

County of Lassen  
**ADMINISTRATIVE SERVICES**



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## MEMORANDUM

TO: Board of Supervisors  
Agenda Date: May 19, 2020

FROM: Richard Egan, County Administrative Officer 

SUBJECT: Lassen County Historic Courthouse — Lionakis Agreement

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**RECOMMENDATION:** That the Board: Consider authorizing the County Administrative Officer to sign agreement in the amount of \$373,825.00 with Lionakis to provide architectural and engineering services for Phase II - Seismic & Infrastructure Improvements for the Lassen County Historic Courthouse Renovation Project.

**PRIOR BOARD ACTIONS:** Several. Beginning in 2015, Lease-Purchase Financing was secured for making improvements to the Historic Courthouse and Courthouse Annex (Project).

In 2015, the Board awarded an agreement to Lionakis to provide architectural & engineering services for that Project; following a competitive RFP process. The Board amended that agreement twice (first amendment dated April 19, 2016, second amendment dated June 12, 2018), which included preparing and presenting the Lassen County Courthouse Square Due Diligence Report to the Board on June 11, 2019.

On November 12, 2019 the Board awarded a new agreement to Lionakis to complete plans, specifications and collaborative administration of construction contract for Phase I of the Historic Courthouse Renovation Project – Demolition Phase. The construction contract for this project phase was awarded by Board on May 12, 2020.

By Resolution No. 18-046 the Board approved receiving of up to \$8,450,000 in grant funding from the State of California for renovations to the Historic Courthouse and grounds, including the Courthouse Annex. Renovations can

include:

- Preserving the historic, architectural and cultural value of the Courthouse buildings and grounds
- Constructing Americans with Disabilities Act (ADA) improvements for providing reasonable availability to and usability by the disabled
- Performing mandated building code compliance to provide reasonable safety from seismic, fire and other hazards for occupants and visitors. Including energy efficiency improvements such as lighting, windows, heating, ventilation and cooling, mechanical and plumbing, and electrical modernization.
- Renovating vacated courtrooms and offices into usable space.

DISCUSSION: The current proposal from Lionakis (attached) for Phase II design work is intended to generally complete the following:

- Seismic upgrades.
- Basic mechanical & plumbing infrastructure and spatial planning for final build out in Phase III.
- Fully operational Elevator for second floor ADA access and stair system for secondary emergency egress.
- Low voltage systems basic infrastructure that interfaces with seismic improvements and spatial planning for final build out in Phase III.
- Exterior site accessibility improvements to bring existing ADA parking and associated pedestrian path of travel to front entrance into current ADA compliance.

Basically the Phase II design work and following construction will lay the groundwork needed for Phase III design and construction of Tenant Improvements, leading to re-occupancy.

FINANCIAL IMPACT: Project is a State funded grant and does not impact the general fund. Funding is available within the current 2019/20 Fiscal Year Courthouse Square Construction Fund/Budget Unit No. 154-1541.

OTHER AGENCY INVOLVEMENT: Grantor - California Natural Resources Agency.

May 12, 2020

Mr. Tony Shaw  
Deputy County Administrative Officer  
County of Lassen  
707 Nevada Street, Suite 4  
Susanville, CA 96130-3912

Re: **A/E Services Proposal**  
**Seismic & Infrastructure Improvements Project**  
**Lassen Historic Courthouse**

Dear Tony:

Lionakis welcomes the opportunity to continue working with Lassen County on the renovation of the Historic Courthouse. This proposal delineates the architectural and engineering services to design and prepare construction documents for the seismic upgrades, vertical circulation systems, electrical service upgrade, utilities planning and coordination, and site accessibility improvements in the scope of work. This project will be the second phase of a three-phase plan to renovate the courthouse, outlined below:

1. Demolition – Phase 1: Abate hazardous materials, deconstruct historically significant features, demolition of selected interior improvements (walls, partitions, ceilings, etc.) where seismic improvements (shear walls, strong-backing, etc.) will be installed in Phase 2. This phase also includes investigation of the best value vertical circulation method (interior elevator or exterior lift/elevator) to provide accessibility to the second floor, as well as new code required fire/life safety exit stairs *from* the second floor.
2. Seismic Improvements & Vertical Circulation – Phase 2: Construction and installation of seismic improvements to strengthen the Courthouse based on the Seismic Assessment Study conducted by Lionakis' Structural Engineering Studio and presented in the Due Diligence Report issued on March 15, 2019. This phase will also include design and detailing of the elevator and fire/life exit stairs developed in Phase 1, which will provide accessibility to and emergency exiting from the second floor. The elevator, stairs, and building-tie in will be complete and operational at end of Phase 2. The basement will have utilitarian lighting and single-phase power receptacles.
3. Tenant Improvements – Phase 3: Construction and installation of tenant improvements, including mechanical, electrical, plumbing, and low voltage systems, (security, information technology, telecommunications, and audio-visual). The Due Diligence Report outlines the uses that are planned to occupy the refurbished Courthouse.

## SCOPE OF WORK

### Seismic Upgrade

With the completion of the Phase 1 demolition scope, the project is ready to begin design of the seismic upgrades. The best value approach to designing specific seismic upgrades involves opening walls and sections of the building to expose conditions between interior and exterior walls. The upgrades identified and conceptually designed by Lionakis Structural Engineers during the Due Diligence phase relied upon original blueprints which were, at best, only somewhat illustrative of what was constructed in the interstitial spaces. Having areas opened-up during the demolition phase will reveal existing conditions; upgrades will be designed based on as-built conditions.

### Infrastructure – Utilities, Accessibility, Vertical Circulation

In addition to the seismic upgrades, the following infrastructure work will be included:

- Vertical Circulation – Elevator & Fire/Life Safety Exit Stairs  
This work includes design and documentation of the elevator and fire/life safety exit stairs, including exterior finishes, foundation and structure, identification of power requirements, and attachment to the Courthouse. This scope will also include meeting with Willdan and the County Building Department to confirm application and interpretation of the Building Code to the addition of the elevator and exit stairs. This meeting will also include application of the code to the seismic, accessibility, and utilities scopes of work.
- Electrical Service Upgrade & Electrical Systems  
Electrical service upgrade and power distribution needs will be defined and designed to set up the Courthouse – and Campus – for future electrical loads, including the elevator. All coordination with Lassen Municipal Utility District for specific requirements of the new service is included in this task. The new power service, including transformer and main switch board, will be complete and operational at the completion of Phase 2.

Additionally, planning shall be done for Phase 3 electrical systems to ensure that the existing system in the Courthouse is properly decommissioned and left ready for connection in Phase 3. This includes spatial planning of any main vertical conduit that may be required near or within planned seismic improvements such as shear walls.

- Mechanical Systems  
Planning for Phase 3 mechanical systems will include coordination with Lionakis Structural Engineering to ensure adequate structural capacity to support future mechanical equipment. This scope of work will also include planning for decommissioning existing systems so that they are left ready to connect to systems that will be designed and installed in Phase 3.

This includes establishing preliminary cooling and heating loads, as well as coordination with the proposed electrical service upgrade. Lastly, spatial planning for main vertical pipe runs and ductwork openings will be coordinated with Lionakis Structural Engineering.

- Plumbing Systems

Phase 2 will identify necessary water and sewer improvements to provide services and hook-ups for mechanical and plumbing scope that will be part of the Phase 3 scope of work. Design and coordination will be conducted to assess routing and connections of future systems within the building to support the Courthouse's anticipated plumbing demands.

Additionally, planning shall be done for Phase 3 plumbing systems to ensure that the existing systems in the Courthouse are properly decommissioned and left ready for connection in Phase 3. This includes spatial planning of any main vertical pipe openings that may be required for Phase 3 tenant improvements

- Site Accessibility Improvements

The accessibility improvements designed for the site by Lionakis in 2018 will be incorporated into the scope of Phase 2. The improvements depicted in the accessibility package will be validated (they were designed under the 2016 CBC; the 2019 CBC is in force today) and adjusted to reflect the new elevator and stairs. Additionally, a meeting with the Susanville Fire Department will be held to review and confirm fire lanes and apparatus staging.

- Low Voltage Systems

Phase 2 will assess and develop scopes of work for the security, information technology, telecommunications, and audio-visual systems that will be designed in Phase 3. Determination of who will design these systems will be reviewed as part of Phase 2 as well. This includes assigning design of any or all the low voltage systems to vendors that the County may already have under contract, or County staff, using a design-build approach.

Regardless of which entity or entities design these systems, Lionakis recommends that the scopes of work be developed for these systems in Phase 2. Deciding upon the design and delivery of each system can be deferred to Phase 3; this will be facilitated by having comprehensive scopes of work from Phase 2. Coordination and planning for future IT and low voltage needs will be done in Phase 2 to identify and install any main vertical conduits that may be required near or within planned seismic improvements such as shear walls.

The fire alarm system must be designed by a licensed Engineer and will need to be coordinated by the firm that the County contracts to design and document Phase 3. This firm will be responsible for obtaining Agency (Wildan and County Building Department) of the fire alarm system. This firm will also coordinate the integration of the low voltage systems delegated to County vendors.

- Historic Architect (if requested by Lassen County)  
Page & Turnbull (as a consultant to Lionakis) conducted field surveys to document the satisfactory condition of the historically significant features and spaces after the renovation of the Yolo County Historic Courthouse in Woodland. A similar field survey can be provided, if requested by the County, to document the satisfactory condition of the historic courtroom and other spaces after the completion of the Phase 2 work.

Page & Turnbull, the Historic Architect engaged for Phase 1, will be available for consultation as needed and to conduct a historic field survey, if requested by the County. If the services of Page & Turnbull are required, an amendment to the Agreement between the County and Lionakis will be executed to authorize the additional scope of work and fee.

## SCOPE OF SERVICES & DELIVERABLES

The phases and scope of services proposed for the project are outlined below.

### Schematic Design

1. Schematic Design Package covering the following systems and scopes of work:
  - a. Seismic Improvements and Upgrades.
  - b. Elevator & Fire/Life Safety Exit Stairs.
  - c. Electrical Service Upgrade & Electrical Systems.
  - d. Mechanical Systems
  - e. Plumbing Systems.
  - f. Site Accessibility Improvements
  - g. Outline Specifications
  - h. Narrative of Low Voltage Systems
  - i. County shall provide Front-End Documents outlining bidding and contracting requirements.
2. One site visit by architectural, structural, mechanical, and electrical disciplines to confirm design conditions.
3. Opinion of Probable Cost at completion of Schematic Design.

#### Construction Documents & Agency Approval

1. Construction Documents Including drawings and specifications for review and approval by Agencies Having Jurisdiction.
  - a. County shall provide Front-End Documents outlining bidding and contracting requirements.
2. One site visit by architectural, structural, mechanical, and electrical disciplines to confirm design conditions. This visit will be scheduled after major portions of the demolition in Phase 1 have been completed to expose as-built conditions.
3. Opinion of Probable Cost at completion of Construction Documents.

#### Bidding

1. Participate in on-site Bid Walk to answer questions and provide general direction and support regarding the scope of work (Lionakis - Architectural).
2. Answer RFBIs and prepare any addenda, as may be required.
3. Provide support/information to assist the County in awarding the bid.

#### Construction Administration

1. Attend on-site construction kick-off meeting (Lionakis - Architectural & Structural).
2. Attend regular construction meetings (via GoTo Meeting Platform).
3. Four site visits by Lionakis Structural Engineer, Darron Huntingdale, including Kick-Off and Punch Walk.
4. Three site visits by Lionakis Architectural, including to Kick-Off and Punch Walk. .
5. Answer RFIs and evaluate change order requests.
6. Review and assessment of third-party materials testing reports.
7. Review of submittals, pay applications, and warranties/guarantees.
8. Conduct on-site Punch List walk-through and issue punch list (all disciplines).

## CLARIFICATIONS

Lionakis' services shall be limited to those expressly set forth above: scopes of work and/or deliverables not specifically listed above are not considered part of this agreement. Lionakis shall have no other obligations, responsibilities, or deliverables for the project except as defined in this proposal unless agreed to in writing or as provided in the Owner-Architect Agreement. Additionally, the following clarifications are noted:

1. Project Delivery Method – Design-Bid-Build
2. Lassen County shall be responsible for the following:
  - a. 3D Mapping Model, if required.
  - b. Testing and/or assessment of existing building materials as may be determined to support the design of the seismic improvements.
  - c. Establishing the AHJ contacts for Lionakis to coordinate and submit plans for approval.
  - d. Payment for project permits, plan review, and approvals.
  - e. Provide inspections during construction, including a material testing lab.
  - f. Provide security system and monitoring after completion of the work.
3. Changes required or scope of work added after approved phases and/or documents shall be considered additional services. No additional work shall proceed without authorization and direction of the County.
4. County shall retain Converse Consultants (CC) to confirm and monitor any known or suspected hazardous materials, as well as to prepare drawings and specifications to abate and/or remove such materials if encountered. CC shall solely be responsible for design, documentation, and abatement monitoring of hazardous materials. CC shall hold Lionakis harmless against any claims arising out of hazmat design, documentation, and abatement activities.

## SCHEDULE

Please refer to Exhibit B – Schedule, which coordinates Phase 2 design and documentation with the demolition during the Phase 1 project. Schematic design and construction documents will run consecutively, ending in mid-August. Plan approval will occur by the end of September and Board of Supervisors authorization to bid is scheduled to occur during October. Bidding will be in November and December with the expectation that the Board will award the contract for construction before Christmas. Under this schedule, construction can begin in mid to late January.



Mr. Tony Shaw, Lassen County  
Seismic & Infrastructure Project, Lassen Historic Courthouse  
May 12, 2020  
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## A/E TEAM & COMPENSATION

To provide the services and work described above, please refer to Exhibit A – Fee Summary, which provides an overview of the fees and expenses on a phase by phase basis. Fees and direct expenses will be billed monthly on a percentage of completion basis. The A/E is comprised of the following firms, all of which have extensive experience working on the Courthouse or specific systems:

Lionakis – Structural Engineering, Architecture, Accessibility Specifications, Project Management

Glumac – Mechanical, Electrical, Plumbing Systems Engineering

Syska Hennessy – Elevator Consultant

NST Engineering – Civil Engineering

## Cumming – Cost Estimating

Page &amp; Turnbull – Historic Architect (if requested by County)

Tony, we look forward to working with you and Pete on this next phase of the project. Should you have any questions, or if additional information is required, please call.

Sincerely,

Am

Nicholas Docous, AIA  
Principal

Attachments:

- Exhibit A – Fee Summary
- Exhibit B – Schedule
- Exhibit C – Schedule of Direct Expenses

Exhibit A - Fee Summary

Phase	Duration	ARCH	STRUCT	SPECS	MECH	ELEC	PLUMB	ELEV	CIVIL	COST EST	FEE TOTALS	DIRECT EXPENSES	TOTALS
Schematic Design	5/4-6/12/20	19,200	12,000	2,000	2,500	4,200	2,500	8,500	1,500	6,000	58,400	1,550	59,950
CDs & Plan Approval	6/15-8/14/20	52,080	88,000	6,000	5,750	11,000	5,750	15,500	1,500	10,000	195,580	1,575	197,155
Bidding & Award	9/28/20-1/21/21	8,915	10,000	500	500	2,000	500	-	-	-	22,415	1,200	23,615
Construction Administration	2/1-7/16/21	32,280	40,000	-	2,500	6,200	2,500	4,500	1,500	-	89,480	3,625	93,105
Totals		112,475	150,000	8,500	11,250	23,400	11,250	28,500	4,500	16,000	365,875	7,950	\$ 373,825
Direct Expenses *		3,550	2,100	-	900	900	200	-	-	-	7,650		
Totals		116,025	152,100	8,500	12,150	24,300	11,450	28,500	4,500	16,000	\$ 373,525		

\* Direct Expenses include reprographics and shipping/delivery charges, as well as travel expenses (mileage, lodging, per diem) to/from the project site from our offices in Sacramento. These expenses are fully outlined in the attached Schedule of Direct Expenses, Exhibit C.

