



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



8

July 12, 1988

Budget and Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

**SUBJECT: Riverview Plaza Agency Tenant Improvements and
Furniture Budget Amendment**

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Redevelopment Agency of the City of Sacramento.

RECOMMENDATION

The staff recommends approval of the attached resolutions approving the budget amendments and contract execution for tenant improvements.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COMMITTEE:

Jack R. Crist

JACK R. CRIST
Deputy City Manager

Attachment



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY



July 19, 1988

Redevelopment Agency of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

**SUBJECT: Riverview Plaza Agency Tenant Improvements and
Furniture Budget Amendment**

SUMMARY

This report (1) recommends augmenting the budget for Riverview Plaza tenant improvements, partitions and furniture and (2) recommends authorizing the Executive Director to enter into an agreement to purchase Herman Miller partitions through Miles Treaster and Associates.

BACKGROUND/FINANCIAL DATA

On June 20, 1988, the Commission approved staff's recommendation to solicit bids and to enter into an agreement with the lowest responsive and responsible bidder on the Agency's Riverview Plaza tenant improvements construction project. At that time, staff had estimated the office space would be approximately 3,600 square feet. After further refinement of the plans, the architect discovered that the square footage is actually 4,164 square feet. Consequently, the cost of the construction is now estimated to be \$105,000 to \$125,000. As a result, staff estimates that the Riverview Tenant Improvement budget will require an additional appropriation of \$40,000.

In designing the tenant improvements, staff in collaboration with the architect and electrical engineer determined that the use of partition with raceways for electrical, telephones and data outlets would be the most versatile and cost effective. Staff recommends the use of Herman Miller partition system, because the Agency has used the Herman Miller partitions since the Community Development Block Grant Program staff and furniture was transferred from the County in 1982. Since 1982, the Agency has purchased additional Herman Miller partitions and components through Miles Treaster and Associates (sole authorized Sacramento

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dealer) and has received the same contract terms and prices as the County of Sacramento. By continuing to use the Herman Miller system, the Agency will be able to reuse or exchange major components such as work surfaces and book shelves with existing offices.

Staff is in the process of determining the exact amount of partitions, components and seating that will be required. Staff estimates that \$65,000 will be required for the partition system and installation and \$15,000 will be required for chairs and conference room furniture. The Agency will receive a 63% discount on all partitions and components and a 50% discount for all furniture.

The additional financing totalling \$120,000 will come from available fund balance from Downtown Tax Increment funds. The Agency tenants will be Downtown, Neighborhood, and Economic Development offices and the CDBG programs.

ENVIRONMENTAL REVIEW

Pursuant to the California Environmental Quality Act, the proposed action is a categorical exemption by Section 15301(a) - Interior alterations involving such things as partitions, plumbing, and electrical to an existing facility.

POLICY IMPLICATION

The actions proposed in this staff report are consistent with previously approved policy and there are no policy changes being recommended.

The Agency procurement policy requires all purchase orders and agreements exceeding \$10,000 not using formal bidding procedures be approved by the Sacramento Housing and Redevelopment Commission. The recommendations contained within this report are consistent with the procurement policies and procedures.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of July 11, 1988 the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolution. The votes were as follows:

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AYES:

NOES:

ABSENT:

RECOMMENDATION

The staff recommends adoption of the attached resolution which (1) augments the budget for Riverview Plaza tenant improvements partitions and furniture and (2) authorizes the Executive Director to enter into an agreement to purchase Herman Miller partitions through Miles Treaster and Associates.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

Contact person: Satoshi Matsuda, 440-1309
Tom Lee, 440-1355

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

RIVERVIEW PLAZA TENANT IMPROVEMENTS AND FURNITURE BUDGET AMENDMENT

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO:

Section 1: The Riverview Plaza tenant improvements
budget for the Agency is increased by \$120,000.

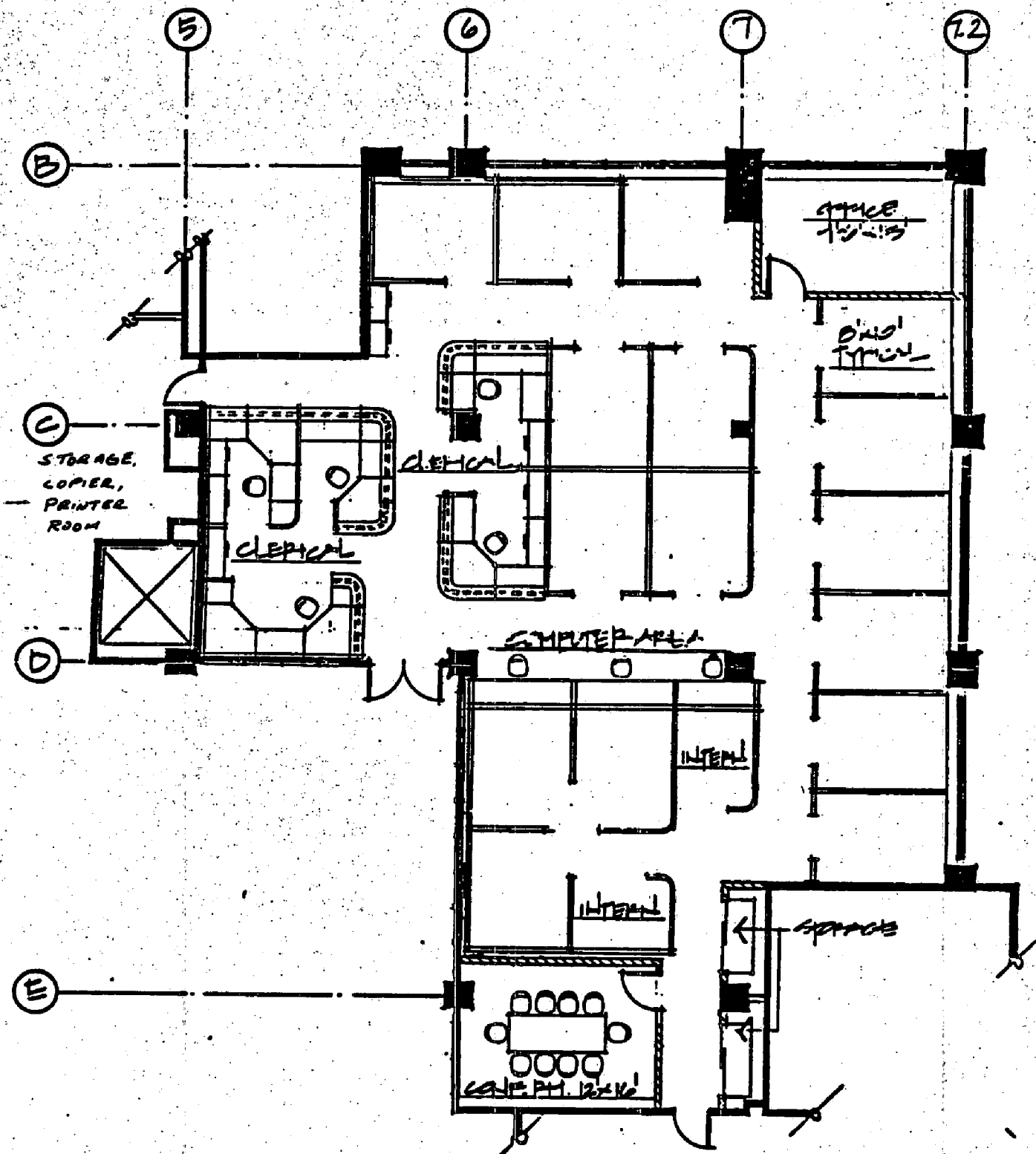
Section 2: The Executive Director is authorized to
award a purchase order for Herman Miller partitions and furniture
through Miles Treaster and Associates in accordance with the
staff report for this resolution.

CHAIR

ATTEST:

SECRETARY

1100WPP2(59)



RIVERVIEW PLAZA - SECOND FLOOR - S.H. + FIN.

- OPTION 'C' 4-20-88
- 2 DINING WORKSTATIONS (INTERN)
- 1 PRIVATE OFFICE
- 16 OFF WORKSTNS
- 15 CLERICAL WORKSTNS. 165 sq ft

- 24 TOTAL PERSONNEL
- 1 COMPUTER AREA