



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

## 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:** Juan Arias, Principal Public Works Engineer, 259-8374  
**SUBJECT:** City/County of Napa Fifth Street Parking Garage - Approval of RFP and authorization to release RFP to pre-qualified design-builders

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### **RECOMMENDATION**

County Executive Officer and Director of Public Works request the following for the "City/County of Napa Fifth Street Parking Garage Project," PW 07-01:

1. Approval of the design-build Request For Proposals; and
2. Authorization for the Director of Public Works to request design-build proposals from the pre-qualified top five ranked design-build entities in accordance with Public Contract Code Section 20133.

### **EXECUTIVE SUMMARY**

On July 25, 2006, at a Joint Napa City Council/County Board of Supervisors meeting, staff was given direction to proceed with project delivery of a parking garage structure on the County Superblock with authorization being granted for the Director of Public Works to utilize the design-build project delivery method, as allowed by Public Contract Code Section 20133. The Council and Board also approved and authorized the Chair to sign an agreement with Watry Design, Inc. for the preparation of a design build bidding package and construction administration assistance services. Five design-build entities have been pre-qualified to participate in the Request For Proposals (RFP); and the RFP has been prepared for release.

### **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

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Is the general fund affected?	Yes
Future fiscal impact:	Construction will go into the 2007/2008 Fiscal Year. Unexpended Project funds will be rebudgeted.
Consequences if not approved:	Staff will not be able to proceed with delivering the Fifth Street Parking Garage Project
Additional Information:	The estimated project cost, contingent upon actual bids, is \$15,075,200; with the County assuming 43%, the City 31% and the private developers 26% of the estimated costs.

### **ENVIRONMENTAL IMPACT**

**Categorical Exemption Class 32:** 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 32 ("In-fill Development Projects") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15332.]

### **BACKGROUND AND DISCUSSION**

The County of Napa, in conjunction with the City of Napa and three private developers, has proposed the construction of a four level, 466 minimum space parking garage. The project is to be built 20 feet south of the existing Napa County Jail.

On August 1, 2006 the Director of Public Works was authorized to utilize the design-build project delivery method as allowed by Public Contract Code Section 20133 for the delivery of the City/County of Napa Fifth Street Parking Garage Project. According to Public Contract Code Section 20133, design-build projects shall progress in a four-step process described in subsections 20133 (a)-(d):

1. The County shall prepare a set of documents setting forth the scope of the project. The documents may include, but are not limited to the size, type and desired design character of the buildings and site, performance specifications covering the quality of materials, equipment, and workmanship, preliminary plans or building layouts, or any other information deemed necessary to describe adequately the County's needs.
2. Based on the documents prepared in paragraph (1), the County shall prepare a request for proposals that invites interested parties to submit competitive sealed proposals in the manner prescribed by the County and shall include elements such as the methodology that will be used by the County to evaluate proposals if the contract will be awarded on a best value basis rather than lowest responsive and responsible bid.
3. The County shall establish a procedure to qualify design-build entities using a standard questionnaire developed by the County which will at minimum require information regarding company legal status, experience, competency, capability and capacity to complete projects of similar size, scope, or complexity. The questionnaire will also require the licenses, registration and credentials required to design and construct the project as well as evidence that establishes that the design-build entity has the capacity to obtain required bonding and insurance. Also required will be information regarding financial solvency as well as prior safety and contractor's state license law violations.
4. The County shall establish a procedure for final selection of the design-build entity that would include elements such as evaluation of the competitive proposals using only the criteria and selection procedures specifically identified in the RFP, ranking of the top three responsible bidders, award of the contract to the

responsible bidder who submits the most advantageous (best value) proposal, and a written announcement of the basis for the award.

On August 30, 2006 the Director of Public Works released a Request For Qualifications from design-build entities. Eight pre-qualification packages were received by September 22, 2006. Staff, with input from the Auditor's office and the County Risk Manager, reviewed all pre-qualification packages and determined that all submitters pre-qualified. County staff, with input from Napa City and Watry Design staff, ranked the top five pre-qualified design-build firms. (The pre-qualification package materials clearly stated the County's intention to release the RFP to only the top five pre-qualified design-build entities.) In alphabetical order, the top five ranked design-build entities are as follows:

- a. C. Overaa & Company of Richmond, CA
- b. Charles Pankow Builders of Oakland, CA
- c. Howard S. Wright Constructors of Emeryville, CA
- d. McCarthy Building Companies of San Francisco, CA
- e. West Bay Builders of Novato, CA

Public Works staff, with input from the City of Napa and the participating private developers, oversaw the preparation of an RFP by Watry Design. The RFP includes all requirements per Public Contract Code Section 20133, including scope of the project, legal requirements, technical requirements, and the methodology to be used by the County to evaluate proposals.

Once proposals are received, Public Works staff, with input from the City of Napa and the participating private developers, will evaluate the proposals and determine which proposal is the most advantageous to the County. Those design-build entities whose proposals are ranked number 2 through number 5 will receive a stipend in the amount of \$20,000 for having participated. The stipend will be provided to help the design-build entities offset the costs for preparing their proposals, which can run somewhere between \$50,000 and \$100,000. The stipend is also being provided so as to encourage the submittal of quality proposals to the County. The Director of Public Works will return to the Board to recommend the award of a design-build contract to the successful design-build entity towards the beginning of March 2007. Construction is then estimated to begin late spring 2007.

## **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey