will create a cohesive architectural presentation
3. A site plan for the finished building, including unique features
4. A conceptual floor plan for the existing building with a list of needed improvements
5. Elevation views
6. A perspective rendering of the new expansion
7. Project estimate

In developing these concepts, LPA did a very thorough job of meeting with employees from every department that would remain in the existing building or be moved into the new expansion to understand work flow, needed space and necessary improvements. These needs were incorporated into the conceptual designs.

The estimate for the project is approximately \$5 million more than the original budget. While the estimate for the new expansion is within the \$25 million budget approved by the Board, it does not include needed improvements and changes to the existing building.

The improvements to the existing building include:

1. Secure access to a Sally Port for cash handling
2. A central clear story to allow more natural light into the existing building and shared space for employee break areas and centralized business functions
3. A build-out of the Human Resources Department to provide space for all department employees as well as a separate reception area to eliminate the need to rent trailers annually
4. A build-out of the Accounting and Admissions area to provide space for all department employees and fair related activities to eliminate the need to rent trailers annually
5. A reconfiguring of cubicles and offices to create uniformity and to co-locate employees within a particular department, rather than being separated from each other as they are now
6. Carpet, window replacement and interior painting
7. HVAC repairs/upgrades
8. Main lobby security vestibule

Improvements to the existing building, as well as some construction phases of the new building will require temporary relocation of some employees. The estimate includes 12 months of temporary rental trailers during construction, moving costs and added furniture, fixtures and equipment (FF&E) not accounted for in the original \$25 million estimate.

The improvements will create consistency in the size and functionality of the work space for each employee to eliminate an imbalance between “the haves and the have nots.”

Following is a break-down of the probable costs:

New Administration Building Expansion	16,600 SF	\$17,602,308	
Soft cost allowance (A&E fees, permits, inspections, FF&E, Tech, CCA costs/fees, commissioning, insurance, owner contingency)		\$6,741,045	
			\$24,343,353
Existing Building Improvements	14,153 SF	\$4,377,000	
Rent to relocate employees during construction		\$600,000	
Moving costs		\$50,000	
Added FF&E for existing building		\$400,000	
			\$5,427,000
Total Probable Costs:			\$29,770,353

RECOMMENDATION

The Facilities Committee, along with staff, recommend approval of the additional \$5 million needed to move forward, and approval of the 30% conceptual designs as presented.