



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 5/19/2020

To: Sonoma County Board of Supervisors
Department or Agency Name(s): General Services
Staff Name and Phone Number: Caroline Judy, 707-565-8058
Vote Requirement: 4/5th
Supervisorial District(s): All

Title:

Contract Amendment to Technical Advisor Contract for New County Government Center

Recommended Action:

- A) Delegate authority to the Director of General Services to execute an amendment, in form approved by County Counsel, to the consultant agreement 3015-7506F with Public Finance Advisory Limited (PFAL) in the amount of \$184,971 for a total contract amount of \$484,915.
- B) Adopt a resolution authorizing budgetary adjustment and transfer of \$184,971 Deferred Maintenance funds to cover the additional contact expense as authorized by previous Board action.
(4/5th Vote Required)

Executive Summary:

In prior Board actions, the Board authorized a consulting contract with Public Finance Advisory Limited (PFAL) to support analysis for the potential new County Government Center. The scope of work for the authorized phase includes site evaluations and recommendations, program validation, and submittal of a value-for-money analysis. This effort is nearing completion and is planned to be presented to the Board for review in September, 2020.

PFAL's original schedule was to complete all work by November 18, 2019. However, due to the redirection of staff resources during various County emergency response activities and scope increases, the schedule was extended and PFAL is now expected to complete their work by end of June 2020, with additional consulting work occurring on an as-needed basis through the end of August. This delay in time has led to increased overhead expenses for PFAL and its sub-consultants. Also, as the evaluation of project options progressed, further scope has become necessary to properly analyze those options and develop comprehensive, reliable recommendations regarding project next steps. These changed circumstances have been due to factors beyond the control of PFAL and County staff and all efforts have been made to minimize and mitigate for the delays and extra costs.

Discussion:

SCHEDULE IMPACT

The impact to the schedule and resulting cost increases are further described below. Delays in scheduling public meetings resulted in the need to redo work to incorporate feedback received on goals and objectives, site selection criteria and programming for departments and agencies. Meetings with departments to evaluate their program needs were anticipated to be completed in September, but were extended into November

2019. These delays resulted in additional overhead expenditures for PFAL and their sub-consultants.

EXPANDED SCOPE

Additional input, feedback, and option considerations have come forward throughout the course of the original schedule and over the extended time. Although the consultant’s original scope of work included evaluation of four sites, it became apparent that evaluating opportunities in downtown Santa Rosa and in the Airport Business Park area would require studies of several properties within each area. Ultimately, under staff direction, PFAL studied 15 unique sites. This analysis also included adding an assessment of the Water Agency and Post Office sites in January 2020.

The consultant’s scope of work for program validation to identify square footage needs was increased from reviewing the 24 departments, included in the 2014 Consolidated County Facilities Plan, to all 32 County departments and agencies. The original 24 departments and additional eight departments that were added are described in Attachment C along with the rationale for consideration. As shown in Attachment A, approximately \$212,684 in increased expenses are being absorbed by PFAL.

The requested action includes an allowance in anticipation of extended overhead, meetings, one-on-one community stakeholder meetings, a peer review process for the financial analysis, and to address feedback/updates based on internal County discussions with the project team, County Administrative Officer, Steering Committee, Department Heads, labor representatives and others in advance of the Board item in September. This allowance will help avoid the need for additional budget augmentations in the future. An allowance of \$15,000 per month over five months, a total of \$75,000 is proposed and included in the \$184,971 additional funding request.

Revised Budget Request	Allowance for Extended Overhead	Total Additional Funding Request
\$109,971	\$75,000	\$184,971

Prior Board Actions:

On December 10, 2019, the Board accepted the recommendations for site evaluation criteria for potential new County Government Center options and adopted a resolution approving budget adjustments to the FY 19/20 Budget in the amount of \$209,880, using Deferred Maintenance funds to cover staff time for Phase I Feasibility of the County Government Center project.

On July 23, 2019, the Board approved the Project Finance Advisory Limited (PFAL) consulting contract. □

On January 29, 2019, the Board accepted a report describing the business case for replacing County facilities. Your Board directed staff to prepare an RFP for consulting services to assist in development of plans for potential replacement of facilities or for relocation to alternative sites.

May 8, 2018 - Board directed staff to prepare a Request for Information Survey

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$299,944		
Additional Appropriation Requested	\$184,971		
Total Expenditures	\$484,915		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	\$484,915		
Contingencies			
Total Sources	\$484,915		

Narrative Explanation of Fiscal Impacts:

The original Public Finance Advisory Limited (PFAL) consultant agreement for the Phase I feasibility study of a new County Government Center was in the amount of \$299,944. An additional \$184,971, using available Deferred Maintenance funds is necessary to cover the cost of project delays and new, additional scope, for a total contract amount of \$484,915. Funding has been set aside in the Deferred Maintenance Fund to pay for current and potential future County Government Center activities. This cost increase is within the available budget in the current fiscal year.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- Attachment A - Technical Advisor Current and Expected Budget for Phase 1
- Attachment B - Budget Resolution
- Attachment C - CGC Departments in Program

Related Items "On File" with the Clerk of the Board:

None