

GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

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SUMMARY MEMORANDUM

TO: Board of Supervisors

FROM: Jon Hopkins, GSA Director *JH*

DATE: July 1, 2019

SUBJECT: Projects Update - For Discussion and Possible Action

This item provides the Board an opportunity to review projects and provide any comments you may have in a general discussion with staff. On February 27, 2018 the Board discussed one-time money projects and took action to adjust project priorities; that list is below. In addition, attached is the Projects Bi-Annual Summary Progress Report for January through the end of June 2019 that provides greater details. Next report is scheduled for January 1, 2020.

Facilities Division remains over tasked in comparison to available resources, and during this six months one (1) full time facilities employee was out for extended leave; one employee's leave began in late November and will not return until March.

Projects once started are not subject to fiscal year schedules and therefore a major key to ensuring projects are completed is to safeguard funding; meaning once funds are in Capital Improvement they should be encumbered for projects that have begun and have funding replaced for future identified projects and unforeseen or emergency items.

Board approved one-time monies projects

D.A. Elevator Shaft Roof	\$ 100,000.00 - 100% (total cost \$83,529.15)
County Wide Intrusion/Card Access System	\$ 82,000.00 - 100% (total cost \$66,855.03)
Library Repairs	\$ 400,000.00 - 3.75% Pending Donation?
Pine Grove Town Hall Repairs	\$ 50,000.00 - 100% (total cost \$57,596.77)
Roof Tie-Off to Clean PV Panels, Roof and Gutters	\$ 20,000.00 - 100% (total \$7,639.61)
Probation Carpet	\$ 30,000.00 - 100% (total cost \$24,037.22)
Public Works Crew Quarters	\$ 200,000.00 - 3% In Bid Doc Development
D.A. HVAC	\$ 150,000.00 - 20% Out to Bid
I. T. Leak	\$ 100,000.00 - 45% In Repair
DA Office Exterior	\$ 174,000.00 - 0%
Total	\$1,306,000.00

Of the five (5) completed projects shown above a total of \$282,000.00 was budgeted yet only \$239,657.78 was spent leaving \$42,342.22.

Recommendation: 1) Discussion and possible action and; 2) Provide next report in January of 2020.



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County Projects Summary Progress Report

TO: Board of Supervisors

FROM: Jon Hopkins, GSA Director *JH*

DATE: July 1, 2019

RE: **Summary Progress Report – January 2019 through the end of June, 2019**

Facilities received 1,137 e-mail requests generating approximately 403 work orders during the period of January 1st through, June 28, 2019. This report does not include preventative or annual maintenance efforts or associated administrative work conducted by the Facilities Division and is intended to focus on updating the Board on those projects discussed during the Board of Supervisor's meeting on February 27, 2018. The report also includes a summary of existing projects and unanticipated work during this reporting period.

LIBRARY ASBESTOS ABATEMENT & ADA RENOVATIONS: This work was placed *on hold* while Supervisor Forster sought out possible alternatives for the work. On April 5, 2017, Mark Olivarria and I met with Larry White with Jackson Rancheria. Mr. White was given preliminary plans, Deide Construction's estimate dated August 2013, asbestos survey report and several abatement contractors' information. *Staff is recommending the Board provide direction as how to proceed due to the inactivity with this project.*

PINE GROVE TOWN HALL PAINTING/LEAD ABATEMENT/TERMITE & DRY ROT: All contract work was completed last year. The remaining work included screwing down the existing roof and caulking in obvious places to secure the roof in place and close up any noticeable voids. The work under the building was treated with oil base perseverative with a mastic and paper build-up on the outside to prevent further water intrusion. All of this work has been completed.

JAIL PROJECT: This project continues to be on hold while the Board of State and Community Corrections (BSCC) reviews documents. The other delay is due to the CEQA challenge that remains held up in the courts process. A brief break down of events is listed below:

BSCC: February 5, 2019 - 100% Construction Documents submitted for review. We have not received comments from BSCC.

April 23, 2019 - Lorenzo (Nacht & Lewis) emailed Kim Moule, the County's BSCC Field Representative and requested a status on the review and requesting comments.

April 27, 2019 - Response received from Kim Moule. "Will do"

June 5, 2019 - Eric Fadness emailed Kim Moule requesting drawing review status. Due to staffing changes and other projects moving forward, they are taking priority over Amador.

OSFM: February 5, 2019 - 100% Construction Documents submitted for review.

