



ADDENDA NUMBER (2)

February 27, 2020

RFP #2020-07-011
DESIGN BUILD
SIERRA COUNTY ADMINISTRATION BUILDING

Please, note the following:

Clarification: Only the names listed in Attachment 2, Mandatory Pre-Con-sign in sheet, will be able to proceed with this RFP process, as it was a mandatory meeting, as stated in the packet.

Firms who are working as a team and are not listed but had a member or associate to represent them are permissible for this project. Others not listed or affiliated are not.

Clarification: Pertaining to funding the primary offices are Treasurer, Assessor, Clerks, Probate, DWI and SCRDA (911 Dispatch) are to be definite in this process.

Attachment 1: A copy of the Modified Needs Assessments to be provided. In addition a sample of the Assessor and Treasurer potential office layouts.

Sample of what the county would like if possible.

Sierra County Administration Building Needs Assessment

August, 2013



ADDITION #1 MODIFIED NEEDS ASSESSMENTS

Prepared by
NCA Architects

DA Office	9 offices	12'X12'	1,296'
	File room	12'X17'	204'
	Conf room	20'X20'	400'
	Server room	9'X11'	99'
	Storage room		
	Small entry/reception area		
Administration	3 offices	10'X18'	540'
	Mgr. office	17.5'X20'	350'
	7 offices	12'X12'	1,008'
	Storage room	12'X12'	144'
	Copy/mail rm.	10'X10'	100'
Misdemeanor Compliance Program/DWI			
	4 offices	12'X12"	578'
	UA bath rm.	8'X8'	64'
	Staff bathroom	8'X8'	64'
Building	Commission Chambers	35'X30'	1050'
	Training rm	33'X16'	528'
	Conf rm	15'X20'	300'
	Ex. Conf rm	15'X12'	180'
	Server rm	12'X10'	120'
	Voting machine storage rm	12'X15'	180'
	Janitor closet	6'X10'	60'
	Break rm	12'X20'	240'
	Rest rms		

Administration

2012									
Space/Equipment	Unit Area	Space Quan	Space Needs	Area Subtotal	Staff Quan	Space Standard	Comments	Fixed Equipment	Movable Equipment/ Furniture
			8,258						
First Floor									
DUI Storage	80	1	80	0			Folding wall	5,000	
							(2) 4-tops, Refrigerator, Sink	3,000	
Public Toilets	180	2	360	0					
Staff Toilets	180	2	360	0					
Maintenance	64	3	192	3					
Janitors's /Storage	100	1	100	0					
Receiving Area	200	1	200	0			Adjacent to maintenance		
									2,000
									2,000
									2,000
									2,000
									2,000
DUI Suite									
Receptionist	120	1	120	1			(4) guest chairs		
Counselor Office	168	3	504	3	PO 168				
Director's Office	168	1	168	1	PO 168				Existing
Urine Analysis Room	100	1	100	0			With counter space	1,000	
First Floor Subtotal			4,288						
Second Floor									
Receptionist	80	1	80	1	WS80				
Public Waiting	80	1	80	0			(5) Chairs		
County Manager	350	1	350	1	PO350				
	180	1	180	1	PO180		Adjacent to County Mgr		
Finance	180	1	180	1	PO180		12 linear ft shelving, (3) reg files		
							(1) lateral file, safe		
Human Resource Office	180	1	180	1	PO180		(5) reg files, secure files		
Payroll Office	168	1	168	1	PO168		(4) lateral files		
Purchasing/SP. Project Off.	168	1	168	1	PO 168				
Commission Chambers	1,050	1	1,050	0	PO 100		70 people, re-use existing Dias		
		1	150	0			8 person conf table		Existing
			64	0					
			100	0					
Work/Mail Room	120	1	120	0			copier, postage machine,	2,000	
File Storage Room	100	1	100	0					
Server Room	120	1	120	0					
Public Toilets	180	2	360	0					
Staff Toilets	180	2	360	0					
Coffee Bar/Break Room	100	1	100	0				500	
Janitor's Closet	60	1	60	0					
Second Floor Subtotal			3,970					11,500	10,000
Staff Subtotal				20			Notes:		
1) Parking: 6 staff, 3 commissioners, 1 attorney									
2 county cars, 50 for commission meeting									
2)									
Departmental Net Area 8,258									
Gross Factor: 27% 2,230									
Includes: Structure, walls, circulation									
mechanical & electrical spaces									
Departmental Gross Area 10,488									

