



Agenda Submittal

Agenda #: 11 **Status:** Consent Calendar
Type: ATR **Department:** General Services
File #: 18-771 **Contact:** Mark Hummell, 784-3195
Agenda date: 11/6/2018 **Final action:** 11/6/2018
Title: Approve an Appropriation Transfer Request for \$45,000, to perform two paving improvement projects at the Agricultural Commissioner Facility located at 2543 Cordelia Road in Fairfield, CA, funded by the Capital Renewal Reserve Fund to the Accumulated Capital Outlay Fund (4/5 vote required); and Authorize the County Administrator, or designee, to sign all documents, including any modifications and amendments necessary for the paving improvement projects within the approved budget
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Funding Source & Project Expense - Project One, 2. B - Funding Source & Project Expense - Project Two, 3. Minute Order

Date	Ver.	Action By	Action	Result
11/6/2018	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board of Supervisors:

1. Approve an Appropriation Transfer Request for \$45,000 to perform two paving improvement projects at the Agricultural Commissioner Facility located at 2543 Cordelia Road in Fairfield, CA funded by the Capital Renewal Reserve Fund to Accumulated Capital Outlay Fund (4/5 vote required); and
2. Authorize the County Administrator, or designee, to sign all documents, including any modifications and amendments necessary for the paving improvement projects within the approved budget.

SUMMARY:

The Department of General Services recommends the Board to approve an Appropriations Transfer Request (ATR) and corresponding project budget so that the two paving improvement projects (Paving Projects) at the County site located at 2543 Cordelia Road can proceed to improve soil stability and weatherize unpaved areas prior to the full onset of this year's rainy season.

FINANCIAL IMPACT:

The total budget for the two Paving Projects, if approved by the Board, would be \$45,000 (\$30,000 for Paving Project One and \$15,00 for Paving Project Two) funded by the Capital Renewal Reserve Fund with funds residing in Accumulated Capital Outlay (ACO) Budget Unit 1720. Budget Unit 1720 has a current approved budget of \$481,697 designated for the domestic water service line project currently underway. Attachments A & B provide breakdown of the estimated project cost and funding sources for each of the two Paving Projects. Funding approval will bring the total balance within Budget Unit 1720 to \$526,697.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

DISCUSSION:

On October 8, 2013, the Board of Supervisors adopted Resolution No. 2013-180 and Ordinance No 2013-1741 to establish the California Uniform Public Construction Cost Accounting Act (UPCCAA) Procedures and Policies as a County program and project delivery process. The Ordinance became effective on November 22, 2013. Under UPCCAA, work can be performed by County employees by force account or negotiated purchase order if the total cost of each project is less than \$45,000. The two paving improvement projects would be performed and managed by the Department of Resource Management, Public Works Division with the Department of General Services, Capital Projects Management Division providing coordination and support as needed and requested by Public Works.

To accommodate ongoing operations by Agricultural Commissioner and General Services Surplus Warehouse, two separate Paving Projects will be performed by Public Works. Paving Project One will improve paving in the parking along the southern fence near the Surplus Warehouse by extending the existing paving area, while Paving Project Two will improve paving in the northern parking area, near the Agricultural Commissioner's Office. Work to be performed by the Resource Management, Public Works Operations crew for the two project locations includes the following: 1) establish rough grade 2) compact and finish the subgrade to maintain existing drainage patterns; and, 3) place asphalt concrete and compact to a smooth finish. This work is anticipated to take about two days for each project location.

Paving Project One was performed during the week of October 8-12, 2018 under authority and direction of the County Administrator, in advance of potential inclement weather. The Department of Resource Management, Public Works Division will monitor the drainage associated with Paving Project One after rains have occurred and will make any final adjustments as needed. Public Works is also in the process of assembling costs which are expected to be finalized in December 2018. To avoid removal of otherwise newly installed paving, Paving Project Two must occur after trenching for the domestic water service line currently underway is completed at the Cordelia site. The Board authorized the domestic water service line installation project on September 25, 2018. On this basis, Paving Project Two will be performed in November 2018 according to the current schedule. The condition of existing paving outside of the scope of the two paving projects is under evaluation by County staff and may be included in future capital renewal requests if warranted.

ALTERNATIVES:

1. The Board could elect not to approve the ATR for the Paving Projects. This action is not recommended because the Projects are needed to stabilize soil and further weatherize unpaved areas prior to the full onset of the rainy season.
2. The Board could elect not to delegate signing authority for the Paving Projects. This action is not recommended since prompt signing of the ATR and all documents, including modifications and amendments, is necessary for the Paving Projects.

OTHER AGENCY INVOLVEMENT:

The Department of Resource Management, Building and Safety Division will act as the Authority Having Jurisdiction over the Paving Project based on engineering documents and improvements prepared and constructed by the Public Works Division. County Counsel provided legal support and guidance pertaining to the Paving Projects.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION