

DEPARTMENT: Public Works

By: James Petropulos

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No X)

Resolution authorizing the Public Works Director to execute an agreement in the amount of \$14,900 with Mead and Hunt to develop a Request for Proposal (RFP) to build and lease an office facility to the Human Services Department to be located in the vicinity of the Mariposa Town Planning Area. Mead and Hunt would also assist in advertising the RFP and help the County evaluate the response(s) to the RFP.

The intent of the RFP is to solicit proposals from business persons/developers interested in constructing and then leasing a facility to Human Services. The present facility is inadequate for a variety of reasons including lack of floor space. The Human Services Department is in need of a more appropriate facility in order to conduct business more effectively.

Funding for this project (\$15,000) will be provided by Human Services from the <sup>Prof. Services</sup> ~~Office Expense~~ line.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Space Needs Committee recently met to discuss this issue and recommended that Public Works present this item for Board approval. A preliminary needs assessment conducted by Human Services and Public Works indicates that a larger facility with a more appropriate floor plan is needed to adequately house that department.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. No action will result in the Human Services Department remaining at the present location which is inadequate.
2. Consider investigating alternatives such as constructing its own facility or seek existing space.

COSTS: ( ) Not Applicable	
A. Budgeted current FY>	\$ 15,000
B. Total anticipated Costs>	\$ 15,000
C. Required additional funding>	\$ _____
D. Internal transfers>	\$ _____

SOURCE: ( ) 4/5th Vote Required	
A. Unanticipated revenues>	\$ _____
B. Reserve for contingencies>	\$ _____
C. Source description: >	_____

Balance in Reserve Contingencies, If Approved:  
\$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

1. Proposal submitted by Mead and Hunt (5 pages)
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CLERK'S USE ONLY

Res. No.: 00-271 Ord. No.: \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: P. Board Abstained: \_\_\_\_\_

Approved  Denied  
 Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MARGIE WILLIAMS, Clerk of the Board

By: \_\_\_\_\_

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

\_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended  
\_\_\_\_\_ For Policy Determination  
\_\_\_\_\_ Submitted with Comment  
\_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

C.A.O. Initials: WOW