Assessor

Space/Equipment	Unit Area	2011			Space Standard	Comments	Fixed Equipment	Movable Equipment/ Furniture
		Space Quan	Space Needs	Area Subtotal				
				2,104				
Assessor's Office	300	1	300	1	PO300	Table for 6, Visual to Counter		(1/2 Existing) 1,000
Deputy Assessor's Office	144	1	144	1	PO144	Visual to Counter		1,000
Counter	300	1	300					
Counter Work Station	40	2	80	2			2,000	
Open Office								
Appraiser Work Station	80	3	240	3	WS80			1,000
Clerk Work Station	80	1	80	1	WS80			1,000
Future Work Station	80	1	80		WS80			1,000
Copier/Fax Room	100	1	100			Could share w/ File Room	2,000	
Property Record File Room	120	1	120			18 Linear ft of files. Future Electrevr	1,000	
Mapping/Addressing	400	1	400	2				1,000
Storage	150	1	150					
Server Room	50	1	50					
Coffee Bar	60	1	60			In Open Office Area	500	
Staff Subtotal				10			5,500	6,000

Notes:

1. All Spaces on First Floor

Departmental Net Area	2,104
Gross Factor: 27%	568
Includes: Structure, walls, circulation mechanical & electrical spaces	
Departmental Gross Area	2,672

