

STAFF REPORT

DATE: February 1, 2017

TO: Board of Directors

FROM: Bob Roessler, Administrator
Parks and Recreation Department

SUBJECT: AUTHORIZATION TO BID THE CSD ADMINISTRATION BUILDING REMODEL PROJECT



RECOMMENDATION

The Board of Directors authorizes staff to proceed with bidding of the CSD Administration Building Remodel Project.

BACKGROUND/ANALYSIS

In the early morning hours of February 20, 2015, the Cosumnes Community Services District (District) Administration Building (Building) suffered significant fire damage. Immediately, staff began locating available office space for those employees displaced by the fire. Staff was eventually relocated to the Fire Administration building and adjacent modular units, Elk Grove Park and the Wackford Community and Aquatic Center, all while a more permanent office space could be secured. In May 2015, the relocated staff was moved into two separate suites (185 & 205) at 9355 E. Stockton Boulevard. This site is home until the Building can be rebuilt.

After meeting with staff to receive input on the redesign of the building, the District's architects, MFDB Architects Inc. (MFDB), created a Concept Plan. The purpose of a Concept Plan was to evaluate the ability to address the District's goals and to identify limitations in the Concept Plan.

On January 20, 2016, and at the conclusion of the Concept Plan Phase, staff received approval from the Board to proceed with the next steps of the Project, including the Schematic Design and Design Development phases. At this meeting, MFDB presented the concept plan to the Board and received no changes to the design.

The CSD administration building design has remained the same through the Schematic Design, Design Development and Construction Document phases. With these phases now complete, the project is now ready to be bid.

In order to streamline the bidding and bid review process, the District will use a questionnaire to pre-qualify contractors interested in bidding on the project. Those contractors receiving a pre-determined score will be eligible to bid on the project. The list of eligible contractors will be determined prior to the project bidding.

Upon Board approval, the project will be put out to bid March 1 – 29, 2017. A tentative date of April 19, 2017 has been identified to award the project bid. After roughly 45 days to finalize the paperwork and mobilize the work crews, project construction will begin near June 1, 2017. An estimated fourteen month construction period is anticipated.

IMPACT ON DISTRICT RESOURCES

There is no impact on District resources by bidding the CSD Administration Building Remodel project. The reconciliation of insurance settlement proceeds and the project bid will be performed as part of the bid award review process. If the project bid(s) are in excess of the insurance settlement proceeds, staff will provide the Board with options and recommendations to move the project forward as part of the bid award staff report.

Should you have any questions regarding this report, please contact me before the meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "Bob Roessler". The signature is written in a cursive style with a large, prominent "B" and "R".

Bob Roessler, Administrator
Parks & Recreation Department