March 21, 2019 - OSFM comments received.

April 26, 2019 - N&L Construction Documents revisions completed in response to OSFM comments.

Note: The Construction Documents cannot be submitted for State Agency backcheck until we receive BSCCs comments.

Other reviews:

Vanir Constructability Review: 100% Construction Document Backcheck completed on April 26th.

Interwest Review: 100% Construction Document Plan Review Backcheck completed on April 26th.

City of Jackson: **February 7, 2019** - 100% Construction Documents submitted for Plan Check.

March 7, 2019 - City plan check review letter received.

April 26, 2019 - N&L Construction Document revisions completed in response to City Plan review comments.

Note: City comments regarding the Sewer Collection/Auger Monster and impact fees remain unresolved.

JAIL YARD SEPARATION PROJECT: This work had been on hold pending approvals from the state for the Jail Expansion project; however design work has resumed and is anticipated to be let out to bid the same time the Expansion Project is let out for bid.

JAIL SMOKE GRATE RETROFIT PROJECT: Some incarcerated individuals have now begun to utilize the smoke detector grates as another means for hanging. While staff has done some investigation and engineering to find solutions to modify the fifty (50) grates; this work remains on hold due to other project priorities

ANIMAL CONTROL BARN: Through donations this particular project has now raised \$135,000.00 and staff has begun to look at designing this facility utilizing pre-engineered buildings.

GENERAL SERVICES CARPET: Due to other higher priorities and the fact unforeseen projects continue to emerge, this work has been deferred. Carpet has begun to separate in places and replacement is anticipated this next fiscal year.

NEW COUNTY ADMINISTRATION CENTER (CAC) SITE ROOF TIE-OFF: Although this work has been completed, one additional minor charge to this project was received during this period of time. This work is completed with a total project cost of \$7,639.61 under budget by \$12,360.39.

PUBLIC WORKS CREW QUARTERS: Weartherby, Reynolds, Fritson Engineering and design (WRFED) has completed all design documents (plans and technical specifications) as of June 3, 2019. Staff is currently working on bid documents and anticipates letting this work out to bid in July. Planning Department issued a Notice of Exemption for the project for CEQA on March 11, 2019 which was subsequently recorded as well.

Chew Kee Store Museum: Due to exorbitant bids received, the Board took action in February to re-bid this project authorizing the GSA Director to reject bids if pricing came in over allotted funding. The second round of bids were received on April 2, 2019 and subsequently rejected due to excessive costs. The Board also authorized the GSA Director to proceed using subcontractors and staff if this project could be accomplished within the available County funding limits. On June 24th Facilities and the Director of General Services met with Elizabeth Squire (representative of the Fiddletown Historic Preservation Society/FPS) to discuss alternatives. During discussions I reaffirmed the County's maximum contribution of \$18,360.00. Since labor alone exceeds this dollar limit by \$7,000.00 and materials are expected to be in excess of \$30,000.00 staff and FPS are looking into setting up a trust account through the Auditor's Office where funds from the County and FPS can be placed for this project. Once enough money is collected in the trust account a contract could then be let to a qualified licensed contractor and purchases made for materials to complete the project. Staff and FPS are continuing to work together to bring costs down. FPS raised more funds and we are getting closer to a solution to complete the project.

IT Leak: Facilities staff responded to a report that the IT area was leaking again under the balcony. Because the leak was active Facilities contacted a qualified contractor to assess the area and to find the leak. John F. Otto Construction was contacted and responded on February 13, 2019. After some extensive investigation it was found that possibly during construction a piece of "Z" metal flashing in the brick was not installed per the plans. Facilities is getting estimates to install flashing before next winter. Facilities has estimates for the "Z" metal flashing cost to be \$400+/- and estimates a week for one man (in-house) to install metal around all four balcony exteriors.

UNANTICIPATED WORK:

City of Jackson; Request to Remove Trees: On June 12, 2018 staff received notice from the City of Jackson to remove two (2) trees that can cause damage to the city's water main located between the District Attorney and Sheriffs' Office buildings. Both trees are also located within the Jail Expansion Project site. Between the months of February 1st through September 30th a survey of trees is required prior to removal to determine if any nesting birds or prey exist; the cost to perform the survey was estimated at \$1,500.00. As an alternative to paying for the biological survey, staff removed the trees January 29, 2019 and this work is completed.

S.O. ADA Inspection: The upcoming Jail Expansion Project triggered an ADA review of the Sheriff's Office due to the project's path of travel. **Please note:** Only those physical barriers not in compliance with ADA within the project's path of travel are being addressed. Only qualified Certified Access Specialist Inspectors can perform these reviews for this work. A report was received from Nacht & Lewis (Architect) who provided comments in addition to comments received from the inspector (CSG Consultants). Facilities staff has reviewed all path of travel issues at the Sheriff's facility and is contacting Architectural firms for design services. The major required changes include a new lobby counter and modifications to the staff restrooms. As time allows Facilities staff will begin to make necessary upgrades to the other items called out in the CSG report.

CAC Boiler Loop Leak: Last year staff repaired 9 leaks in 2 and 3 inch copper piping that support the boiler hot water loop requiring special tools to make repairs. Since the last report staff has made two (2) additional repairs at a savings of \$6,100.00. Leaks were repaired in the Clerk/Recorder's and AFPD areas.

CAC Bird Problem: Staff continues to work on solutions and is currently working on netting solutions to cover both mechanical wells to create a physical barrier. Facilities has one estimate of \$2,318.14 for material only to cover both areas with 2 inch UV rated netting. As time allows staff will get two more estimates for material. Facilities plans to install in-house.

PV panels and Gutter Cleaning at CAC: On October 5th Facilities staff rented a boom lift to clean the PV panels and gutters. Staff tried scooping as much of the debris out of the gutters before washing down to try to prevent clogging. Even with this effort, the amount of debris caused by the birds clogged the downspouts multiple times slowing the process because staff had to snake or at times even take the downspouts apart to unclog which required popping rivets to do so. Total staff time was 185 hours.

Energy Assessment: Facilities toured ten properties with SitelogIQ to perform an energy audit to see what buildings qualify for solar, HVAC and or lighting retrofits. It is anticipated the first draft audit will be completed in July, 2019.

CAC PV Inverter Replacement: During routine inspections staff have discovered the solar inverters frequently shutdown. After contacting the manufacturer it was recommended that the units be replaced as the shutdowns are an indication of projected failure. The current inverters units are obsolete and no longer supported. Staff contacted SitelogIQ for assistance for replacement as the County is working with them on the County wide energy audit. SitelogIQ prepared plans for the new inverters and staff has

ordered six (6) new inverters with a data management system. A building permit will be issued for this retrofit work and is anticipated to be completed September 2019.

Public Works Tool Storage Container: We choose not to remodel this container or replace it due to its condition and the presence of mold. As a solution, staff renovated half of the Foreman's Quarters for Public Works storage needs as this solution provided more square footage for storage and the area was not being utilized. During renovations, we removed and/or cleaned areas having visible mold and sealed the areas that were leaking. On February 4th Facilities started the renovations. Work included new 8' garage type door, removal and replacement of electrical work out of code compliance, removal and replacement of sheetrock, siding, framing, roofing, and insulation. Portions of the interior and exterior were re-painted with new insulation and some plumbing and clean-up of the area in and around the building. This work was completed in March. Total staff time is 322.5 hours.

DA Security Cameras: DA office has requested Facilities run all new wiring for the new camera system the DA purchased. Facilities will plan work when other priorities are completed.

CAC Power Issues: On or around January 31st Facilities received messages from the IT department that low voltage equipment was kicking in and out of battery back-up because of power surges from PG&E. Staff noticed the fire alarm panel was in trouble mode and the elevator was shut down too. Staff checked to see if the building had lost power but the generator had not been activated; meaning the transfer switch didn't kick the generator on because there wasn't a "power outage." This is an indicator that something else is wrong with the electrical system. Staff contacted PG&E who responded the same day and discovered a problem with one of their electrical feeds supplying power to the building. PG&E returned later that day stating that they made adjustments to their incoming voltage equipment which resolved the problem. Facilities staff reset the fire alarm but the elevator was inoperable. Staff contacted ThyssenKrupp to schedule a service call for the elevator who confirmed the elevator shut down due to the power surge. ThyssenKrupp had to reboot the entire system. These power surges continued for a few weeks more causing problems with the building Fire Alarm.

CAC Smoke Damper Replacement: Staff responded multiple trouble alarms with the smoke dampers at CAC. Staff tried multiple times to reset the damper that was causing the trouble alarm with no success. Staff contacted the Contractor that installed the system and they found that the whole damper had failed and needed replacement. As this was a life safety issue it was replaced immediately on February 27th.

Landfill Blower Motor Replacement: Staff was asked to assist in replacing the blower motor at the landfill. Staff safely powered the equipment off so they could replace the motor which was completed on March 21st. Staff also assisted with some of the modifications to the motor.

Animal Control Horse Issue: Staff responded to an emergency that was reported on March 19th whereas a horse had become stuck in a mud hole. Staff utilized a backhoe to pull the horse out with the assistance of Animal Control officers.

S.O. Sewer Issue: On March 19th the jail staffed reported that all the cell blocks were flooding. Staff responded immediately shutting down water to the building. Staff contacted Roto Rooter right away because of past experience with the sewer issues at the jail. Roto Rooter snaked the entire system and got the sewer to flow again. Roto Rooter returned the next day to scope the sewer line to determine if the line had any damage or if more work was required. The line was clear except for some small fragments of plastic and clothing still in the line.

SO Evidence Room Remodel: Facilities staff was requested to help remodel the SO evidence room to accommodate a new employee because the original room was only designed for one person. The project also included removing an existing 8'x8' roll up door replacing it with a metal framed man door and

window infilling the surrounding area with CMU block. Facilities contacted five (5) qualified Contractors with only three (3) responding. The highest quote was \$16,000.00, so to keep cost down staff purchased materials having the Contractor provide labor and tools to infill the exterior portions; that total cost amounted to \$2,000.00. Staff also performed demolition, installation of new ceiling tiles, replaced the flooring and painted. This work includes the installation of a small HVAC system which has not been completed yet. Total staff time so far 149.5 hours.

Public Works Waterline Break: On the evening of January 18th staff was called back to work regarding a ground water leak near the fire hydrant used for filling up water containers for Public Works road crew. Facilities contacted Amador Water Agency and requested the water for the property be shut down. On January 21st, 22nd and 23rd staff found the leak and repaired the underground line.

Supervisors Roll-up Fire/Security Door: Staff responded to a report that the BOS roll up door was not working. Staff got the door to open and close manually (by hand) but the motor and controller were inoperable. The installer of the original equipment was contacted and responded the next day (3/8/19). The contractor confirmed that the motor and controller needed to be replaced. The Contractor also informed the County that equipment was obsolete. Staff obtained estimates for installing updated equipment plus installation of chain control with remote control ability. The best quote was from Modesto Overhead Door's in an amount of \$5,751.00; the 2nd best quote was from R&S Erection's at \$7,085.00. Work started on May 22nd. Work included programing of smoke detectors and for the most part is completed as the door is operable, yet fire code requires an actual smoke test which is anticipated to be completed in July.

Probation Unit #4 (East) Replacement: Staff was notified that the east side of the building wasn't cooling and found a compressor that had failed. Due to the age of the equipment (15 years) and cost of a new compressor, staff replaced the condensing unit beginning work on May 7th with completion on May 9th.

GSA, DA, SO Parking Lot Sealing: Due to the poor condition of parking areas, staff has been preparing and cracking sealing parking areas to slurry seal. Slurry sealing and striping parking lots at GSA, DA and SO buildings is being performed by a contractor. Work began the week of June 10th and will continue through the first portion of July. The CAC building parking area is scheduled to be sealed next fiscal year pending adequate funding. This work will need to be formally bid due to the total estimates cost of the work.

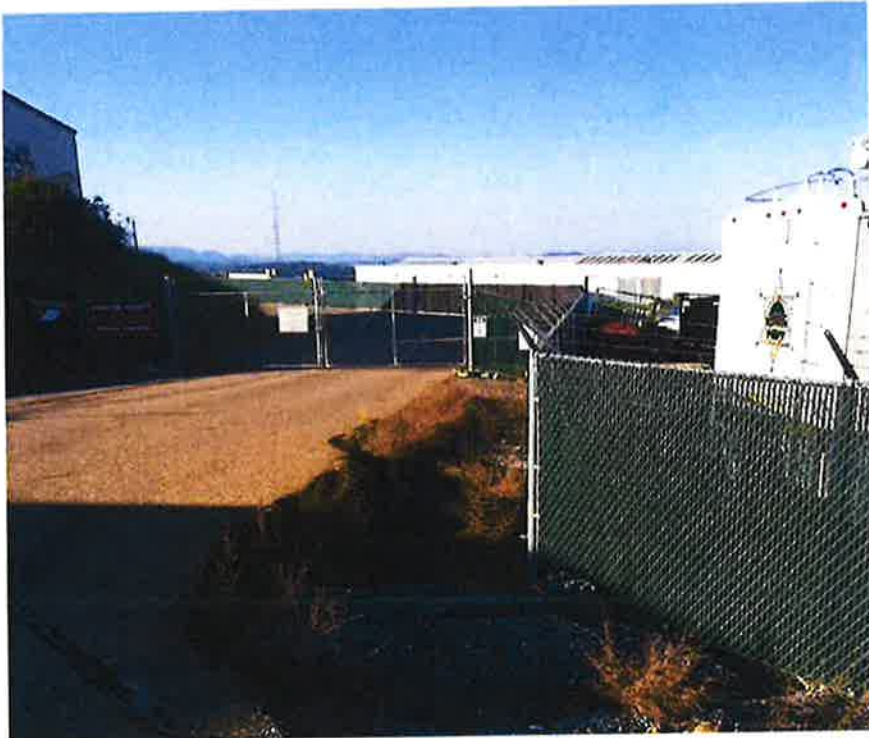
Probation Water Leak: Staff responded to a notification from the Probation Department that they had a major water leak in the building. Staff discovered the hot water circulation pump had failed leaking water. Staff immediately stopped the leak and starting drying out the carpet. Staff rented dehumidifiers and fans to help with the drying process. The leak traveled through 1/3 of the building requiring twelve (12) fans and four (4) dehumidifiers at a rental cost of \$2,328.66. The circulation pump was replaced and the building was dried out within 5 days.

Pioneer Veterans Hall Hood System: Facilities staff was notified by ACRA that during an inspection by AFD the inspector noticed the stove hood fire system no longer meets code and needs to be replaced. Facilities is contacting contractors to get costs for replacement.

Custodial Coverage: Facilities Maintenance staff has been covering for a shortage of custodians in the department that involves daily servicing of multiple buildings. During this reporting period Building Maintenance staff have logged over 374.25 hours of custodial work.

Other unforeseen work that is now known yet has not been started:

- 1) Control room ceiling is to be replaced or painted.
- 2) The wall between the report room and the server room needs to be continuous from floor to ceiling and an HVAC unit needs to be installed in the server room. The thermostat in the report room is to be relocated to a better location and the room needs to be painted.
- 3) Installation of a window in dispatch and upgrade of kitchen area.
- 4) The boat shed evidence project; this project includes additional evidence storage.



Erosion problems on Airport Road. Facilities cleans up what washes down into buildings, parking lots and site drains but do not have the time to solve the problem. Ideas to solve the problem would be curbs and culvert pipe installed redirecting water to prevent future erosion. Estimated man hours 500. Material and curbing (by Contractor) to fix issue \$12,000.



The Probation facility is in need of exterior repairs and staining. This task could be performed by in-house staff but has been deferred due to other priorities. Estimated 300 hours to prep and stain. Material cost \$2,000.00



Main Branch Library site drain. This site drain is grossly undersized for the run off from the playground and swimming pool adjacent areas located in the City of Jackson Park. Staff places sand bags every year to protect the library from water entering into the main entrance and flooding the inside of the library. This project could be completed by using in-house staff. Estimated man hours 80. Material costs \$800.00



Main Branch Library erosion. As our storms get more and more intense this erosion is getting worse from the creek running below the library. The erosion is getting closer to the 27 ton new HVAC unit and undermining the corner of the building. This work could be performed in-house with time allowing. The work does require a Fish & Game permit with inspections. Estimated man hours 800. Material & equipment rental \$10,000.00



Main Branch Library Exterior. The exterior shell of the library is in need of maintenance. Scope of work includes pressure washing, replacing down spouts, sealing, painting & staining. Estimated man hours 400. Materials \$2,000.00



Pioneer Branch Library exterior. The branch library in Pioneer is in need of maintenance. Scope of work would include pressure washing siding, painting & staining. Estimated man hours 160. Materials \$1,000.00



Pioneer Veterans Hall exterior. The Vet's hall is in need of exterior maintenance. Estimated man hours to prep and paint 240. Material costs \$2,000.00



Pioneer Scout Hut exterior. The Scout hut is in need of exterior maintenance. Estimated man hours to prep and paint 240. Material costs \$1,500.00



Demolition of old Sheriff's Up-Country Substation. This building has been needing to be torn down for at least 8 years. Estimated man hours 80. Materials, equipment and fees \$5,000.00



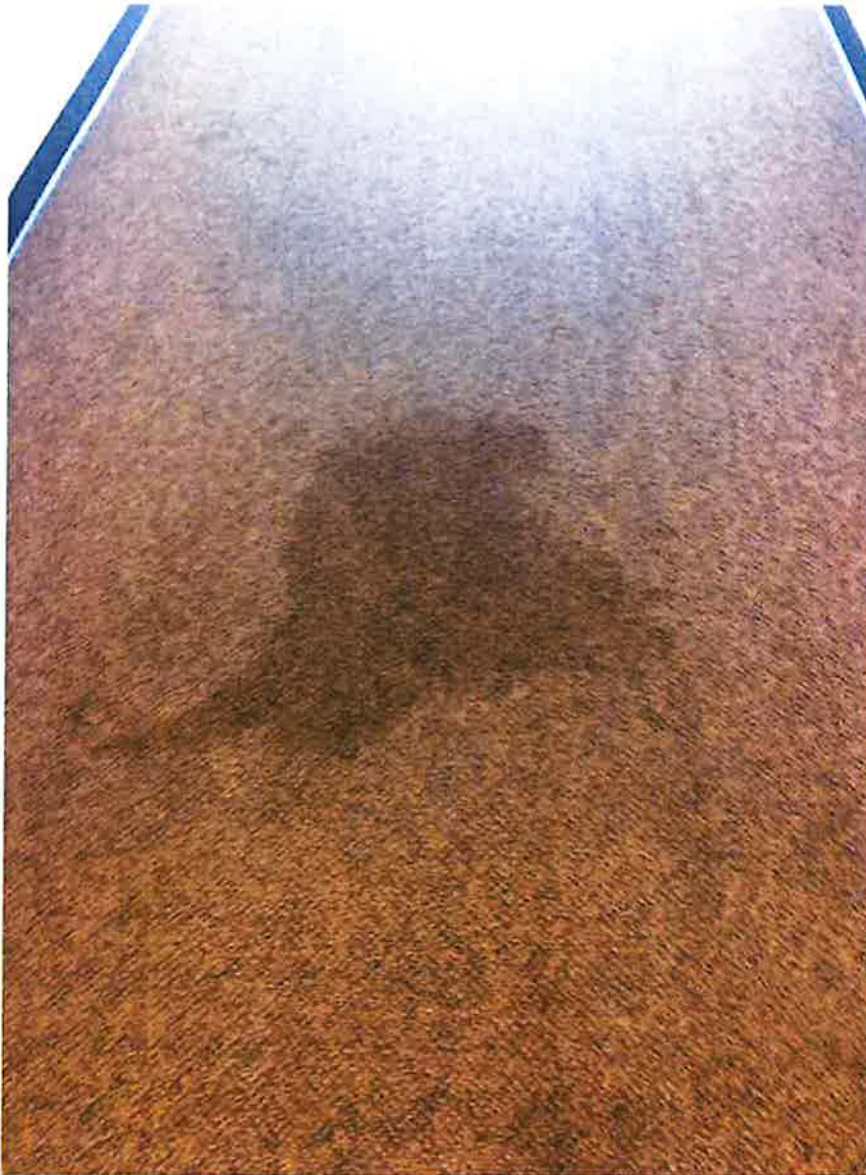
Old American Legion Up-Country Substation. This building has been abandoned by the American Legion at the Pioneer Park. It needs to be removed. Estimated man hours 80. Materials, equipment and fees \$4,000.00



Sheriff's 911 Dispatch Entry Roof. This roof has rot and needs to be replaced. Estimated man hours 80. Materials, equipment and fees \$3,000.00



Sheriff's Admin/Jail exterior. The Sheriff's station is in need of exterior maintenance. Estimated man hours to prep and paint 960 (two months). Material and rental equipment costs \$15,000.00



Carpet Shampooing. The Facilities department could keep one person busy all year long just shampooing carpets. At this point all we have time for is spot cleaning. Shampooing carpets on a regular schedule will give the carpets a much longer life time and make the buildings look much cleaner. The same goes for interior painting. The County could keep one person busy all year long just painting and cleaning carpets the interior of buildings.

Recommendation: Discussion and possible action.

cc: Chuck Iley, CAO
File