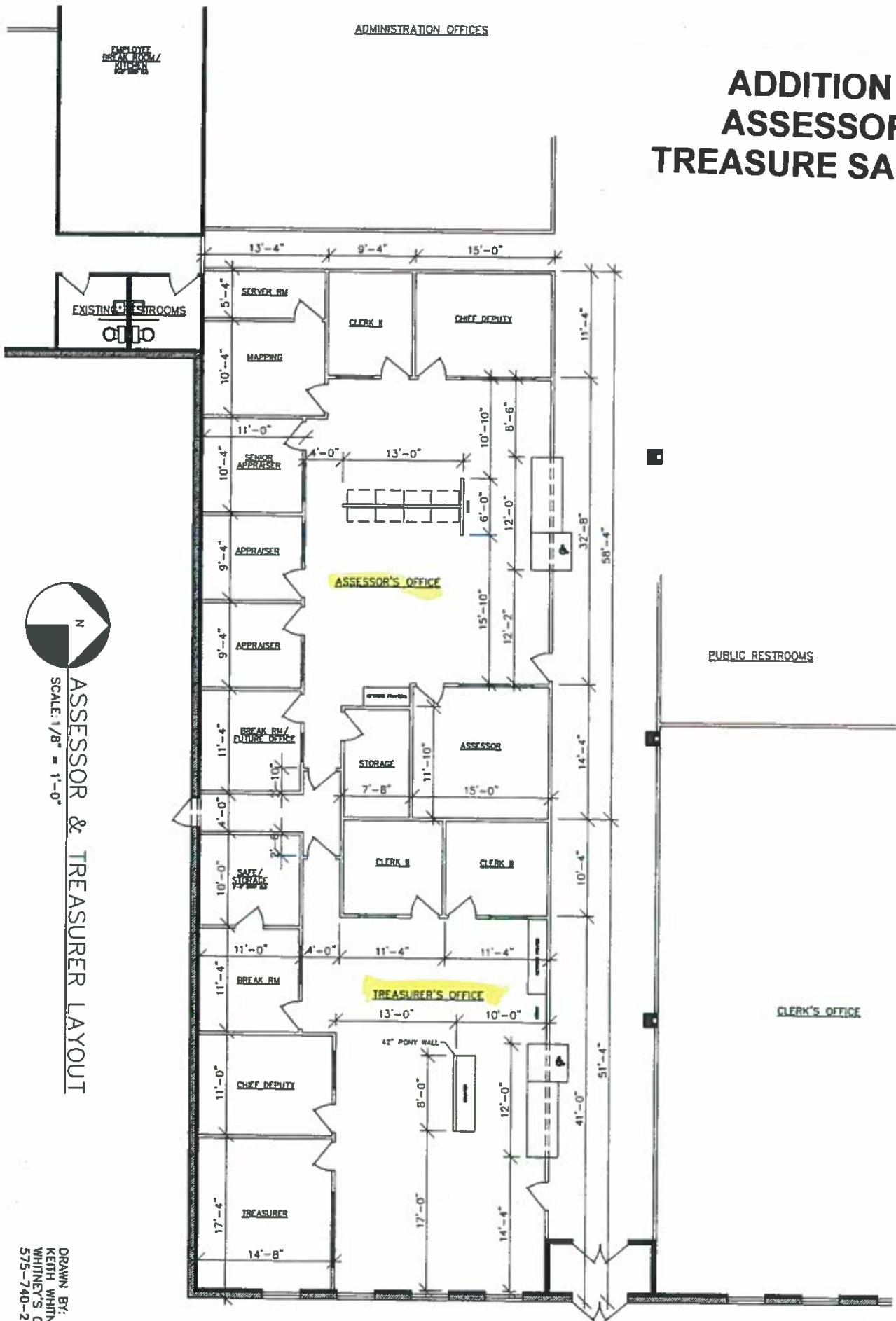
Treasurer

Space/Equipment	2011					Comments	Fixed Equipment	Movable Equipment/ Furniture
	Unit Area	Space Quan	Space Needs	Area Subtotal	Staff Quan			
				1,604				
Treasurer's Office	256	1	256	1	PO256	Visual to Work Space		2,500
Chief Deputy Office	144	1	144	1	PO144			2,000
Private Office	144	1	144	1	PO144	Visual to Counter		2,000
Public Counter	100	1	100				2,000	
Work Station	80	3	240	2	WS80			
Waiting Area		1	40			(5) seats		1,000
Copy/Fax	100	1	100				2,000	
Storage Room	80	1	80					
Coffee Bar	60	1	60			In Open Area	500	
Staff Subtotal				5			4,500	7,500

Notes:
1. All Spaces on First Floor

Departmental Net Area		1,604
Gross Factor:	27%	433
Includes: Structure, walls, circulation mechanical & electrical spaces		
Departmental Gross Area		2,037

ADDITION #1 ASSESSOR & TREASURE SAMPLES



Notes:

1. All Spaces on First Floor

Dispatch

Space/Equipment	2011					Comments	Fixed Equipment	Movable Equipment/ Furniture
	Unit Area	Space Quan	Space Needs	Area Subtotal	Staff Quan			
				1,094				
Work Stations	100	4	400		4	PO120 (1) Office needs visual to Work Stations (1) 4-top, Refrigerator		
Private Office	120	2	240		2			
Unisex Toilet	64	1	64		0			
Kitchen/Break Room	140	1	140		0		2,000	Existing
Server Room	150	1	150		0			
Storage/File Room	100	1	100		0		500	
							2,500	

Staff Subtotal

6

Notes

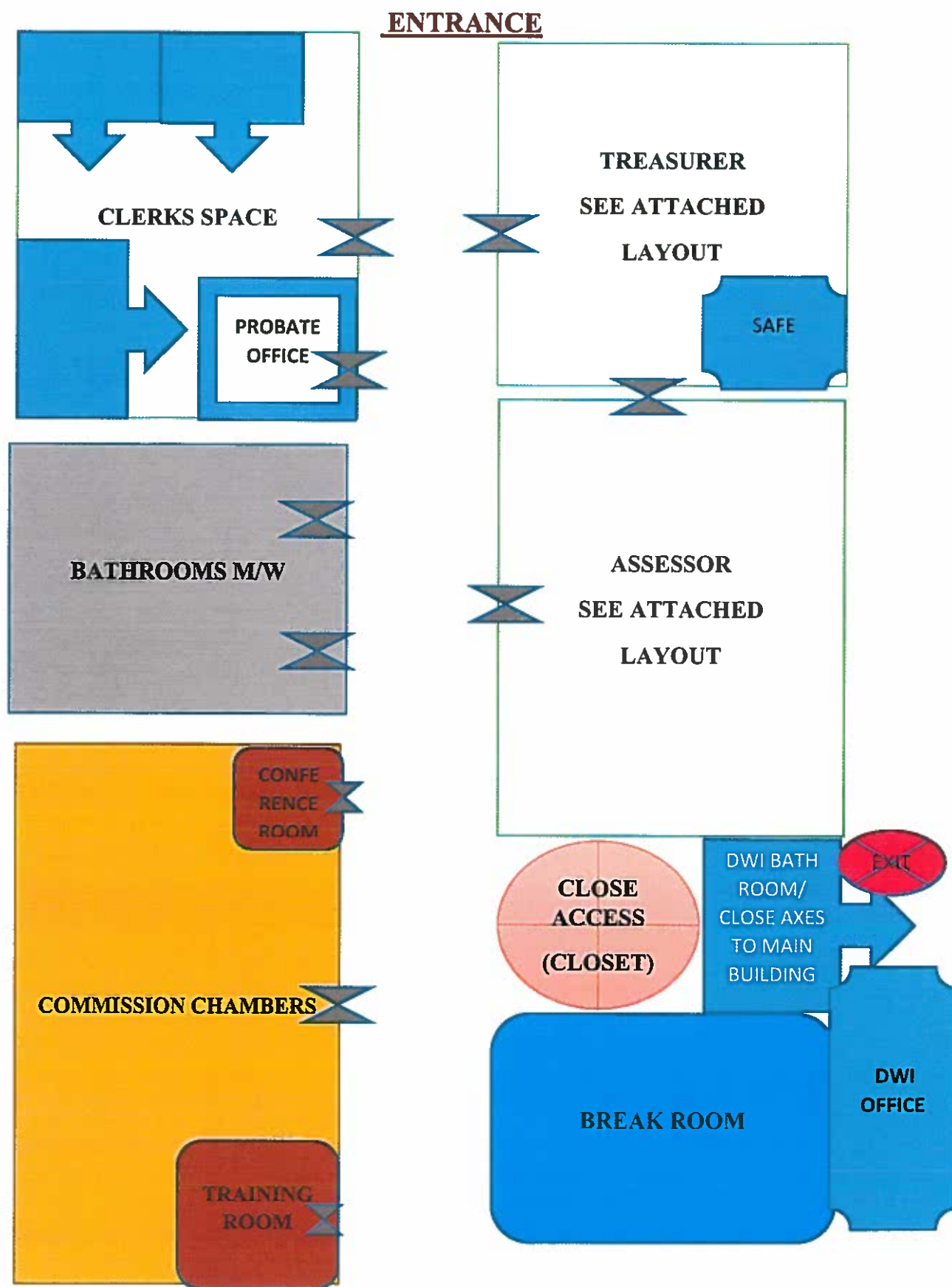
1 All Spaces on First Floor

Departmental Net Area	
Gross Factor:	25%
Includes Structure, walls, circulation mechanical & electrical spaces	274
Departmental Gross Area	1,368

1279

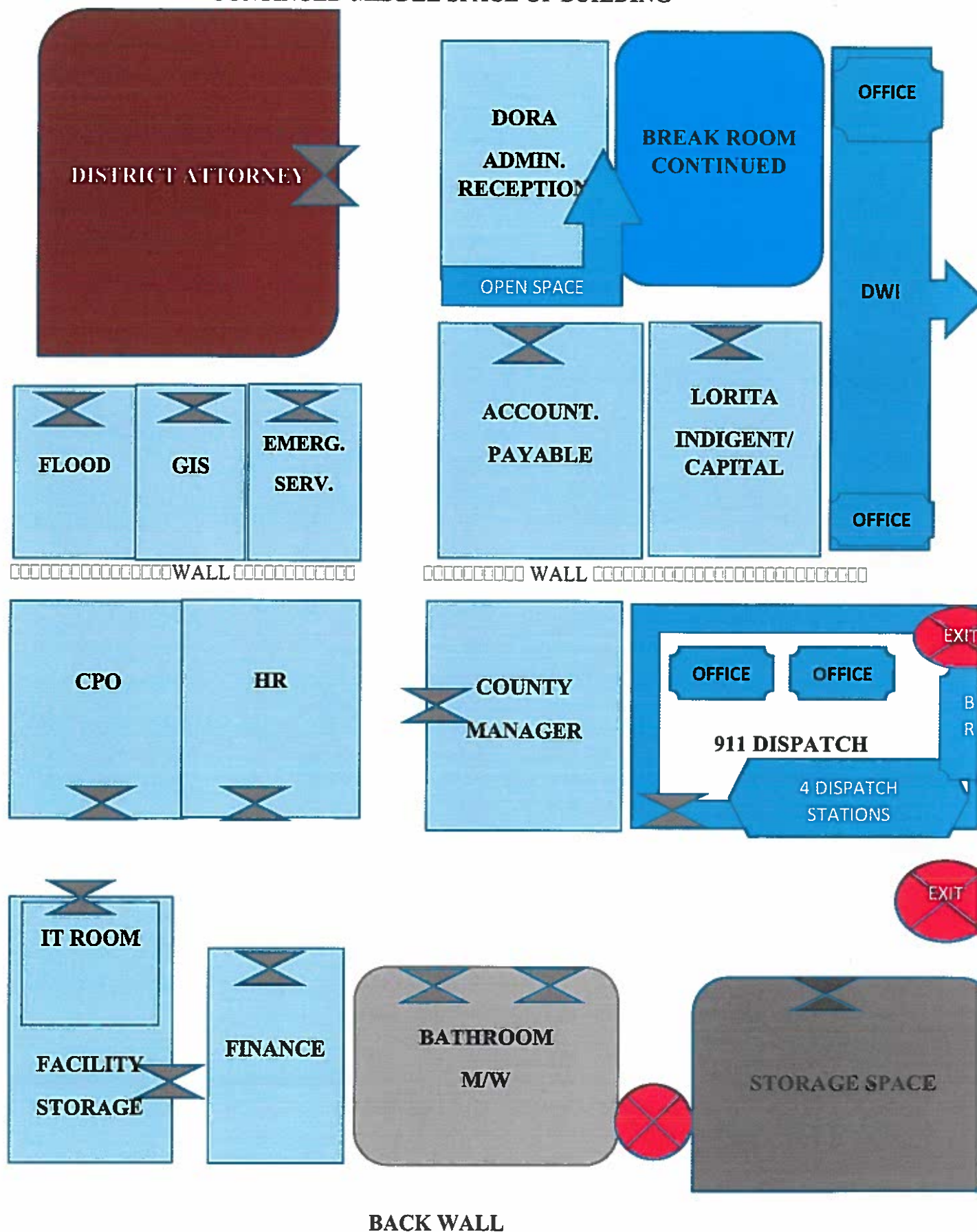
Temp control

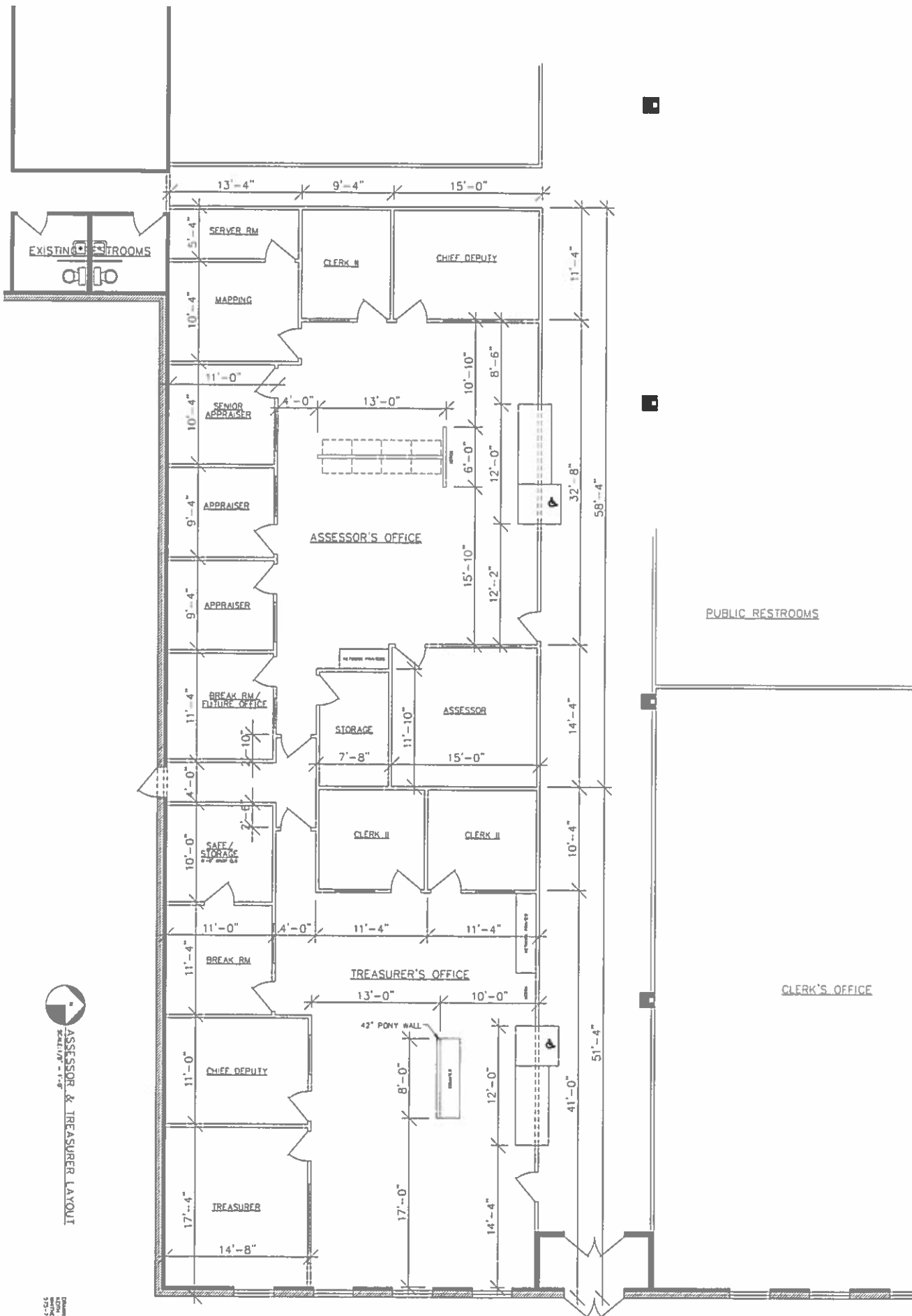
SAMPLE OF SPACE FOR NEW REMODEL ADDENDA #2



SAMPLE OF SPACE FOR NEW REMODEL ADDENDA #2

CONTINUED-MIDDLE SPACE OF BUILDING





ASSESSOR & TREASURER LAYOUT
 SCALE: 1/8" = 1'-0"
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DATE: [Date]