



May 23, 2023

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: AMEND THE FISCAL YEAR 24-28 CAPITAL IMPROVEMENT PLAN TO ADD THE REGISTRAR OF VOTERS OBSERVATION SPACE AND EQUIPMENT INSTALLATION PROJECT TO CATEGORY I, PROJECTS APPROVED AND UNDERWAY, AT 1221 OAK STREET, OAKLAND; PROJECT NO. CPP24C221900000; PROJECT BUDGET AMOUNT: \$628,950; AUTHORIZE TASK ORDER NO. 22190 TO AE3 PARTNERS FOR ARCHITECTURAL AND ENGINEERING SERVICES; PROCUREMENT CONTRACT NO 20332; AMOUNT: \$193,094; AND AUTHORIZE TASK ORDER NO. 22190 WITH CONSTRUCTION MANAGEMENT WEST, INC., FOR CONSTRUCTION MANAGEMENT SERVICES; PROCUREMENT CONTRACT NO. 21102; AMOUNT: \$100,000

Dear Board Members:

RECOMMENDATIONS:

- A. Amend the Fiscal Year 24-28 Capital Improvement Plan to add the Registrar of Voters Observation Space and Equipment Installation Project to Category I, Projects Approved and Underway, at 1221 Oak Street, Oakland, Project No. CPP24C221900000, and establish a project budget in the amount of \$628,950;
- B. Authorize the Director of the General Services Agency or her designee to issue Task Order No. 22190 (Procurement Contract No. 20332) with AE3 Partners (Principal: Doug Davis; Location: Oakland) for architectural and engineering services for the Registrar of Voters Observation Space and Equipment Installation Project in the amount not to exceed \$193,094;
- C. Authorize the Director of the General Services Agency, or her designee, to issue Task Order No. 22190 with Construction Management West, Inc. (Master Contract No. 901690, Procurement Contract No. 21102) (Principal: Lionel Recio; Location: Oakland) for construction management services for the Registrar of Voters Observation Space and Equipment Installation Project in the amount of \$100,000;
- D. Approve the use of the Register of Voters Capital Fund to pay for the soft costs of the Registrar of Voters Observation Space and Equipment Installation Project, with an increase in appropriations and offsetting revenue in the amount of \$628,950;
- E. Approve the transfer of \$628,950 from the Registrar of Voters to the General Services Agency Capital Projects Fund for the Observation Space and Equipment Installation Project, Project No. Project No. CPP24C221900000; and

F. Authorize and direct the Auditor-Controller to make the related budgetary adjustments.

DISCUSSION/SUMMARY:

The County of Alameda's property at 1221 Oak Street in Oakland houses the County Administration Building and Information Technology Department's (ITD) offices, where it also oversees the Registrar of Voters (ROV). The ROV is a non-profit government agency with the goal of educating, increasing voter registration, and promoting election support. ROV recently became a Voter's Choice Act and is responsible for mailing ballots and election-related materials to over 938,000 registered voters through the County of Alameda. Federal and State mandates relating to elections have increased the need for more ballot processing space.

ROV would like to remodel a portion of the basement to create a secure observation area for processing ballots and installation of sorting equipment as well as create the necessary supporting infrastructure. The newly configured space will provide election security and will be used for candidate filing, Vote by Mail ballot processing, ballot library, observation of election processes, and administrative services.

GSA requests approval of the soft cost budget for the Registrar of Voters Observation Space and Equipment Installation Project (Project) which includes design and construction management fees, county legal and other fees, hazmat study and remediation, and GSA project management fees. GSA also requests authorization to issue Task Order No. 22190 to AE3 Partners for architectural and engineering (A/E) services for the Project and Task Order No. 22190 to Construction Management West, Inc. for Project Management/Construction Management (PM/PM) services.

This Category I Project will require architectural services comprised of programming, schematic design, construction documents, permitting, bidding, and construction administration. The design shall comply with all necessary regulatory requirements. Increasing the workspace is needed to provide a secure, sustainable location to house election observers in each election cycle while complying with state and federal election observer guidelines. The project will also require construction management services including oversight of the design, permitting, bidding, construction management, and project closeout.

GSA will execute the project delivery by Design-Bid-Build methodology; therefore, after completion of construction drawings/documentation, GSA will competitively bid the construction portion of the Project and return to your Board with recommendations to advertise for bid and award of the construction project as separate actions.

SELECTION CRITERIA/PROCESS:

On March 27, 2020, GSA issued a Request for Statement of Qualifications (RFSOQ) for A/E services. On April 10, 2020, 24 responses to the RFSOQ were received. One proposal was not considered, as it did not meet the specific requirements of the RFSOQ. The remaining 23 responses were evaluated by the County Selection Committee.

The following vendors were awarded contracts for A/E services: AE3 Partners - Small, Local and Emerging Business (SLEE) Certification No. 08-91283, Expiration Date: May 31, 2024;

Brick Architecture – SLEB Certification No. 16-00051, Expiration Date: June 30, 2024; Komorous-Towey Architects – SLEB Certification No: 06-90902, Expiration Date: June 30, 2024; RossDrulisCusenbury Architecture – SLEB Certification No: 15-00085, Expiration Date: September 30, 2023; SKA – SLEB Certification No. 03-90190, Expiration Date: November 30, 2024.

On June 17, 2020, GSA issued a Request for Statement of Qualifications (RFSOQ) for PM/CM services. On August 7, 2020, 19 responses to the RFSOQ were received. All proposals were evaluated by the County Selection Committee.

The following vendors were awarded contracts for PM/CM services: AE3 Partners – SLEB Certification No. 08-91283, Expiration Date: May 31, 2024; Construction Management West, Incorporated; SD – SLEB Certification No: 15-00015, Expiration Date: February 28, 2025; Swinerton Management & Consulting, a local company who agreed to subcontract 20% of the contract amount with the following SLEBs – Leland Saylor Associates (Leland) – SLEB Certification No: 09-00330, Expiration Date: November 30, 2024, Dabri, Incorporated (Dabri) – SLEB Certification No: 11-00057, Expiration Date: February 28, 2025; Vanir Construction Management, Incorporated, a local company who agreed to subcontract 20% of the contract amount with the following SLEBs – Cornerstone Facilities Consulting Incorporated – SLEB Certification No. 07-91121, Expiration Date: February 28, 2025, Dabri – SLEB Certification No. 11-00057, Expiration Date: February 28, 2025, Leland – SLEB Certification No: 09-00330, Expiration Date: November 30, 2024, Macks Craic, Incorporated dba Mack 5 – SLEB Certification No: 03-90250, Expiration Date: May 31, 2024.


FINANCING:


Funding for the estimated budget for the Project's design, construction and related costs will be from the Registrar of Voters' Capital Fund (Fund # 83751). Appropriations for the project soft costs in the amount of \$628,950 will be adjusted in the ROV Fiscal Year 2022-23 budget and transferred to the GSA Capital Projects Fund Fiscal Year 2022-23 budget for the Project per the attached Financial Recommendation. There will be no increase in net County cost.

VISION 2026 GOAL:

The Project meets the 10x goal pathway of **Accessible Infrastructure** in support of our shared vision of **Thriving and Resilient Communities**.

Respectfully submitted,

DocuSigned by:

8D4CA131AA0B4C2.
Kimberly Gasaway
Director, General Services Agency

DocuSigned by:

C59A117C2A284A7...
Tim Dupuis
Registrar of Voters

cc: County Administrator
Auditor-Controller
County Counsel

FINANCIAL RECOMMENDATION FORM

AGENDA DATE: 6/6/2023

BOARD LETTER SUBJECT: Amend the FY24-28 CIP to add the ROV Observation Space & Equipment Installation Project to CAT I - Projects Approved and Underway, \$628,950; TO#22190 AE - \$193,194; TO#22190 CM - \$100,000

BUDGET YEAR: 2023

FUND: 27900

The use of Designations, as follows:

NAME OF DESIGNATION	ORG	AMOUNT

The increase (decrease) in anticipated revenue, as follows:

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
200700	485110	00000	CPP24C221900000	\$628,950
ORG TOTAL				\$628,950

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE \$628,950

The increase (decrease) in appropriations, as follows:

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
200700	650011	00000	CPP24C221900000	\$628,950
ORG TOTAL				\$628,950

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION \$628,950

FINANCIAL RECOMMENDATION FORM

AGENDA DATE: 6/6/2023

BOARD LETTER SUBJECT: Amend the FY24-28 CIP to add the ROV Observation Space

& Equipment Installation Project to CAT I - Projects Approved and Underway, \$628,950; TO#22190 AE - \$193,194; TO#22190 CM - \$100,000

BUDGET YEAR: 2023

FUND: 10000

The use of Designations, as follows:

NAME OF DESIGNATION	ORG	AMOUNT

The increase (decrease) in anticipated revenue, as follows:

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
190100	460060	00000		628,950
ORG TOTAL				\$628,950

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE \$628,950

The increase (decrease) in appropriations, as follows:

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
190100	670011	00000		628,950
ORG TOTAL				\$628,950

<i>Informational</i>				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION \$628,950

FINANCIAL RESOLUTION R-2023-279

PAGE:

1 OF 3

FILE NUMBER:

31037

MEETING DATE:

6/6/2023

ITEM NUMBER:

72

BY:

2023

FUND:

27900

The increase (decrease) in anticipated revenue, as follows:

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
200700	485110	00000		\$628,950
ORG TOTAL				\$628,950

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE \$628,950

The increase (decrease) in appropriations, as follows:

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
200700	650011	00000		\$628,950
ORG TOTAL				\$628,950

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION \$628,950

BY:

2023

FUND:

10000

The increase (decrease) in anticipated revenue, as follows:

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
190100	460060	00000		\$628,950
ORG TOTAL				\$628,950

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL ANTICIPATED REVENUE \$628,950

The increase (decrease) in appropriations, as follows:

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
190100	670011	00000		\$628,950
ORG TOTAL				\$628,950

ORG	ACCT	PROG	<i>Informational</i> PROJ/GR	AMOUNT
ORG TOTAL				\$0

GRAND TOTAL APPROPRIATION \$628,950

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 6th day of **June 2023**, to wit:

AYES: Supervisors Carson, Haubert, Márquez, Tam & President Miley – 5

NOES: None

EXCUSED: None



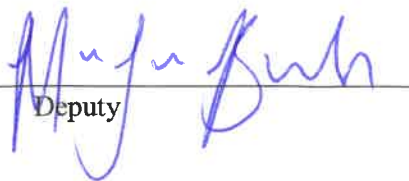
PRESIDENT, BOARD OF SUPERVISORS

File No: 31037
Agenda No: 71
Document No: R-2023-279F



I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: 
Deputy