



Agenda Date: 1/29/2008
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Kimberly Payne, Staff Services Analyst I - 259-8603
SUBJECT: Professional Services Agreement with Hughes Associates, Inc.

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Hughes Associates, Inc. for a maximum of \$8,300 for the term January 29, 2008 through June 30, 2008 for professional engineering services relative to a fire protection system for computer cold room.

EXECUTIVE SUMMARY

The existing fire protection system for the Information Technology Systems (ITS) cold room is a Halon ozone-depleting fire suppressant system. The age and condition of the current system is a concern to staff and servicing contractors, who have recommended replacement of the system. Approval of an agreement with Hughes Associates, Inc. will provide for the development of an engineering estimate for the total cost of design, construction, procurement of equipment and acceptance testing. It will also provide for the development of a conceptual design drawing for the tank, piping, and fire alarm release panel. The resulting replacement plan will be discussed with the Napa City Fire Chief for concurrence. It is estimated that staff will return to the Board for approval to advertise for bids in April 2008.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Program
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Specialized fire protection engineering consultant services are necessary for the preparation of plans and specifications for the bidding and construction of

the project.

Is the general fund affected? Yes

Future fiscal impact: Construction costs are also expected to be incurred in Fiscal Year 2008/2009.

Consequences if not approved: Fire protection of the Cold Room will be compromised.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The existing fire protection system for ITS cold room is a Halon ozone-depleting fire suppressant system. The age and condition of the current system is a concern to staff and servicing contractors, who have recommended replacement of the system. Staff proposes to replace the existing Halon system with a waterless fire protection system. Plans and specifications need to be prepared and it is recommended that specialized fire protection engineering consultant services be used.

Hughes Associates, Inc. (HAI) is a global company leading the fire protection engineering field with highly trained consultants, engineers, and fire investigators specializing in fire testing, fire modeling, and fire protection design. HAI's engineers and consultants lead the fire safety and protection engineering industry. Founded in 1980, headquartered in Baltimore, Maryland, it maintains regional offices throughout the world. Napa County has previously contracted fire protection engineering consultant services with HAI for projects at the Napa Valley Residential Stabilization Center at the Napa State Hospital, at 650 Imperial Way and at Carithers. HAI has provided exceptional service as part of those projects. Therefore, HAI is recommended under the sole source provisions of the purchasing code.

Staff recommends the following scope of work for the proposed agreement with HAI:

- | Development of Preliminary Cost Estimate;
- | Meet with Napa City Fire Chief to review and obtain approval of project scope and approach;
- | Design Services including preparation of plans, specifications, and cost estimate. Assistance to Public Works staff during bidding will also be provided.
- | Construction administration assistance services including preconstruction meeting with awarded contractor, review of submitted shop drawings, responding to request for information from installation contractor, witnessing acceptance test, project closeout and preparation of written report.

Once plans and specifications are prepared, staff will return to the Board for approval of bid documents, authorization to advertise for sealed bids, and for the Director of Public Works to set a bid opening date. This is anticipated to happen in April 2008.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi