



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 11/4/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz

Vote Requirement: Majority

Supervisory District(s): Fourth

Title:

Award of Construction Contracts for Improvements at 3880 Brickway Blvd (Building B)

Recommended Action:

- A) Award the construction contract to XYZ Electrical, in the amount of \$438,000.00, and authorize a contingency up to 15% of the project cost, in the amount of \$65,700; and authorize the Director of Sonoma County Public Infrastructure (SPI) to execute said construction contract for electrical improvements at the Brickway Boulevard Building B facility.
- B) Award the construction contract to Matrix HG, in the amount of \$527,051.00, and authorize a contingency up to 15% of the project cost, in the amount of \$79,057.65; and authorize the Director of Sonoma County Public Infrastructure (SPI) to execute said construction contract for mechanical improvements at the Brickway Boulevard Building B facility.

Executive Summary:

The County acquired 3850 and 3880 Brickway Blvd. to consolidate essential County services. Building B (3880 Brickway) will be improved to house the Registrar of Voters (ROV) on the first floor, with Permit Sonoma occupying the balance of the facility. The ROV tenant improvements are prioritized for completion by December 31, 2025, in order to meet critical upcoming election deadlines.

The proposed improvements will create secure ballot processing, counting, and storage areas, public viewing corridors, staff offices, conference rooms, and associated building system upgrades.

Discussion:

William Duff Architects (WDA) was selected to provide professional services for design, documentation, bidding, and construction support. The improvements will include:

- New office suites, ballot processing rooms, secure warehouse, and public viewing corridors.
- ADA accessibility and path-of-travel upgrades.
- Electrical, lighting, HVAC, and fire/life safety updates.

- Installation of roll-up doors to support warehouse and sorter room operations.

During site preparation, previously unknown deficiencies in the existing electrical and mechanical infrastructure were discovered. Corrective work is required to bring the system into compliance and to safely support the planned improvements.

The project was publicly advertised; bids were publicly opened and reviewed. Accordingly, the Department has completed the required bidding and now seeks Board approval to award the contract to the lowest responsive and responsible bidder. The original estimate for the work was \$240,000 per contract and due to the bids being returned higher, staff will continue to monitor the project's costs to ensure the project comes within budget.

Phased construction will prioritize ROV's occupancy by December 31, 2025, with Permit Sonoma's space following in early 2026.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Resilient Infrastructure

Goal: Goal 1: Invest in County buildings and technology to enhance service delivery and improve employee mobility

Objective: Objective 2: Adopt design standards for County office improvement projects to maximize opportunities for telework and incorporate revised workstation space standards.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

July 8, 2025 - Acquisition of Brickway, 2025-0659

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$1,030,751		
Additional Appropriation Requested			
Total Expenditures	\$1,030,751		
Funding Sources			
General Fund/WA GF			
State/Federal			

Fees/Other			
Use of Fund Balance	\$1,030,751		
General Fund Contingencies			
Total Sources	\$1,030,751		

Narrative Explanation of Fiscal Impacts:

Appropriations for the construction contracts are available in the FY 2025-26 3850 & 3880 Brickway Blvd. Capital Project (23057-40806600) Adopted Budget.

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

- 1 - Mechanical Bid Submission (Matrix HG)
- 2 - Electrical Bid Submission (XYZ Electrical)

Related Items “On File” with the Clerk of the Board:

William Duff Architects Plans