

December 11, 2012

County of Ventura
Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009

Subject: Approve the Plans and Specifications for the Camarillo Airport 295 Durley Avenue Building Improvements, Including Addendum 1; Waive Any Minor Irregularities in the Bids; Delegate Authority to the Director of Airports, or His Designee, to Award a Contract to Damon, Inc. of Downey, CA on the Basis of the Lowest Responsible Bid in the amount of \$74,454, Conditioned Upon the Execution of a Long-Term Lease Agreement Between the County and the State of California for the Building Located at 295 Durley Avenue; and Authorize the Director of Airports, or His Designee, to Execute the Subject Contract; Find the Project Is Categorically Exempt from California Environmental Quality Act (CEQA); and Authorize the Director of Airports to Record a Notice of Exemption.
Supervisory District #3

Recommendations

Staff recommends that your Board:

1. Approve the plans and specifications for the Camarillo Airport 295 Durley Avenue Building Improvements (Exhibit 1), including Addendum 1 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Delegate authority to the Director of Airports, or his designee, to award a contract (Exhibit 3) to Damon, Inc. of Downey, CA on the basis of the lowest responsible bid in the amount of \$74,454, for which funds are available in the Airport Enterprise Fund (AEF), Budget Account 7342-4033, conditioned upon the execution of a long-term lease agreement between the County and the State of California for the building located at 295 Durley Avenue;
4. Authorize the Director of Airports, or his designee, to execute the subject contract; and
5. Find the project is categorically exempt from CEQA and authorize the Director of Airports to record a Notice of Exemption.

Fiscal/Mandates Impact

Mandatory: *No*

Source of funding: *Airport Enterprise Fund*

Impact on other departments: *None – no general funds required*

Summary of Revenue and Total Costs

	<u>FY 2012/13</u>
Revenue: None	\$ 0
Direct Costs	<u>92,954</u>
Net Costs – Airport Enterprise Fund	\$ 92,954

Current Fiscal Year Budget Projection

Current FY 2012-13 Budget Projection for Camarillo Non-Grant Projects BU# 7342				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated (Savings/Deficit)
Appropriations	\$261,300	\$276,508	\$276,508	\$0
Revenue	0	0	0	\$0
Operating Gain/Loss	(\$261,300)	(\$276,508)	(\$276,508)	\$0

As an enterprise fund, capital asset acquisitions are capitalized as appropriate, and as a result, the Airports will recognize no net loss.

County of Ventura Strategic Plan Focus Area 1, Strategic Goals 1 and 2 (Location Map Exhibit 4).

DISCUSSION

The Department of Airports and the State of California are in negotiations for the long-term lease of the building located at 295 Durley Avenue at the Camarillo Airport. The State of California Food & Agriculture currently occupies the building on a month-to-month basis, but wishes to secure the premises for a longer term. During negotiations, the State identified the need for certain ADA improvements, as well as the addition of a "Bait Room" in order to meet operational requirements.

This Contract is for those identified ADA improvements needed, as well as the addition of a "Bait Room." The project will be funded by the Airport Enterprise Fund, with the cost of the "Bait Room" design and construction repaid through the term of the lease in the form of a negotiated higher rental rate. The award of contract is conditioned upon the execution of a long-term lease agreement between the County and the State of California for the building located at 295 Durley Avenue.

Specifically, the ADA improvements include adjustments to or replacement of restroom/breakroom fixtures, handicapped parking stalls, signs, paths of travel, and certain door modifications. The "Bait Room" work includes the installation of a ventilation hood, floor drain, utility sink, fan, and other improvements. The Engineer's estimate for all work is \$64,971.

Bids for the project were opened on November 20, 2012. A copy of the bid abstract for the three (3) bids received is enclosed as Exhibit 5. The bids have been reviewed for form. Damon Inc. of Downey, CA submitted the lowest responsible bid in the amount of \$74,454. The low bid is 14.6% over the engineer's estimate of \$64,971. We believe that the bid reflects the value of work to be done.

This project is categorically exempt under the CEQA Guidelines, because it consists of the installation of small new equipment in small existing structures which do not involve the use of significant amounts of hazardous substances, and where only minor modifications would be made to the exterior, and minor alterations, reconstruction, or replacement of existing facilities that does not involve change or expansion of the existing use. (See Cal. Cod Regs., tit. 14, §§ 15301 [Class 1 exemption], 15302 [Class 2 exemption], 15303 [Class 3 exemption].) None of the exceptions in Section 15300.2 of the CEQA Guidelines apply.

Therefore, we are asking the Board to delegate authority to the Director of Airports, or his designee, to award a contract in the amount of \$74,454 on the basis of the lowest responsive and responsible bidder, conditioned upon the execution of a long-term lease agreement between the County and the State of California for the building located at 295 Durley Avenue; and also authorize the Director of Airports, or his designee, to execute the contract for the subject project.

The estimated total fiscal impact, including all phases of design and construction, are as follows:

	<u>Costs</u>
Engineering/design:	\$ 14,000
Construction*:	74,454
Construction management:	3,500
Project administration:	1,000
Total	\$ <u>92,954</u>
Cost to Airport Enterprise Fund	\$ <u>92,954</u>

**This letter only references the construction contract.*

The estimated project schedule is:

Contract Award – January 15, 2013
Notice to Proceed – February 12, 2013
Construction Completion – March 28, 2013

This contract is on a standard form previously reviewed by County Counsel. The offices of the CEO, the Auditor-Controller, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Camarillo Airport Authority unanimously recommend its approval.

If you have any questions regarding this item, please call Erin Powers at 805-388-4205, or Todd McNamee at 388-4200.



TODD L. McNAMEE, AAE
Director of Airports

Attachments:

- Exhibit 1 – Plans & Specifications
- Exhibit 2 – Addendum 1
- Exhibit 3 – Contract
- Exhibit 4 – Location Map
- Exhibit 5 – Bid Abstract