



Agenda Date: 1/9/2007  
Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Martha Burdick for Robert Peterson - Director  
Public Works  
**REPORT BY:** Ginny Leija, ENGINEERING AIDE , 259-6718  
**SUBJECT:** Hall of Justice Center Re-Carpet Project - Approval of Plans and Specifications and Authorization to Advertise

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### **RECOMMENDATION**

Director of Public Works requests approval of plans and specifications for the "Hall of Justice Re-carpet Project," PW 07-10, 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**

Carpeting in the Hall of Justice has exceeded its useful life. The carpet is showing wear and tear, and needs to be replaced for safety reasons. Plans and specifications have been prepared and the Project can now be put out to bid.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding will be provided through salary savings in the Corrections Department Budget 24500.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The carpet in various areas of the Hall of Justice is showing wear and tear and needs to be replaced.
Is the general fund affected?	Yes
Future fiscal impact:	None

Consequences if not approved: Existing carpet will continue to deteriorate, accidents will occur due to tears in the existing carpet, and office area will remain unsightly due to stains and age.

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**

The Sheriff's Department vacated the first floor of the Hall of Justice (HOJ) in March 2005. Other than temporarily housing employees displaced due to the 2005 New Year's Eve flood, the area has remained vacant while the Criminal Justice Committee continues to evaluate the Adult Correctional System and develop recommendations for a twenty (20) year master plan.

Staff has requested to relocate nineteen (19) Correctional employees into space previously occupied by the Sheriff. By moving into this space, Corrections staff will be able to consolidate resources, functions, and operate in a more effective and efficient manner. Currently, management, administrative, supervisory and support staff of the Department of Corrections are scattered throughout the old and new Corrections facility making effective communication and management of the Department very difficult. This relocation will provide for a single front counter in the lobby of the HOJ rather than the two which currently exist. Additionally, it will reduce unnecessary phone and foot traffic and distractions to the Correctional Officers on the third floor of the facility.

However, the carpeting in this area of the HOJ has more than exceeded its useful life and is showing wear and tear, and needs to be replaced for safety and aesthetic reasons. Public Works staff has indicated that steam cleaning is likely to loosen the glue used to attach the carpet to the floor, further contributing to safety concerns. Once bids have been received and reviewed, staff will return for approval to award the Project to the lowest responsible bidder.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey