

March 24, 2009

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Professional Service Contract with Noll & Tam Architects  
10 North San Pedro Road Building Improvements  
Project No. CAP 09-022

Dear Board Members:

**RECOMMENDATION:** Authorize the President and Clerk of the Board to execute the contract and approve the allocation of one-time reserves for this purpose.

**SUMMARY:** On February 15, 2006, nine proposals were received for the assessment of buildings 10 & 20 North San Pedro Road. Interviews were held with four of the most qualified applicants, and on April 4, 2006 your Board awarded the professional service contract to Noll & Tam Architects for the facility assessment of the buildings. The assessment provided recommendations to revitalize the structure and internal building systems, to extend the structures' useful lives, and improve operations. Based on available funding, the major improvement components being addressed consist of upgrading the HVAC system, bathroom remodels, interior ADA code compliance, carpeting, painting, energy efficient office lighting, ceiling tiles, and new energy efficient exterior glass windows. Other aspects noted in the assessment such as replacing the exterior parapet, roof repairs, and the relocation of electrical switches will be considered for future project(s) based on funding availability.

Based on Noll & Tam's original assessment, we recommend moving forward with the design improvements to 10 North San Pedro Road first. Noll & Tam Architects' in-depth knowledge of this building's infrastructure makes them uniquely qualified to proceed with the design. Due to current staffing levels and the specialized nature of the work we are unable to perform this design work in house. The total cost for this professional service contract is \$235,580. Space planning efforts and temporary relocation of some of the current occupants of the building will be required.

**FISCAL IMPACT:** The estimated cost for this phase of the work is \$256,000 for FY 2008-09. Included in this amount is \$235,580 for the attached contract, and approximately \$20,000 for space planning and hazardous material testing. We request that these funds be transferred from the one-time reserve. It is expected that this project will need an additional \$1.7

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million for construction from the reserve to complete the renovation work in FY 2009-10. Funds are to be transferred from General Fund 10000, Countywide Expenses Fund Center 9000011000 to the Capital Improvement Fund 27900, Fund Center 4100991072, Purchase Requisition No.10015017. These general fund monies were identified by your Board for Capital Projects.

<b>REVIEWED BY:</b>	<input checked="" type="checkbox"/> Auditor Controller	<input type="checkbox"/> N/A
	<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
	<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> N/A

Respectfully submitted,

Kevin McGowan  
Principal Civil Engineer

Attachment

FMBB Document # 100009195