

## CAPITAL IMPROVEMENT PROGRAM (CIP) AMENDMENT FORM

**1. Contact Person/Department:**

Tania Cole, Project Services Program Manager

**2. Project Title:**

Ronald Reagan Building – Remodel Phase II

**3. Request Status:** Previously Approved Project (complete items 4 and 7)

**4. Justification for changes from the approved CIP Project:**

Year Approved	Original Budget	Requested Change	Revised Total
2014	\$7,425,436	\$1,937,300	\$9,362,736

**Justification of requested changes:**

The focus of this CIP Amendment is for the remodel of the remaining floors (4-6) of the Ronald Reagan building. Through a series of programming meetings with the identified departments and SJCF Architecture, it was concluded the departments that would be the optimal tenants for these floors are the Appraiser's Office, Aging, COMCARE Administration, and GIS. These departments were considered because of their similar functions and operations in the building as well the potential lease savings for the County. The Appraiser's Office, Aging, and COMCARE Administration are all currently in leased facilities with a total of \$385,662 annual in lease costs. GIS is being relocated to assist the District Attorney's Office urgent need for space. Moving GIS opens approx. 1,696 SF on the 2<sup>nd</sup> Floor of the County Courthouse for the District Attorney's Office to utilize.

This project would remodel floors 4-6 with the same finishes as the current remodel and place the departments on the following floors:

Appraiser's Office – 16,802 SF (located on floors 4 & 5)

Aging — 10,608 SF (located on floors 5 & 6)

COMCARE Administration – 9,540 SF (located on floor 6)

GIS – 2,109 SF (located on floor 6)

The existing floor plan on floors 4 and 5 have several office layouts that have isolated entries therefore; the remodel will require more demolition and new walls to make functional floor layouts. Construction costs are estimated by the architect at \$1,482,753 and owner's costs at \$454,547. Owner's costs include a/e fees, furniture, signage, window coverings repair, moving expenses, security cameras, networking, maintenance costs, and project contingency. This remodel would fill the entire Ronald Reagan building to full capacity.

**5. Justification:** Discuss the need for the project, how it will improve delivery of services, and improve efficiency, along with the scope of capital work to be completed. Please address the urgent

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need of this project and what qualifies this project to be reviewed outside of the CIP budget process. Please summarize below, if additional space is needed, then provide the detailed narrative in CIP Attachment Form A.

**Justification of new project:**

- 6. Cost and Funding:** Outline all project costs, by appropriate project phase, based on the anticipated schedule. Select below the table who developed the estimate and when. A dated, written copy of the estimate must be attached. Then, select the funding source and provide a brief explanation of how the project will be funded, and explanation if selecting “other”.

Project Phase	2016	2017	2018	2019	2020	Total
Planning						
Design						
Construction						
Equipment						
Total						

- 7. Estimate Developed By:** *Check all that apply*

**Date:** August 29, 2016

Facility Project Services	Architect / Engineering Firm	Vendor	Department
X	X		

**Funding Type and Proposed Fund Source:** Cash

Transfer cash from general fund to CIP.

- 8. Operating Budget Impact:** *Choose an item.*

Outline estimated operating impacts occurring as a result of this project. Below the table, discuss these operating impacts and funding strategy. Be sure to seek expert assistance when appropriate.

Operating Impact	2016	2017	2018	2019	2020	Total
Total Revenue						
Personnel						
Contractual						

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Commodities						
Equipment						
<b>Total Expenses</b>						
<b>FTE(s)</b>						

**9. CIP Committee Recommendation:** Recommended

Majority vote.

**10. Agenda Recommendation:** Regular Agenda

\_\_\_\_\_  
Mike Scholes

\_\_\_\_\_  
Date

☐

Consent

☐

Regular Agenda