



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 10/15/2019

Agenda Placement: 6E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** John Vicencio, Associate Engineer - 259-8369

**SUBJECT:** HHSA South Campus Bldgs A, 1A, & 3 Reroof Project - Approval of Architect Contract

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with TLCD Architecture, Inc. for a maximum of \$263,040 for the term October 15, 2019, through June 30, 2020, with an automatic extension provision not to exceed two years, for architectural/engineering and associated services with designing the reroofing of the buildings located at 2751, 2747, and 2731 Corporate Drive (formerly, South Campus Buildings A, 1A, and 3, respectively).

### **EXECUTIVE SUMMARY**

Staff has determined that the building roofs located at 2751, 2747, and 2731 Corporate Drive (formerly, South Campus Buildings A, 1A, and 3, respectively) are at the end of their useful lives and are in need of re-roofing activities. This would include removing and replacing the existing roofing materials and addressing areas of the roof structure that need repair. Staff recommends that inspection and testing of the building roofs be performed to evaluate the existing conditions in order to develop plans and specifications suitable for bidding.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Program, Fund 3000, Subdivision 3000504, Program 20023. Adopted FY 2019-20 budget included \$300,000 for project management and design phases of the project.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The building roofs are at the end of their useful life and in need of replacement. The roof inspections, recommendations and design documents will allow County staff to bid this project for replacement.
Is the general fund affected?	Yes
Future fiscal impact:	Some of the roofing construction activities may be performed in FY 2020-21. This contract includes rollover provisions for bidding and construction support.
Consequences if not approved:	The roofs on the buildings located at 2751, 2747, and 2731 Corporate Drive (formerly, South Campus Buildings A, 1A, and 3, respectively) are at the end of their useful life and will continue to degrade. This will escalate maintenance costs and possible water intrusion into the buildings may occur.
County Strategic Plan pillar addressed:	This agenda item supports the goals and actions identified in Napa County's Strategic Plan to foster an Effective and Open Government. The item implements action item 15F to plan for infrastructure maintenance (facility, equipment, and technology) growth, and modernization to support County services.
Additional Information:	Staff will return to the Board in the winter to request authorization to advertise, and then again in early spring to award a construction contract at which time staff will request a budget transfer to fully fund the project.

## **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**

Staff has determined that the building roofs located at 2751, 2747, and 2731 Corporate Drive (formerly, South Campus Buildings A, 1A, and 3, respectively) are in similar condition and are at the end of their useful lives. While the buildings at 2747 and 2731 have the most issues during the winter, it is anticipated that the building located at 2751 will soon have the same problems that will result in escalating maintenance costs. Replacement of all the roofs at the same time would be a cost savings from economy of scale and would significantly reduce future maintenance costs.

Staff recommends utilizing the services of TLCD Architecture to provide architectural and engineering services because of their extensive knowledge of the South Campus facility through their previous work to relocate the Health and Human Services Agency from Old Sonoma Road campus. Utilizing TLCD will maximize the opportunity for design cost efficiencies.

The proposed agreement with TLCD will provide professional services spanning project design, advertisement, and construction of reroofing the three buildings consisting of approximately 188,000 square-feet of roof area. These services are essential for the project to be constructed in a way to ensure proper design and construction of

the roofing system and to maximize the useful life and warranty of the roof which will result in reduced maintenance costs over time. The summary of services that TLCD will provide is listed below:

**Schematic (Preliminary) Design:**

- | Review of County provided reports;
- | Roofing test cuts;
- | Research and recommend roofing products and alternatives; and
- | Produce schematic roof plans and outline specifications.

**Construction Documents:**

- | Produce demolition, roof plans and details;
- | Produce complete specification and project manual; and
- | Procure final cost estimate.

**Bidding Administration:**

- | Issue approved construction documents;
- | Participate in pre-bid meeting; and
- | Provide clarifications to bidders.

**Construction Administration:**

- | Participation in pre-construction meeting;
- | Attend construction progress meetings (12 total);
- | Produce field reports;
- | Process submittals and substitution requests;
- | Respond to Requests for Information (RFIs);
- | Process contractor's application for payment; and
- | Prepare final inspection report and project close out.

The construction cost of reroofing the three building was roughly estimated to be a little over \$3 million based on a previously prepared facility assessment report prepared by a consultant retained by Property Management. The total costs of the above service from TLCD is just under 9% of the rough construction estimate noted above, which is typical for a project of this size. TLCD Architecture is not a local vendor.

Staff will return to the Board in the winter to request authorization to advertise, and then again in early spring to award a construction contract at which time staff will request a budget transfer to fully fund the project.

**SUPPORTING DOCUMENTS**

A . S Campus Re-roof Budget Summary

CEO Recommendation: Approve

Reviewed By: Leigh Sharp