Exhibit B

Lassen County Historic Courthouse Project  
Schedule  
4/15/2020

LIONAKIS

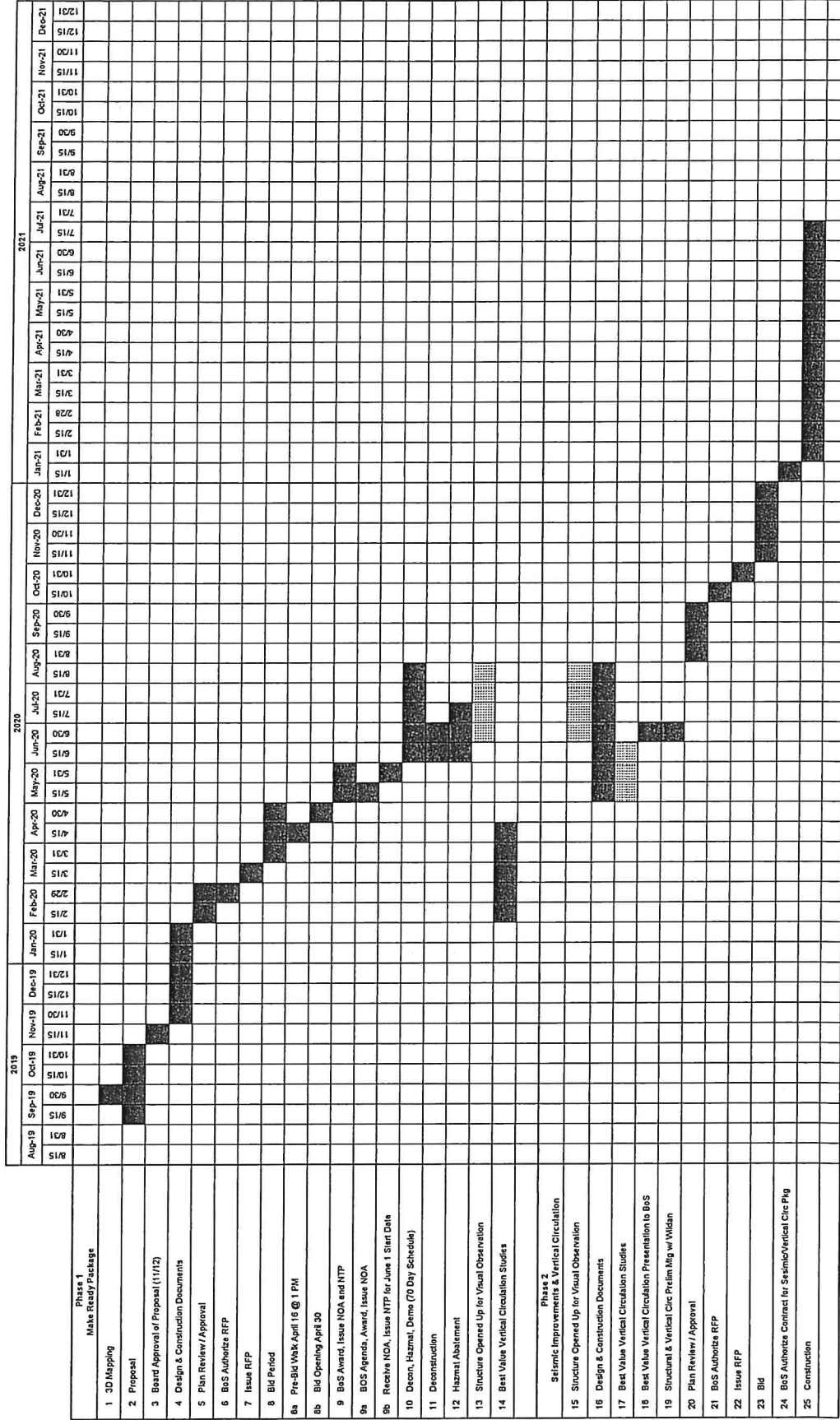


Exhibit C - Schedule of Direct Expenses

1,500	Reprographics
450	Shipping
5,700	Travel to/from Project Site (below)
<u>\$ 7,650</u>	

<u>Standard Trip</u>		Rate	Total		
Mileage	450 miles	0.575	258.75		
Per Diem	1 days	30.00	30.00		
			288.75	say	\$ 300

	<u>TRIPS</u>	<u>ARCH</u>	<u>STRUCT</u>	<u>MECH</u>	<u>ELEC</u>	<u>TOTALS</u>
SchematicDesign	300	300	300	300	300	1,200
Construction Documents	300	300	300	300	300	1,200
Bidding	300	300				600
Construction Administration	900	1,200	300	300	300	2,700
	<u>1,800</u>	<u>2,100</u>	<u>900</u>	<u>900</u>	<u>900</u>	<u>5,700</u>

Reprographics & Shipping

Reprographics	1,500
Shipping	450
	<u>1,950</u>

Total \$ 7,650

<u>Direct Expenses by Phase</u>	<u>TRIPS</u>	<u>Repro</u>	<u>Shipping</u>	<u>Totals</u>
SchematicDesign	1,200	250	100	1,550
Construction Documents	1,200	250	125	1,575
Bidding	600	500	100	1,200
Construction Administration	2,700	500	125	3,325
	<u>5,700</u>	<u>1,500</u>	<u>450</u>	<u>\$ 7,650</u>