



Agenda Date: 1/9/2007
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Janet Walker, Associate Civil Engineer, 259-8383
SUBJECT: Modifications at Various Napa County Offices - Approval of Plans and Specifications and
Authorization to Advertise for Bids

RECOMMENDATION

Director of Public Works requests approval of plans and specifications for the "Modifications at Various Napa County Offices," PW 07-05, authorization to advertise for sealed bids and opening of the bids at a time, date and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract Code.

EXECUTIVE SUMMARY

This Project provides for modifications at various County offices, as requested by the Conservation, Development and Planning, Environmental Management and the Health & Human Services Agency. Work generally consists of relocating and/or reducing walls to accommodate additional personnel in a more strategic manner as well as to better serve the public.

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 requested space modifications projects were approved as part of the Capital Improvement Budget for 2007.
Is the general fund affected?	Yes
Future fiscal impact:	None

Consequences if not approved: Remodeling plans could not proceed.

Additional Information: The following appropriations for these Projects were approved in the 2006/077 Final Budget:

- | \$30,000 for Conservation, Development & Planning
- | \$45,000 for Health & Human Services
- | \$30,000 for Environmental Management

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. [See Class 1 ("Existing Facilities") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

BACKGROUND AND DISCUSSION

This Project provides for minor space modifications in various County Departments as follows:

- | Conservation Development and Planning: The height of an existing wall needs to be reduced in order to accommodate a counter to better serve the public.
- | Health and Human Services Agency: Additional office space is needed for the 24 hour emergency response office in Building D. To provide the required office space, the medical area will be relocated to Building D. In addition, a sink and counter will be provided in the break room in Building K.
- | Environmental Management: Several walls need to be relocated to facilitate the installation of new cubicles and for the relocation of the conference room.

Approval of the plans and specifications and authorization to advertise for bid will allow these projects to move forward. Once bids are received, opened and reviewed, staff will return to the Board for the award of a construction contract to the lowest responsible bidder.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey