



REVISED

ITEM NO.
6.1

BOARD MEMORANDUM

DATE: January 23, 2024
TO: Board of Directors
FROM: April Jacobs
Board Secretary
SUBJECT: Approve (1) Remodeling the Existing SCV Water Boardroom and (2) Awarding a Construction Contract to BR Construction to Complete the Boardroom Remodel

SUMMARY/DISCUSSION

On December 5, 2023, the Board looked at several alternatives and considered staff's recommendation to issue a Request for Proposals (RFP) to remodel the existing Boardroom. The current Boardroom has not had any upgrades since its inception in late 1994, other than small improvements which included, new carpet, updated Dais and updated technology. On December 5, 2023, the Board approved staff to issue a Request for Proposals.

Staff issued a Request for Proposals which posted on Planet Bids and *The Signal* Newspaper on December 8 and 9, 2023. On December 14, 2023 seven (7) companies came for the mandatory walk through of the Boardroom. Proposals were due on January 11, 2024 and one (1) proposal was received from BR Builders.

Staff went back to BR Builders (BR) and asked them to remove the HVAC costs, as staff prefers to use its HVAC contractor for the work, and provide a proposal for a second option, as stated below.

BR provided two proposals one included replacing the current walls in the Boardroom with laminate walls (Option 1, Attachment 1) and the other proposal included replacing the current walls in the Boardroom with dry wall (Option 2, Attachment 2).

| Bidder | | Cost |
|---------------|------------------------|-------------|
| BR Builders | Laminate Wall Paneling | \$486,600 |
| BR Builders | Dry Wall | \$458,500 |

At the December 5, 2023 regular Board meeting, the Board was concerned about the materials that would be used for the soundproofing of the wall between the Boardroom and the closed session/multipurpose room. BR's proposal includes upgraded and vetted materials to address these concerns. The Board also mentioned the amount of spacing between each Director, staff looked at the spacing and each Board member will have approximately 3 feet 6 inches per spot. Doors will be fireproof and handicap accessible as determined by code.

Changes to the Boardroom include but are not limited to, upgraded technology, carpet, chairs, new Dais, soffit removal (Providing a bigger look to the Boardroom), adding a closed session/multipurpose room with a sound proof wall, new conference room table for said room, upgraded cabinets for better storage, an alcove for IT, changing the double doors to single doors and moving the Board dais to the center of the room closest to the parking lot.

Staff feels that by upgrading the Boardroom and adding the closed session/multipurpose room will add more functionality and versatility to the current Boardroom. Staff will be able to utilize the multipurpose room during the day and the Board will have a separate area for Closed Session allowing the public and staff the opportunity to stay in the Boardroom.

Public seating will be set at 26 seats with an option to bring in an additional 4 seats should there be a need, currently there are 30 seats for public and staff. The closed session/multipurpose room will seat 16 people and the conference room table will be a boat shape for better esthetics.

BR Builder's Proposal Exclusions are:

- Permits – There are no costs anticipated
- Electrical upgrades to current codes to exiting panel(s) - Are not anticipated but won't know until work starts
- Chairs, conference room and window coverings
- HVAC Ducting, VAV's, Stats, Registers and Sensors

HVAC improvements will be completed by the SCV Water's current contractor, Emcor, and will cost approximately \$32,000.

For Boardroom improvements the FY 2023/24 Budget included upgrades in an amount of \$110,000 of which ~~was for included~~ technology ~~and~~ improvements that were going to be completed in this fiscal year. Total budget for IT improvements are \$150,000.

Chairs for both the Boardroom and closed session/multipurpose room as well as the new conference room table and window coverings are estimated at \$37,865.

Staff has also included a 12% contingency to BR Builders Proposal, which may or may not be needed.

Original project was estimated at \$750,000. Staff reevaluated and made adjustments, which included a 12% contingency for construction costs, for a new project cost of \$693,385. The project completion date is estimated at 4 to 5 months. Start date would be in March of 2024. To accommodate the construction work, Board meetings would be held at the Pine Street location in Newhall.

Staff reviewed both proposals and determined that the best financial option that gives staff more versatility for the future was option 2. Staff has also vetted BR and has used BR for several projects throughout the Agency and finds that they are a thorough, competent and responsible contractor so therefore recommends that the Board of Directors approve a contact with BR Builders.

FINANCIAL CONSIDERATIONS

Project cost would be ~~\$733,385~~ ~~693,385~~ of that amount \$55,020 has been included as a construction contingency. Funds for this project were included in CIP FY 2023/24 Budget as shown on the following page below:

| FY 2023/24 Budget | Approved Budget Project Costs | Proposed Project Costs |
|--------------------------|--------------------------------------|--|
| Office Improvements | \$60,000 | \$583,385 |
| Technology | \$50,000 | \$110,000 150,000 |
| Total | \$110,000 | \$693,385 733,385 |

RECOMMENDATION

Staff recommends that the Board of Directors approve (1) remodeling the existing SCV Water Boardroom and (2) direct the General Manager to enter into a construction contract in the amount not to exceed \$513,520 to BR Builders to remodel the existing Boardroom with a budget amount for the full project in the amount not to exceed \$~~693,385~~733,385.

Attachments