



100 Cross Street / Suite 203
San Luis Obispo, CA 93401
TEL 805-541-1425
FAX 805-541-1940
www.vanir.com

February 29, 2008

Mr. Matt Pontes
1115 Truxton Avenue
General Services Division 3rd Floor
Bakersfield, CA 93301

RE: Proposal for Development of a Space Needs Assessment

Dear Mr. Pontes:

For over 28 years, public sector clients have relied on Vanir Construction Management, Inc. to provide a variety of services to assist them in facility programs. These services include site evaluation, population/staffing projections, facilities assessment, long-range master planning, cash flow analysis, funding strategy, and program/construction/project management. Our 28 years of success has resulted in more than \$12 billion in project deliveries. Both our key personnel and company commitment have been important components to our success.

Key Personnel: All of the systems and services we offer are important, but it is our people who ultimately deliver the projects. The personnel proposed for this project were chosen for their previous experience on similar projects and professional expertise. **Our proposed team recently completed a countywide facility Master Plan for the County of Tulare, California, which was adopted by the Board of Supervisors on September 25, 2007. The final product is available for your review on a CD attached to the inside cover of this proposal.** Additionally, in August, this same proposed team presented to the County of Butte, California, the Site Selection/Evaluation for the new Regional Government Center. Our proposed team is available immediately to commence the work on this exciting study.

Commitment: Vanir's success has been based on our corporate philosophy of collaborating ethically and realistically when establishing contractual obligations and levels of services. Vanir upholds their commitments with integrity. Our company growth and number of repeat clients attest to Vanir's commitment to satisfy the client's needs at the highest quality of service. As your project manager, your interest and goals become ours. We hope to have the opportunity to exhibit this same commitment to the County of Kern.

We appreciate the opportunity to present our qualifications. We look forward to working with the County of Kern. If you have any questions, please feel free to contact me at (805)541-1425.

Very truly yours,

Mohamed Habbal
Vice President/Area Manager

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Acknowledgement of Receipt of Addendum

SECTION 1 | **Organizational Information**



VANIR CONSTRUCTION MANAGEMENT, INC.

OFFICE LOCATIONS:

CORPORATE
980 Ninth Street
Sacramento, CA 95814
Tel: 916.444.3700
Fax: 916.448.6548

RESPONSIBLE OFFICE
100 Cross Street / Suite0 203
San Luis Obispo, CA 93401
Tel: 805.541.1425
Fax: 805.541.1940

WEBSITE

www.vanir.com

PRIMARY CONTACT FOR THE COUNTY OF KERN

Mohamed Habbal, Vanir Construction Management, Inc.

EMAIL

mohamed.habbal@vanir.com

PHONE NUMBER

805.541.1425

COMPANY BACKGROUND

Vanir Construction Management, Inc. is one of the nation's leading program/project/construction management firms. Since our incorporation in 1980, we have provided program/project and construction management services for nearly \$12 billion dollars in construction, including public works, education, healthcare, justice facilities and water/wastewater projects.

Vanir is headquartered in Sacramento, California and maintains offices in Colorado, Arizona, Washington, Nevada, Virginia and Texas. From its early days, Vanir has specialized in providing various types of services for public facility projects. Vanir has successfully provided these services for cities, states, counties and other public agencies.

Engineering News Record has listed Vanir among the Top 100 CMs for the past 17 years. Our staff of over 270 professionals and support personnel includes project directors, project managers, construction managers, cost engineers, schedule engineers, claims specialists and other experienced design and construction professionals.

Combining seasoned personnel, specialized expertise and state-of-the-art management information systems, we have established a track record for successful project delivery. Vanir finishes on schedule and within budget, whether it's a \$1 million project or a \$300 million program.





Vanir Construction Management, Inc. is currently entering its 28th year of operation under the same name and in the same capacity as it was incorporated.

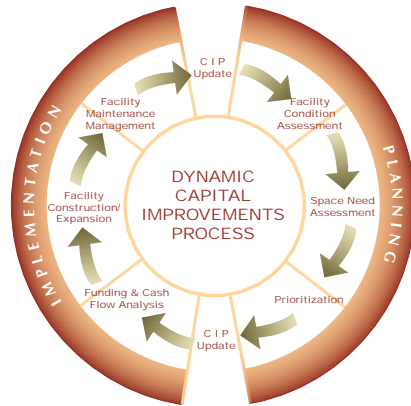
| | |
|-------------------------------|--|
| DATE OF INCORPORATION | 1980 |
| STATE OF INCORPORATION | California |
| PRESIDENT'S NAME | Mansour Aliabadi, CEO |
| VICE-PRESIDENTS' NAMES | Mani Subramanian, Executive Vice resident Mohamed Habbal, Vice President/Area Manager Harry Hallenbeck, Vice President William Hensley, Vice President N. Frank Hundley, Sr. Vice President/Regional Manager William Lacher, Vice President Andrew Morgan, Vice President Troy K. Pyles, Vice President/Area Manager Mark W. Reinmiller, Vice President/Area Manager Judith Wallace, Vice President/Area Manager James F. West, Vice President/Regional Manager Robert D. Wyllie, Vice President/Regional Manager |
| SECRETARY'S NAME | Dorene Dominguez, Chairman of the Board |
| TREASURER'S NAME | Alexander Leon, CFO |





RELEVANT RECENT PROJECT EXPERIENCE

1. County of Tulare – Capital Planning and Management



Reference:

Brian Summers

Capital Projects Manager

County of Tulare

2800 West Burrel Avenue

Visalia, CA 93291-4582

(559)733-6531

Vanir has recently completed a comprehensive, countywide preliminary facility evaluation & new civic center master plan for the County of Tulare. This study began with the development of a process by which the County can transition from the traditionally static capital planning strategy based upon 5 – 10 year updates of a Capital Improvement Plan to a dynamic capital improvement process which includes continual review and update. By developing and implementing this process, the County is confident that they can transition from a reactive facility planning/management system in which facility maintenance is the dominant element of capital budgets to a proactive system focusing on strategic facility planning and improved life-cycle management of existing facilities.

This study also included an evaluation of space needs with 20 year staffing projections using an evaluation & averaging of multiple projection models, a preliminary facility condition evaluation, and the development of a preliminary master plan for a specific capital project, the proposed County Civic Center. The elements that comprise the civic center master plan include: site evaluation & selection, facility specific space needs and program development, development of multiple master planning scenarios focusing on physical location, conceptual costs, development options, and conceptual development timeline through occupancy.

Vanir has also worked with the County to develop a solid and reliable space standard, including assignment of standards to staff by job classifications, development & management of the A/E selection process for a Park/Museum Master Plan, and is now developing Countywide Departmental and Facility Functional Programs as well as preliminary implementation strategies to fully implement the dynamic capital improvement process





2. County of Butte – Site Evaluations and Preliminary Facility Functional Programming



Reference:

Starlyn Brown

Assistant Chief Administrative Officer

County of Butte

25 County Center Drive

Oroville, CA 95965

(559)733-6531

Vanir has been working with the County of Butte to develop an evaluation of multiple site leading to eventual site selection/acquisition for a joint County and State collocation of North County Government & Court Services. This project will include administrative, public health, sheriff, and judicial services for the County as well as a new Courthouse to be developed by the State. This project has included close collaboration with both the County and representatives of the Judicial Council for the Administrative Office of the Courts (AOC). Vanir will also be preparing a preliminary facility functional program for the County portion of projects in preparation for moving forward upon final site acquisition.

3. County of Tulare – Health & Human Services Agency – Existing Space Utilization & Optimization Plan



Brian Summers

Capital Projects Manager

County of Tulare

2800 West Burrel Avenue

Visalia, CA 93291-4582

(559)733-6531

Vanir is currently working the County of Tulare – Health & Human Services Agency (HHSA) to evaluate the current utilization strategy of all services provided from the HHSA administration Facility. This facility currently houses all administrative functions for the three agency division: Administrative Support Services, Health Services, Mental Health Services, and Human Service. Due to constant and intense constraints upon the Agency during the occupancy of this facility, the spaces have been deemed, through collaboration between the Agency and Vanir, to be organizationally disconnected and greatly inefficient in the utilization of space. The Agency has contracted with Vanir to provide both an evaluation of, and multiple options for improving the utilization and optimization of these spaces to provide space for growth and improved service delivery by the division and their various organizational branches.





4. County of San Luis Obispo – Programming through Pre-Design Services



Bob Botta

Director of Facilities
Department of General Services,
County of San Luis Obispo
1087 Santa Rosa Street
San Luis Obispo, CA 93408
(805)751-5200

Vanir was retained by the County of San Luis Obispo to provide program evaluation, pre-design and design management services to consolidate the services of 13 departments into one New Government Center, the project was completed May 2005.



A. Name and Location of the offices where the project is to be performed

Vanir Construction Management, Inc. was incorporated in 1980 (Corporate ID #1013782). Our corporate offices are located at 980 Ninth St., Suite 900, Sacramento, CA 95814. Our office located at 100 Cross Street, Suite 203, San Luis Obispo, CA 93401 will be handling work for this proposal. Mohamed Habbal, Officer-in-Charge of this Proposal (Vice Pres./Regional Manager of Vanir), will be the prime contact regarding this submittal. He can be reached through:

the San Luis Obispo office, via the address provided above;

the telephone number of that office 805.541.1425; or

his e-mail address mohamed.habbal@vanir.com

B. Key Personnel

Senior Planner/Designer, **Harry Hallenbeck**, will be responsible for overseeing the execution of the entire program. Mr. Hallenbeck served as the **California State Architect from 1991 through 1995**. In that time, he reorganized and streamlined the division's operation and initiated the project management methodology to project delivery. Mr. Hallenbeck joined Vanir in 1997 as Director of Planning and Design overseeing the management of planning and pre-construction services. Mr. Hallenbeck's role is to ensure that the Quality Control of the finished product meets industry standard and the County of Kern's expectations.

Project Director, **Lisa Millar**, has accumulated over 24 years of experience in project planning and management as a Project Director. Ms. Millar was involved with the completion of Countywide Facility Master Plan for the County of Tulare which was completed and adopted by the Board of Supervisors on September 25, 2007. Ms. Millar has extensive experience in master planning and site evaluation. Ms. Millar's role on this project is to coordinate with the County of Kern, consultants, local and State agencies and ensure that the project is progressing on schedule.

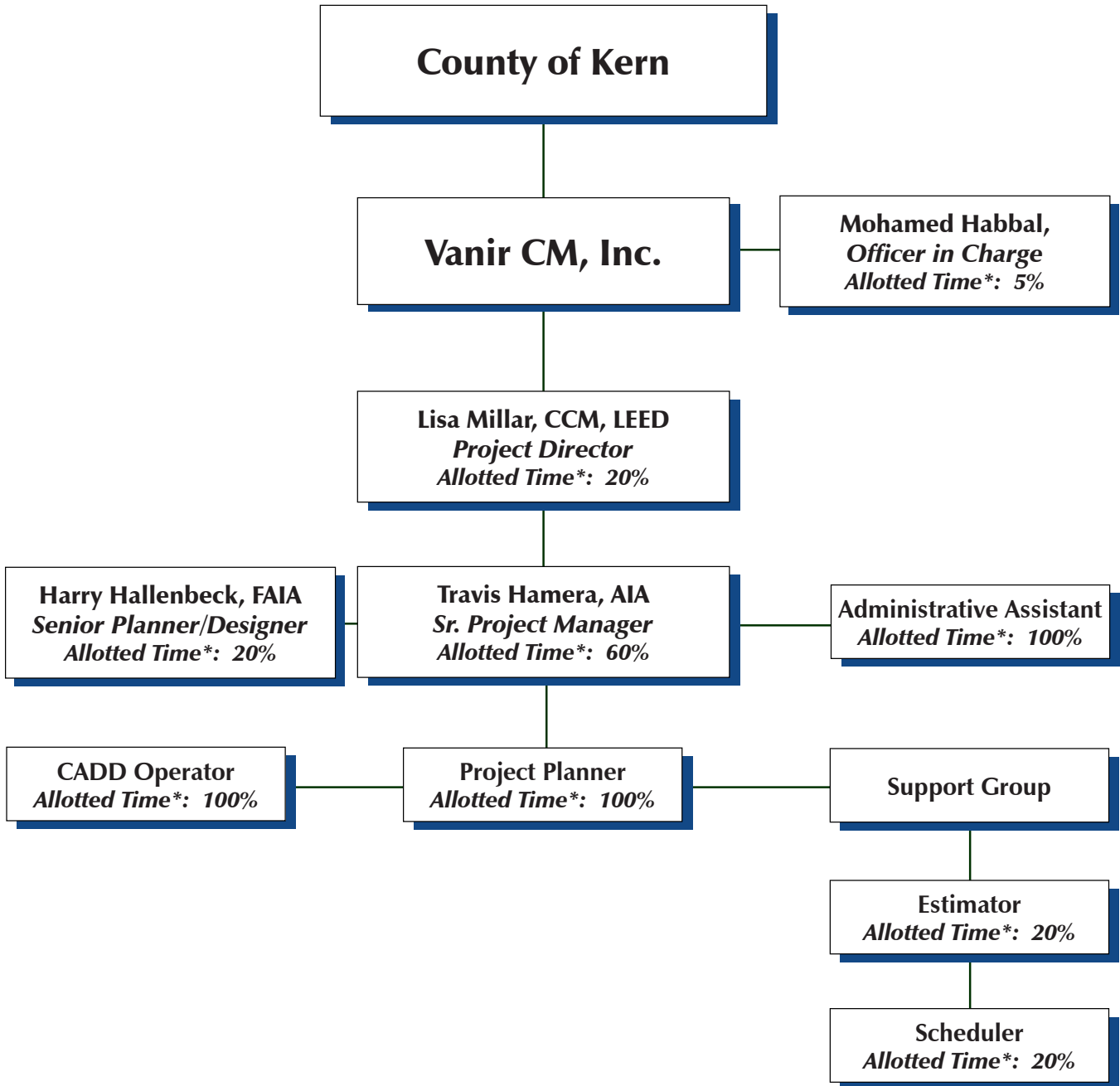
Senior Project Manager, **Travis Hamera**, is experienced in the many phases of architectural process, from pre-design through construction administration. Mr. Hamera is currently a licensed architect in the State of California and a professional member of American Institute of Architects. Mr. Hamera was intensely involved with the Tulare County Site Evaluation, Needs Assessment and Countywide Facilities Master Plan, was responsible for all elements of managing this project and preparing the final report. Mr. Hamera is currently managing site selection and functional programming for the proposed County of Butte-Regional Government Center and Courthouse.

Officer In Charge, **Mohamed Habbal**, has accumulated over 30 years of experience in master planning, program management, project and construction management. Mr. Habbal is a Vice President and Area Manager responsible for overseeing all projects in the central region of California.



C. Organizational Chart

The following Organizational Chart depicts the proposed staffing plan for Vanir Construction Management, Inc. Resumes of Key Personnel follow the chart.



*The amount of time each member will devote to the project





D. Resumes

See attached sheets.



HARRY HALLENBECK, FAIA

SENIOR PLANNER / DESIGNER

SUMMARY OF QUALIFICATIONS

Mr. Hallenbeck is a Fellow of the American Institute of Architects and a nationally recognized architect with 30 years experience as manager and design principal of Hallenbeck, Chamorro & Associates. His project experience includes numerous institutional facilities and corporate and governmental office buildings and related facilities. As a practicing architect, Mr. Hallenbeck is the recipient of over 30 design awards including the prestigious, national Honor Award for Historic Preservation and Restoration in 1994 from the General Service Administration for the seismic upgrade and restoration of the historic (circa 1913) U.S. Courthouse in San Diego. As California State Architect, Mr. Hallenbeck reorganized and streamlined the division's operation and initiated a project management methodology for project delivery. He provided owner-agency representation on a wide range of state projects, facilitating the successful accomplishment of complex, and often politically controversial, state building projects. He also led the design and construction management of the award winning California Science Museum in Los Angeles.

EDUCATION

Santa Clara University,
Engineering

University of California,
Berkeley, Architecture

PROFESSIONAL CERTIFICATIONS AND REGISTRATIONS

California Architectural
Board, Registered Architect

National Council of
Architectural Registration
Boards, Certified Architect

Fellow of the American
Institute of Architects (1986)

PUBLICATIONS

Report and
Recommendations for the
Reorganization of OSA,
State Architect, 1992

Report and
Recommendations for the
Seismic Retrofit of State-
Owned Buildings, Division
of the State Architect, 1994

Public School Construction
Cost Reduction Guidelines,
State Allocation Board, 2000

California Earthquake Loss
Reduction Plan, California
Seismic Safety Commission,
update 2001

Handbook on Project
Delivery Update, AIA
California Council, 2004

PROFESSIONAL EXPERIENCE

Mr. Hallenbeck has been involved in the development of a number of governmental policy and procedure documents. Mr. Hallenbeck also facilitated and authored guidelines on reducing school construction costs as a Vanir consultant to the State Allocation Board. One of the main aspects of these guidelines are "Site Selection and Evaluation." Each of these responsibilities required facilitation of stakeholder workshops, interface with governing bodies and formal authority approval. He developed the reorganization of and procedures for the Division of the State Architect. He developed and wrote the policy and methodology for seismic upgrading state-owned buildings. Mr. Hallenbeck facilitated and wrote the current strategic plan, and its update, for earthquake preparedness as a consultant to the Seismic Safety Commission. He was the principle author of a handbook on project delivery as a volunteer member of the American Institute of Architects, California Council.

Mr. Hallenbeck has been instrumental in the development of the Tulare County Master Plan. The work product can be viewed on the CD attached to the inside cover of this proposal.





LISA MILLAR, CCM, LEED® AP

PROJECT DIRECTOR

SUMMARY OF QUALIFICATIONS

Ms. Millar has accumulated over 24 years of experience in the construction industry as a field engineer, construction manager and project planner and manager on mainly public projects.

EDUCATION

California Polytechnic State University, San Luis Obispo

Cuesta College, Construction Technology

CERTIFICATIONS

LEED® Accredited Professional
CCM, Certified Construction Manager

PROFESSIONAL EXPERIENCE

Ms. Millar has extensive experience in project management, site analysis/evaluation, master planning, construction management and project coordination. Project Director, Tulare County, Countywide Facilities Master Plan. The scope of work included site selection, master planning,, condition assessment, space needs, and staffing projections. She is currently assigned to the County of San Luis Obispo Women’s Jail Expansion project and is responsible for the site analysis and pre-design/design activities. She has served as Project Manager on the San Luis Coastal Unified School District Measure A. Ms. Millar is also responsible for the Cal Poly State University, San Luis Obispo Major Capital Outlay projects responsible for overall project management, feasibility and site evaluation studies, master planning, project Master Schedules, project Cost Estimates, etc.

PROJECT EXPERIENCE

Project Director, Tulare County, Countywide Facilities Master Plan. The scope of work included site selection, master planning,, condition assessment, space needs, and staffing projections.

Project Director, County of Butte, Site Selection and Master Plan for New Regional Government Center.

Project Manager, California Polytechnic State University, San Luis Obispo. Retainer Contract to provide Program/Project & Construction Management services for Major Capital Outlay Projects, Student Housing I & II, Technology Park, JCA II Projects Master Plan, Center for Science and Mathematics, and Bonderson Project-Estimated project costs \$180 million.

Sr. Project Manager, San Luis Obispo County Women’s Jail Expansion. Site analysis, master planning, pre-design and design phase – \$30 million total project cost

Project Manager, San Luis Coastal Unified School District – Measure A Modernization and Expansion, San Luis Obispo, CA. \$130 million total project cost

Construction Manager, Coalinga State Hospital-1500 Bed Facility – \$300 million total project cost

Construction Manager, Atascadero State Hospital-250 Bed Patient Housing Project-\$33 million total project cost





TRAVIS HAMERA, AIA

SENIOR PROJECT MANAGER

SUMMARY OF QUALIFICATIONS

Mr. Hamera is experienced in various planning/design disciplines with emphasis on capital planning, architecture, construction management, and feasibility assessment. His experiences includes many phases of the capital improvement process such as: master-planning / programming, pre-design, design, construction documentation, bidding/procurement and construction administration/management.

EDUCATION

Bachelor of
Architecture,
California Polytechnic
State University, San
Luis Obispo

PROFESSIONAL CERTIFICATIONS AND REGISTRATIONS

California
Architectural Board,
Registered Architect

Professional Member,
American Institute of
Architects

PROFESSIONAL EXPERIENCE

Mr. Hamera has been in the architectural profession for 9 years and holds a current licenses as an Architect in the State of California. His professional background varies includes: architectural design and project management in both the private and public sectors, capital planning for regional governments, construction management, and engineering support.

Mr. Hamera is also experienced in Naval Quality Assurance and safety for personnel and equipment. He also wrote and illustrated multimedia technical training manuals for the US Navy.

PROJECT EXPERIENCE

Project Manager, Site Evaluation, Needs Assessment and Facilities Master Plan, County of Tulare, CA. Travis is responsible for all data collection, graphics, architectural drawings and information databases and is involved in all coordination with clients and consultants. Travis also participates in the strategy sessions for delivering the master plan. Travis generated a web-based, preliminary facility condition survey which consisted of 170 questionnaires covering 100 buildings. The data from the survey is linked to a database which is used to evaluate each facility for it's potential for continued use, expansion, candidacy for condition assessment, or sale/lease.

Project Manager, Regional Government Center, Site Analysis & Functional Programing, Butte County, CA. Travis was responsible for the developing an objective criteria based site evaluation & selection process to assist the client in determining the most viable site for implementing elements of their master plan as well as preparing the projects for functional programming in preparation for project design & implementation.

Project Manager, San Luis Obispo Regional Airport, New Passenger Terminal and Parking Structure, San Luis Obispo. Includes program and budget verification, development of construction phasing options for each of four distinct projects, and managing the design team in preparation of bidding/criteria documents for the design/build parking structure. \$44 million total project budget.





MOHAMED HABBAL

OFFICER IN CHARGE

EDUCATION

Bachelor of
Science, Civil
Engineering,
Texas A&M
University

SUMMARY OF QUALIFICATIONS

Mr. Habbal has over 30 years experience in the program and construction management field and holds a Bachelor of Science degree in Civil Engineering. His background spans the entire range of the construction process, including civil, mechanical, HVAC and electrical. He has served in a variety of positions involving master planning, design, estimating, scheduling, quality control, contract administration and construction management.

PROFESSIONAL EXPERIENCE

Over the past 30 years, Mr. Habbal has developed a broad background in the construction industry that includes the full range of program, project and construction management services. Areas of expertise include master planning, feasibility study, program management, and design phase management, contract negotiations and administration, quality control, budget control and client/government liaison.

PROJECT EXPERIENCE

Officer in Charge/Director, Tulare County, Countywide Capital Facility Planning and Management

Officer in Charge/Director, Butte County Site Evaluation and Functional Program, regional Government Center

Officer in Charge/Director, San Luis Obispo County, New Government Center Master Planning, Pre-Design, Design & Construction Management

Director, State of California, Department of Mental Health, Atascadero State Hospital, Multiple programs including Feasibility Study Management, Master Planning, Project Management

Officer in Charge/Director, San Luis Coastal Unified School District, Master Planning, Program Management for Measure A Bond

Officer In Charge/Director, William S. Hart School District, Renovations and Expansion Program, Master Planning, Program Management

SECTION 4 | Subcontractors



Work to be self-performed – no subcontractors required.



SECTION 5 | Project Approach & Work Schedule



5.0 Approach

Vanir's philosophy is simple - we practice and provide program management and capital planning services in order to deliver functional and cost effective facilities/spaces which will meaningfully contribute to the services rendered by the County of Kern. The following is an outline of our approach toward implementing this philosophy - our approach to your project.

Vanir is an experienced project management company that can effectively manage this project. Our staff will combine their project expertise and knowledge of the capital management/improvement process and functional/architectural master planning to deliver a successful project.

We are ready to work with the County of Kern to develop the most effective work plan. Having recently completed projects similar in scope for the other counties throughout the State, including the County of Tulare, we have an experienced team of qualified professionals ready and standing by to begin this effort. The emphasis in fulfilling our responsibilities will be based on four key objectives that contribute to our value-added approach.

A. Keep the County informed.

Communication is the lifeblood of any project. We will establish a system of communication and formal reporting that will ensure that important facts and realistic choices are identified and conveyed to the County in a clear timely manner.

B. Promote the County's best interest exclusively.

Since we provide neither design nor general contracting services, we are able to work objectively and effectively with all parties involved, and will fully and fairly represent your interests at all times. Your goals will be our goals.

C. Manage and control the project.

Vanir will use state-of-the-art tools and techniques, including computerized modeling, data management, scheduling and cost control systems, to effectively manage this project.

D. Anticipate.

The thrust of our approach is to look-ahead and identify issues early to head them off before they occur, to pinpoint opportunities to save time and money, and to work aggressively to achieve the best results possible.

Information and Participation Required from the County

The greater your involvement, the better the outcome. Vanir will help you gather whatever information we require throughout the project, such as surveys, as-built documents, historical facility data & studies, etc. Your assistance with arranging scheduled meetings would be appreciated. **But far and away, the most important contribution you can make to the project, beyond your input, is to provide an efficient process for making difficult decisions.** Often these decisions involve competing interests regarding priorities and budget. You will need to appoint someone with the authority to decide how your resources will be allocated over your project. We can present you with options, trade-offs, alternatives and any number of other choices, but ultimately you must decide.





5.1 Overall Planning Objectives:

- Develop an organization-wide inventory of existing office space. and storage.
- Verify organization-wide projected office space needs for the year the next 10 years, based upon individual department projections provided by each department
- Provide space allocation recommendations in locations that allow staff and equipment to be deployed as close as possible to their customers and in compliance with applicable standards including BOMA.
- Promote a safe and secure work environments for all staff.
- Promote synergism between interacting departments by optimizing the location of departments relative to one another.
- Provide space allocation recommendations that allow the County of Kern to maximize service delivery efficiency and timeliness.
- Provide space allocation recommendations, of a type and in location that allow the County of Kern to improve services to its residents.
- Provide facility floor plan updates to result in optimization of space utilization.
- Provide space allocation recommendations that are flexible and can accommodate change and growth in the services provided by the County of Kern.
- Develop options and recommendations that consolidate similar and compatible activities to promote efficiency in the provision of County of Kern Services.
- Provide options for facilities that are flexible and promote staff productivity.
- Develop implementation strategies that can respond to a broad array of future unknowns.

5.2 Methodology

Condition Assessment (*evaluation of existing facilities to inventory the County of Kern's capital assets and analyze the potential and priority of each asset for continued use, expansion, replacement, or lease*)

- Existing Facility Historical Records Research – *Vanir will assist the County of Kern in the collection of historical records (i.e. facility identification/location/legal data, historical maintenance, original and expansion construction documents, facility utilization data, etc...*
- Facility surveys (**optional**) – *Vanir will conduct a web-based survey/questionnaire to be conducted with facility maintenance and/or departmental personnel assigned to each facility to gather preliminary facility information and condition data, Organization-wide.*
- Facility Database (**optional**) – *The results of the facility surveys and historical records research will be transferred into a Microsoft Access Database, to be provided to the County of Kern at the conclusion of the Existing Facility Evaluations. Included with the database will be a basic training presentation for County of Kern users and documentation manual for the database (does not cover basic use and understanding of the program).*



Space Needs

- Evaluation of Departmental Staffing Projections (Provided by County)
- In the event staffing projections are unavailable or insufficient/outdated, for specific departments, staffing projections can be provided by Vanir as an option service:
 - Analysis of historical staffing growth for the past 10 years.
 - Update or generate 10 year staffing projections, averaging multiple projection models – Vanir’s method for conducting projections includes averaging multiple projection models. This methodology provides for an increased reliability of the results by including multiple factors that affect regional government growth. (See enclosed County of Tulare sample CD - Master Plan Section 4.)
- Development of 10 year space needs
- Departmental Functional Programming to be provided by the County – Functional programming defines the basic functional requirements of the County of Kern and its departments as they relate to facility planning and development. The program typically provides analysis of adjacencies, relationships, work flow, security and public access at the level of a basic block diagram. It also includes analyzing historical and projected staff growth to determine space needs on a per staff basis using organizational space standards. A functional program does not include an evaluation of actual building space and/or layout. In the event a departments functional program is unavailable or insufficient, it can be provided by Vanir as an optional service

Conduct Space Assessment and Analysis

5.2.2 Preliminary Facility Master Planning

For this component of the project, Vanir proposes to provide preliminary architectural master planning services. For each phase, we will include the following tasks:

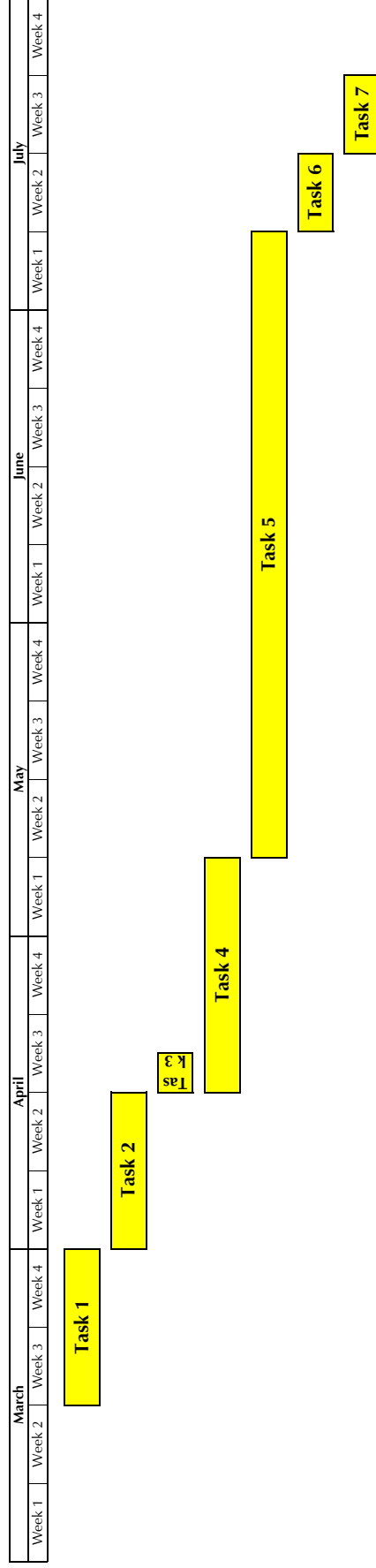
- Apply staffing projection and space need analysis to the departments and respective portions of staff to be included within existing and new facilities to meet both current needs and projections for the next 10 years. This will be conducted in a fashion that allows the County of Kern the maximum flexibility to select either all, or a portion of the future growth, to be included in the facility design, accommodating for the remaining growth by planning for the placement of infrastructure and facility expansion capabilities.
- Presentation of 1 or 2 space utilization scenarios (per department) which include:
 - Facility Expansion Capabilities
 - Continued and/or re-use of existing facilities
 - Preliminary implementation schedule for each strategy from planning through construction and occupancy

5.2.3 Develop Conceptual Implementation Strategies

Includes evaluation of funding sources/options and cash flow analysis.



County of Kern - Space Needs Assessment Proposed Work Schedule



- Task #1 -** 2 Weeks, Gather Data: Floor plans, staffing projections information, existing condition of facilities, and functional space programs.
- Task #2 -** 2 Weeks, Preliminary Evaluations
- Task #3 -** 1 Day, Kick-off Meeting (all department heads or their designee)
- Task #4 -** 3 Weeks, Department Strategy Meeting
 - A. Develop Meeting Schedule
 - B. Sequence of Meetings
 - C. Survey Large Departments
- Task #5 -** 2 Months, Conduct Space Assessment and Develop Implementation Strategy
- Task #6 -** 1 Week, Present and Incorporate Review Comments
- Task #7 -** 1 Week, Present Final

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CONFIDENTIAL INFORMATION



6.1 Information Requested from the County

To ensure that the work product generated by this study is as sound, concise and complete as possible in a manner that can serve as a basis of future planning decisions, it is vital that the study be founded upon information that is concrete and verifiable. Due to the aggressive time line that is mandated for this study, it is of critical importance that the County provides the following requested information, in a timely manner, to warrant the success and stability of this endeavor.

Historical Facility Records

- Facility Identification
- Location
- Legal Description
- Maintenance History
- Current record drawings (CAD if available)
- Facility utilization data
- Facility condition data

Staffing projections (10 year)

For each county position (including full time equivalent, part time, temporary and vacant positions), provide projected grow, historical growth, facility space assignment location, department assignment, and salary range/burdens.

Department Functional Programs

Adopted County Space standards

Current Capital Funding Sources

Current Capital Improvement Plan Status

SECTION
7 | **Insurance**



Vanir CM will obtain the required insurance coverage per the Agreement attached to the RFP.

SECTION 8 | Additional Information



See Attached:

1. Statement of Acknowledgement
2. Acknowledgement of Receipt of Addendum



Acknowledgement of Receipt of Addendum:

Vanir CM has reviewed the County of Kern's Sample Agreement and does not take exception.