



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

Space/Equipment	2012					Comments	Fixed Equipment	Movable Equipment/ Furniture
	Unit Area	Space Quan	Space Needs	Area Subtotal	Staff Quan			
8,258								
First Floor								
DUI Storage	80	1	80	0		Folding wall	5,000	
Public Toilets	180	2	360	0		(2) 4-tops, Refrigerator, Sink	3,000	
Staff Toilets	180	2	360	0				
Maintenance	64	3	192	3				
Janitors's /Storage	100	1	100	0		Adjacent to maintenance		2,000
Receiving Area	200	1	200	0				2,000
								2,000
								2,000
								2,000
								2,000
DUI Suite								2,000
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		
Human Resource Office	180	1	180	1	PO180	(1) lateral file, safe		
Payroll Office	168	1	168	1	PO168	(5) reg files, secure files		
Purchasing/SP. Project Off.	168	1	168	1	PO168	(4) lateral files		
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
Departmental Net Area	8,258
Gross Factor: 27%	2,230
Includes: Structure, walls, circulation mechanical & electrical spaces	
Departmental Gross Area	10,488

- Notes:
- 1) Parking: 6 staff, 3 commissioners, 1 attorney
2 county cars, 50 for commission meeting
 - 2)

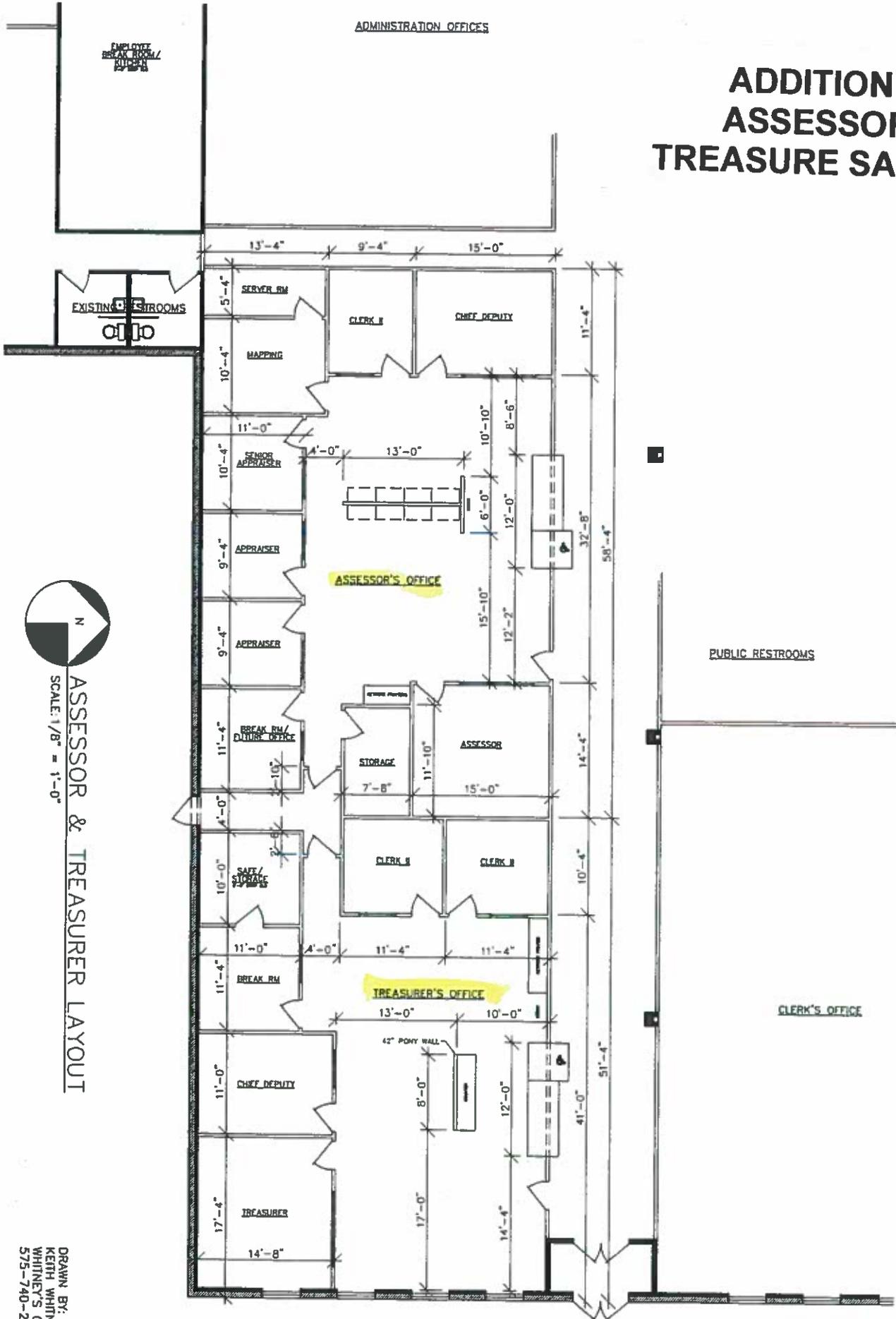
Treasurer

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		144		1	PO144		2,000
Private Office	144	2x	144		1	PO144 Visual to Counter		2,000
Public Counter	100	1	100					
Work Station	80	3	240		2	WS80	2,000	
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

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

Notes:
1. All Spaces on First Floor

ADDITION #1 ASSESSOR & TREASURE SAMPLES



ASSESSOR & TREASURER LAYOUT
SCALE: 1/8" = 1'-0"

DRAWN BY:
KEITH WHITNEY
WHITNEY'S CAD DESIGN
575-740-2488

Clerk

2012

Space/Equipment	Unit Area	Space Quan	Space Needs	Area Subtotal	Staff Quan	Space Standard	Comments	Fixed Equipment	Movable Equipment/ Furniture
				2,826					
County Clerk Office	192	1	192		1	PO192	Visual to Open Office		
Deputy County Clerk Office	192	1	192		1	PO192	Visual to Open Office		
Public Counter	200	1	200					2,000	
Work Stations	80				2	WS80	(2) W.S. + (1) Future, Near Library, shared Printer, etc.		
Public Library/Archives	924	1	924			36'x28'		3,000	
Office Supply Storage	100	1	100					1,000	
Coffee bar	60	1	60					500	
Server Room	80	1	80						
Voting									
Early Voting Area	300	1	300				(3) Voting Booths and WS60 (6) Person Waiting Door to Exterior		Existing
						12'x14'		500	
					1	WS 80	Safe	500	
Election Classroom							Shared with Multi-purpose Room	7,500	
Staff Subtotal					5				

Departmental Net Area	2,826
Gross Factor: 27%	763
Includes Structure, walls, circulation mechanical & electrical spaces	
Departmental Gross Area	3,589

Notes:
1. All Spaces on First Floor

Dispatch

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

Staff Subtotal

6

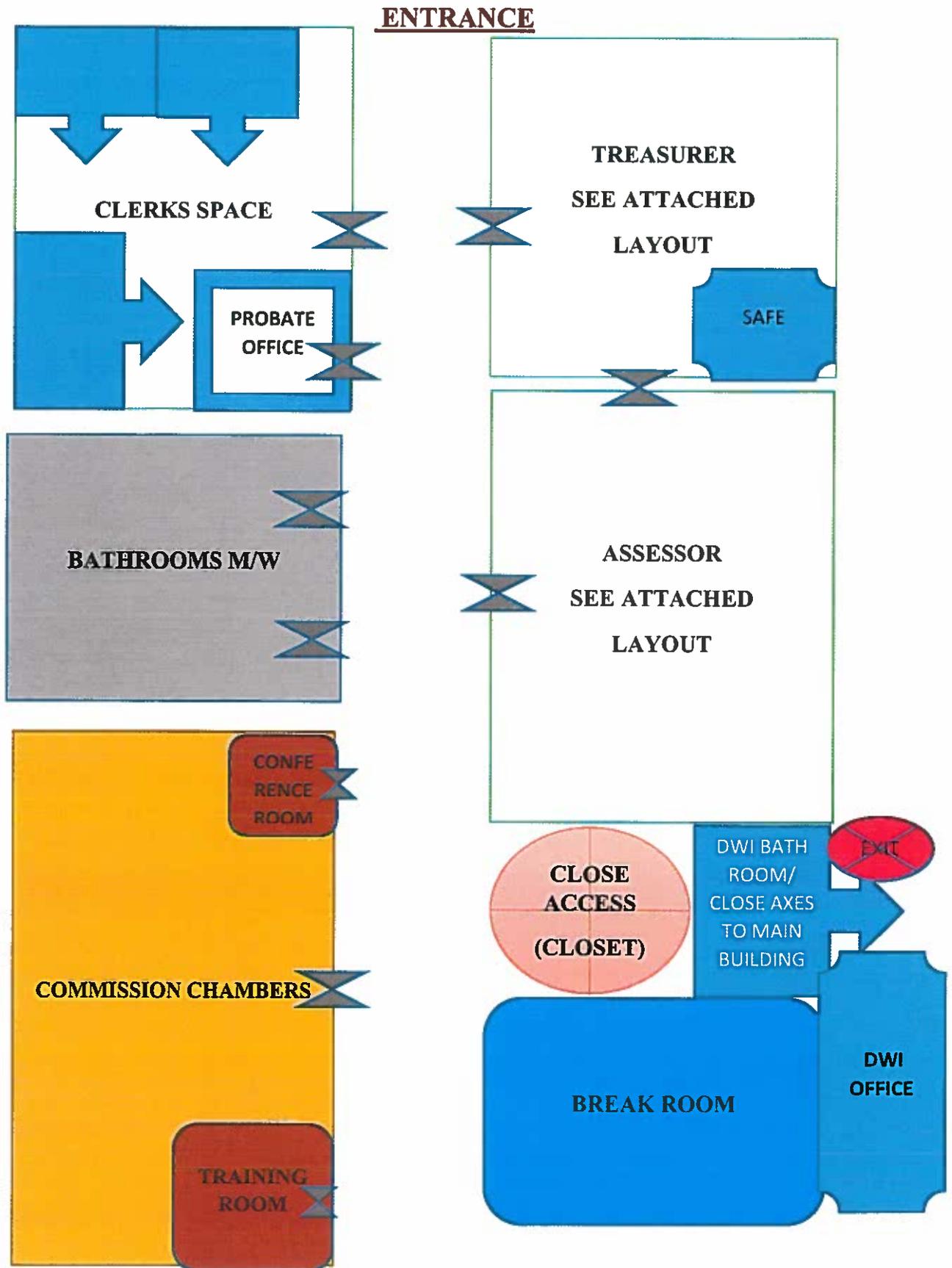
Notes

1 All Spaces on First Floor

Departmental Net Area			
Gross Factor:	25%	274	<i>279</i>
Includes Structure, walls, circulation mechanical & electrical spaces			
Departmental Gross Area		1,368	

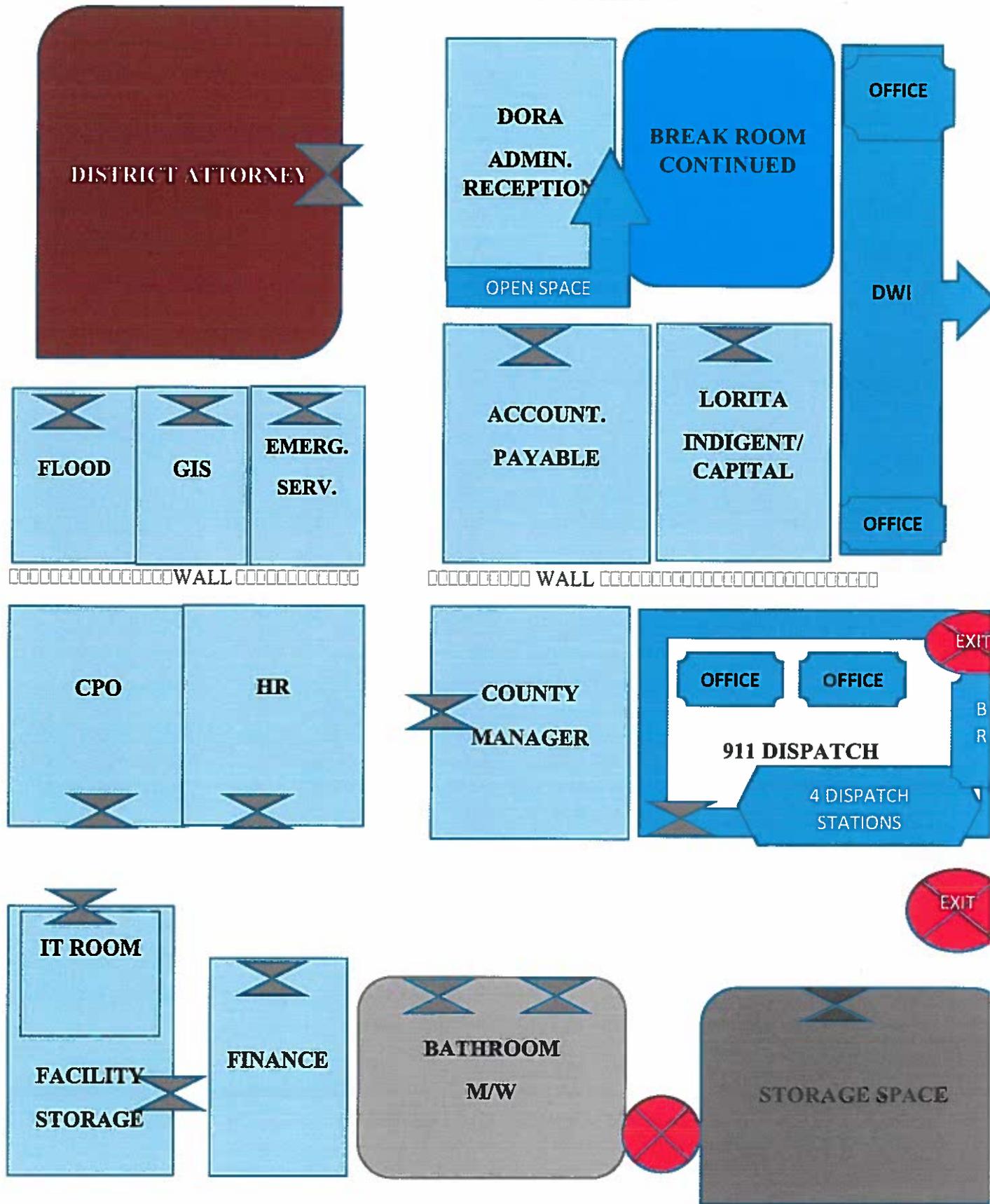
Temp control

SAMPLE OF SPACE FOR NEW REMODEL ADDENDA #2

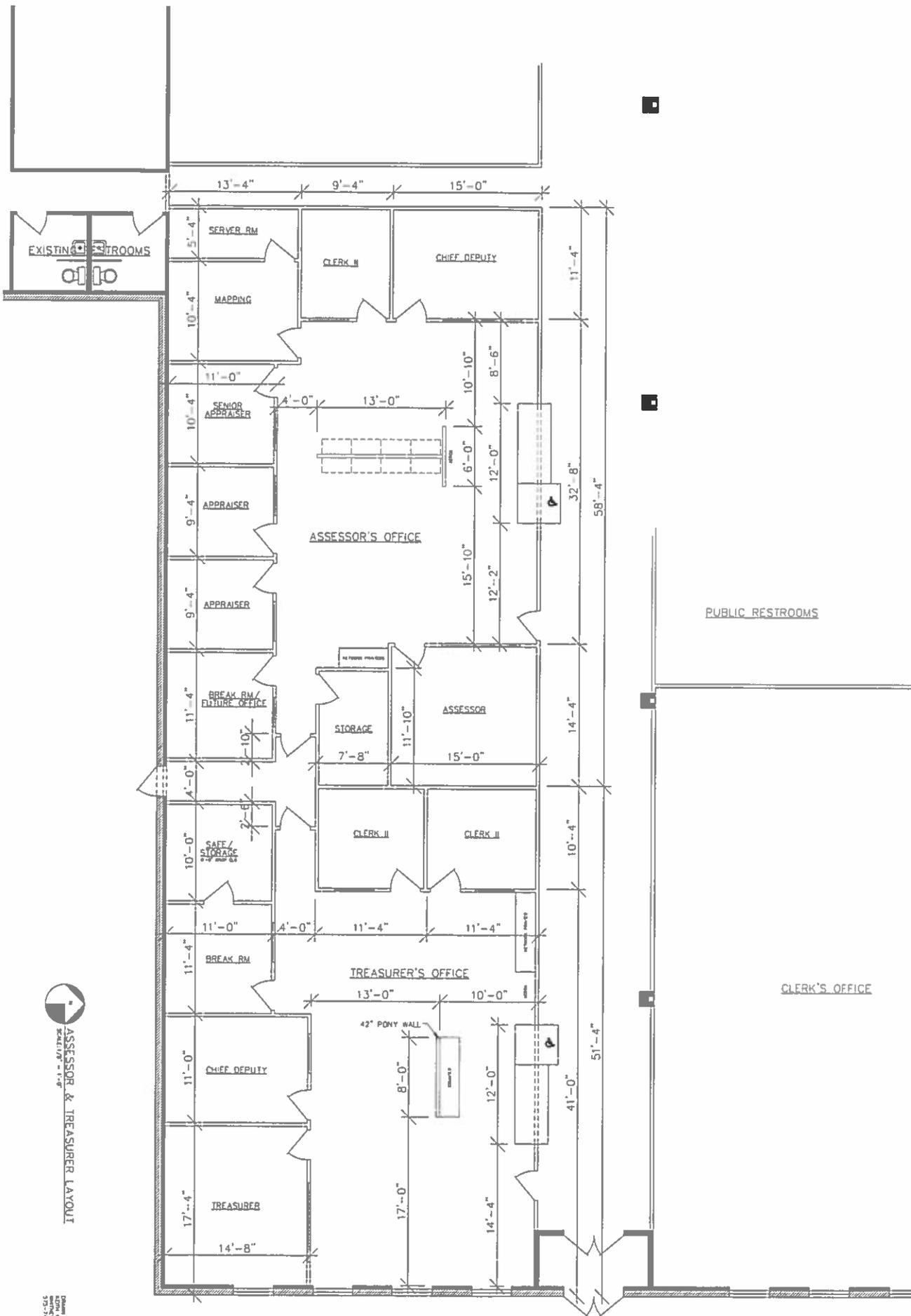


SAMPLE OF SPACE FOR NEW REMODEL ADDENDA #2

CONTINUED-MIDDLE SPACE OF BUILDING



BACK WALL



ASSESSOR & TREASURER LAYOUT
 SCALE: 1/8" = 1'-0"

Drawn By:
 DATE: 11/11/11
 11/11/11