



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.15

MEETING DATE: 05/06/2025

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Steve Loupe

DEPT HEAD/DIRECTOR: Steve Loupe

SUBJECT:

RESOURCE MANAGEMENT AGENCY – S. LOUPE, PUBLIC WORKS ADMINISTRATOR

Adopt plans and specifications for the Library Kiosk Project located at 3000 Truckee Way, Hollister, CA 95023 in accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) under the Public Contract Code Section 22039 to build a concrete slab structure for the Kiosk Equipment and Canopy Structure, structural details, Kiosk Equipment details and submittal, PG&E scope details, constructing a sidewalk, ensuring ADA accessibility, performing trench work, conduit installation for underground utilities, electrical and low-voltage, installing underground conduit for PG&E utilities, and a light pole.

SBC FILE NUMBER: 105.3

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The San Benito County Free Library was awarded an Institute of Museum and Library Services (IMLS) grant aimed at improving access to reliable Internet connections and library resources in the community. The Board of Supervisors approved the acceptance of the IMLS grant funds during their meeting on October 20, 2020. On April 4, 2022, the Board of Supervisors approved a contract with Envisionware for the purchase of kiosk equipment and a canopy structure. Site improvement work was necessary for the installation of the kiosk equipment, and in June 2022, the County engaged MME Engineering and Design Firm to provide project design services. The construction site plans have been completed and are in compliance with the current 2022 Building Codes, and they have received approval from the Building and Engineering Department.

The total cost for the Library Kiosk Project is \$587,000.00, including the scope of Kiosk Equipment and Canopy structure procurement and installation, engineering and design services, construction per the current ADA and Building Codes, PG&E, and City and County permitting and inspection services. A Library Kiosk Project is funded by non-general funds, including a \$300K Library Impact Fee, a total of \$172,000 from a \$499,000 IMLS Grant & \$115K Monterey Peninsula Foundation. So far \$86,000.00 has been spent on this project through FY 24-25; during upcoming budget discussions, the Board will review the request to approve the remaining funding of \$501,303.00 to roll over to FY 25-26 to perform the remaining project work.

The Envisionware Kiosk equipment has been ordered and is ready to be installed once site improvement work is completed. The construction site plans are completed and comply with the current 2022 Building Codes, and the Building and Engineering Department has approved them. The project plans and documents include the scope and details of building a concrete slab structure for the Kiosk Equipment and Canopy Structure, structural details, Kiosk Equipment details and submittal, PG&E scope details, the scope of constructing a sidewalk, ensuring ADA accessibility, performing trench work, conduit installation for underground utilities, electrical and low-voltage, installing underground conduit for PG&E utilities, and a light pole.

Per the California Uniform Public Cost Accounting Act (CUPCAA) Public Contract Code (PCC Sec. 22039) Adoption of Plans, Specifications, and Working Detail, the Governing body of the participating public agency or designated representative shall adopt plans, specifications, and working details for all public projects exceeding \$220,000. Also, the Board's adoption of plans and specifications provides the County with design immunity under Government Code section 830.6.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

No

RFP AND BID HISTORY:

The Invitation for Bids (IFB) for the construction scope and site improvement work will be released to the public after the Board of Supervisors adopts the plans and specifications. The project will be placed out to public bid so that a contract can be authorized by the Board of Supervisors to the qualified bidder that submits the lowest bid price.

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

n/a

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

300.70.3500.1306.650.205

CURRENT FY COST:

\$501,303.00

STAFF RECOMMENDATION:

Staff respectfully recommends that the Board:

Adopt plans and specifications for the Library Kiosk Project located at 3000 Truckee Way, Hollister, CA 95023 in accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) under the Public Contract Code Section 22039 to build a concrete slab structure for the Kiosk Equipment and Canopy Structure, structural details, Kiosk Equipment details and submittal, PG&E scope details, constructing a sidewalk, ensuring ADA accessibility, performing trench work, conduit installation for underground utilities, electrical and low-voltage, installing underground conduit for PG&E utilities, and a light pole.

ATTACHMENTS:

[COSB Library Kiosk Approved Drawing, Specifications, and submittals](#)