



Agenda Date: 1/9/2007
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: Erica Ahmann, Civil Engineer, 259-8369
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 \$10,200 for the term January 9, 2007 through June 30, 2007 for fire code analysis of the second floor of the Carithers facility.

EXECUTIVE SUMMARY

The agreement with Hughes Associates, Inc. will provide a professional fire code analysis for the second floor of the Carither's Building. The report will address what measures need to be implemented to assure that Child Support Services meets grant assurance requirements, and improve security measures. The report will also address comprehensive fire code access for the entire second floor.

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?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Based upon the recommendations of the report, there may be capital improvements proposed in future fiscal years.
Consequences if not approved:	In order for the Department of Child Support Services (CSS) to meet its grant funding assurances, it needs to upgrade security measures for confidentiality

reasons within its office. Security measures will also need to be upgraded for personnel safety. If this action is not approved, CSS will not be allowed to make the necessary changes required by its funding agency therefore forfeiting grant funding for the entire program.

Additional Information: None

ENVIRONMENTAL IMPACT

Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act.

BACKGROUND AND DISCUSSION

Hughes Associates, Inc. was selected to conduct a feasibility study for the egress/access control system for CSS which is to include a . Hughes was selected based on their expertise in fire protection engineering and fire code compliance issues, the time sensitiveness of CSS needs, and the excellent service Hughes has provided to the County on past projects such as the Napa Valley Residential Stabilization Center and 650 Imperial Way Fire Protection System modification projects.

Staff consulted with the City of Napa Fire Marshall during the final stages of the study and concluded that the fire exit analysis also needs to be done for the entire second floor of the Carither's Building, not just for CSS, prior to finalizing any remodeling plans.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey