



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 10/21/2014

Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS

### Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Lawrance Florin - Director  
Housing and Intergovernmental Affairs

**REPORT BY:** Helene Franchi, PRINCIPAL MANAGEMENT ANALYST - 253-4820

**SUBJECT:** Amendment No. 1 to Agreement No. 8049 with Collier International

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#### **RECOMMENDATION**

Director of Housing and Intergovernmental Affairs requests approval of and authorization for the Chairman to sign Amendment No. 1 to Agreement No. 8049 with Colliers Parrish International expanding the scope of work to include property acquisitions by the County.

#### **EXECUTIVE SUMMARY**

On November 1, 2013, the Board of Supervisors entered into an agreement with Colliers International following a competitive bid process. The County solicited statements from firms to provide the County with all of the services, supervision, labor and equipment of a real estate broker/firm to assist in the purchase, sale, and/or lease of real property and land required to meet the needs of the County for a period of three years. The agreement is being amended to add Task 5: locate property suitable for the County to purchase which the County deems appropriate. While this Task may apply to future needs, the current need is for the potential purchase of land for volunteer fire stations in the Berryessa area.

Colliers is not a local vendor.

#### **FISCAL IMPACT**

Is there a Fiscal Impact? No

#### **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**

On November 1, 2013, the Board of Supervisors entered into an agreement with Colliers International following a competitive bid process. The County solicited statements from firms to provide all of the services, supervision, labor and equipment of a real estate broker/firm to assist in the purchase, sale, and/or lease of real property and land required to meet the needs of the County for a period of three years. Statements were reviewed by a committee. Qualifications including specific experiences and successes, references, fees and familiarity with services requested were considered. The following services were requested of the applicants:

- | Making recommendations on County property for the purposes of leasing.
- | Marketing and leasing of Dey Labs property on behalf of the County.
- | Provide analysis and recommendations on certain County owned properties as requested by the County.
- | Provide typical real estate brokerage services as directed by the County including opinions of value, consulting services, participation in property inspections leasing, acquisition and sales of real property.

The County received three proposals in response to the Statement of Qualifications and Colliers International was selected as the successful bidder.

The agreement is being amended to add Task 5: locate property suitable for the County to purchase which the County deems appropriate. While this Task may apply to future needs, the current need is for the potential purchase of land for volunteer fire stations in the Berryessa area.

The commission for the purchase of any property will be paid by the seller, not the County of Napa.

Colliers International is not a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan