



Agenda Date: 1/8/2008

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Property Management
REPORT BY: Nancy Oweong, Staff Services Analyst I , 253-4603
SUBJECT: Agreement with Hellmuth, Obata + Kassabaum (HOK)

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Hellmuth, Obata + Kassabaum for a maximum of \$176,200 for the term January 8, 2008 through June 30, 2008 for a Facilities Space Needs Analysis.

EXECUTIVE SUMMARY

Based upon feedback from the Board in January 2007, a revised Request for Proposals (RFP) for a Facilities Space Needs Analysis was sent out with a focus to incorporate the latest principles on the modern workplace and effective delivery of constituent services.

County staff, through a review process based upon the criteria identified in the RFP, selected the top 3 consultants who were invited back for a presentation and to answer questions. A review panel was formed consisting of a member of the Board, Brad Wagenknecht, named as part of the review panel, and department heads and/or their representatives from the County Executive Officer, Agricultural Commissioner, Conservation, Development and Planning, District Attorney, Health and Human Services Agency, Probation, and Public Works. This review panel selected HOK as the most qualified consultant.

This requested action will approve an agreement with HOK for a Facilities Space Needs Analysis. Upon the completion of the study, HOK will accumulate its findings and recommendations in a comprehensive strategic planning report. This report will be presented to the Board of Supervisors.

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:	The development of a facilities space needs analysis is prudent to ensure that the County government can meet its own internal infrastructure needs.
Is the general fund affected?	Yes
Future fiscal impact:	Future fiscal impact will be the capital improvement program implemented as a result of this analysis.
Consequences if not approved:	Without the facilities space needs analysis, the County's future efforts will be more incremental in nature.
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

Based upon previous space standards, is estimated that the County is currently deficit in its space requirements by approximately 96,000 square feet for the following functional groups and departments:

1. Administration
 - a. Auditor-Controller
 - b. Treasurer-Tax Collector
 - c. County Counsel
 - d. County Executive Office/Risk Manager/ Public Information Officer/Emergency Services
 - e. Board of Supervisors/Clerk of the Board
 - f. Human Resources
 - g. Community Partnership
 - h. Assessor/Elections/County Clerk/Recorder
 - i. Information Technology
2. Resource Management
 - a. Conservation Development and Planning/Building Inspection
 - b. Public Works/Property Management
 - c. Environmental Management
3. District Attorney
4. Child Support Services
5. Public Defender
6. Health and Human Services Agency
7. Agriculture Commissioner/Sealer/UC Cooperative Extension
8. Adult Probation

These functional groups/departments are located in five separate facilities along with the main campus of Health and Human Services which contain nineteen facilities, consisting of four permanent buildings, nine modular

buildings and six trailers.

Before moving forward to address these apparent deficiencies, it was deemed prudent to incorporate the latest principles on the modern workplace and the effective delivery of constituent services in analyzing the space needs of the aforementioned functional groups.

This analysis is supplemental to the present Adult Correction Master Plan.

The RFP process included the following rating criteria:

- | Total Cost - 20 points
- | Experience and qualifications of the firm and all sub-consultants proposed. Also client references from recent projects including name, address, and telephone numbers of individuals to contact, and examples of previous deliverables to other clients. – 20 points
- | Experience and education of key design/project personnel. – 20 points
- | Approach of the firm to project management and its understanding of the project. Identify important considerations of the project and how the firm will address these issues. Identify proposed schedule for completing the work with major milestones identified. – 25 points
- | Overall evaluation and opinion of the firm's ability to deliver a high quality project on time and within budget. – 15 points

The firm of HOK was the unanimous selection by all panel review members as the most qualified to provide the County with a space management analysis. HOK has been a global provider of design services since 1955 and provides a multidisciplinary team to help clients align their business strategies with their facilities requirements. HOK has been involved in similar projects for government organizations.

The Principal in Charge for HOK will be Pamela Owen Adams, RA. As part of this agreement, HOK will be provided limited support from Bob Hunt of the Staubach Company's Public Sector Group. Their resumes are included within the attachments.

HOK's analysis will include:

- | Space requirement forecasts by individual departments and their respective functional groupings for both
 - a. Existing facilities where present architectural conditions may pose limitations upon implementing best practices
 - b. Potential new construction where architectural plans can reflect best practices
- | Benchmarks by functional/departmental basis as to Building Gross Square feet (BGSQ) per Full time Equivalent (FTE) for both
 - a. Existing facilities
 - b. New construction
- | Comparisons to other benchmarks from other governmental entities
- | Identification of adjacency requirements and collocation opportunities
- | Useful Life Analysis of modular buildings at Health and Human Services campus
- | Identification of opportunities to improve constituent services and work process

As was done in the selection process, a steering committee consisting of department heads and/or their representatives will be formed by the County Executive Office to ensure the functional groups and departments provide needed technical guidance to HOK.

Upon the completion of the study, HOK will accumulate its findings and recommendations in a comprehensive

strategic planning report. This report will be presented to the Board of Supervisors. It is anticipated this presentation will be made in June 2008.

SUPPORTING DOCUMENTS

A . Attachment A

CEO Recommendation: Approve

Reviewed By: Helene Franchi