

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	06/10/19	Open	Action	05/24/19

Subject: Delegate Authority to the General Manager/CEO to Award and Execute a Contract for the Administration Building Lobby Remodel

ISSUE

Whether or not to delegate authority to the General Manager/CEO to award a Contract for Administration Building Lobby Remodel.

RECOMMENDED ACTION

Adopt Resolution No. 19-06-____, Delegating Authority to the General Manager/CEO to Award and Execute a Contract for Administration Building Lobby Remodel.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	10,000
Budget Source:	Capital	Next FY:	\$	190,000
Funding Source:	State/SB1/Operating	Annualized:	\$	N/A
Cost Cntr/GL Acct(s) or Capital Project #:	F030.08.01	Total Amount:	\$	200,000
Total Budget:	\$ 200,000			

DISCUSSION

The Administration Building Lobby space is cramped and outdated. The space for visitors is inadequate for seating/waiting and the décor is not very inviting. The remodel will provide a larger open space by removing the partition that leads out to the atrium. A new wall with doorway will be constructed to secure the stairway and elevator area. The existing offices within the enlarged lobby area will be sealed off and access to those offices will be provided through the existing reception area.

Improvements will include new flooring within the lobby area, lighting, carpeting within the existing offices and reception area, wall/partition treatments, a wall and doorway securing the stairway and elevator area, wiring for new access keypads, wiring for security cameras, painting and minor HVAC improvements.

The Invitation to Bid was released on May 7, 2019, with bids due on June 5, 2019. The required 10-working-day protest period does not provide sufficient time to complete the procurement process for the Board of Directors to award a contract at this meeting. Due to the importance of this lobby remodel and a commitment to provide our customers, stakeholder and employees a better experience when entering SacRT's administration lobby, Staff recommends that the Board

Approved:

Presented:

Final 06/05/19
General Manager/CEO

Director, Engineering and Construction

J:\Board Meeting Documents\2019\09 June 10, 2019\Administration Lobby IP.doc

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	06/10/19	Open	Action	05/24/19

Subject: Delegate Authority to the General Manager/CEO to Award and Execute a Contract for the Administration Building Lobby Remodel

of Directors delegate authority to the General Manager/CEO to award and execute a contract for administration building lobby remodel for an amount not to exceed \$200,000.

RESOLUTION NO. 19-06-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

June 10, 2019

DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO AWARD AND EXECUTE A CONTRACT FOR ADMINISTRATION BUILDING LOBBY REMODEL

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby delegates authority to the General Manager/CEO to award and execute a Contract for Administration Building Lobby Remodel to the lowest responsive and responsible bidder after competitive bidding for an amount not to exceed \$200,000.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary