



Agenda Date: 11/14/2006
Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Anthony Morales, Assistant Engineer, 8373
SUBJECT: HHSA Office Trailers R and S Utility Installations: Award of Contract

RECOMMENDATION

Director of Public Works requests the following related to the "Health and Human Services Administration (HHSA) Office Trailers R and S Utility Installations Project," PW 06-23:

1. Approval of Budget Transfer No. 26 appropriating \$75,775 in the Capital Improvement Program budget with a corresponding reduction in the General Fund Appropriations for Contingencies (4/5 vote required); and
2. Award of the contract to Hess Construction Co., Inc. of Napa, California, for its low base bid of \$58,854 and authorization for the Chair to sign the construction contract.

EXECUTIVE SUMMARY

Additional office space for HHSA is required due to current overcrowding and an increase in staff because of the implementation of the Mental Health Services Act. To meet the immediate needs, staff proposes to lease two additional office trailers. Approval of the requested actions will enable the required site work and utility installation to be performed by the low-bid contractor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Reduction in the General Fund Appropriations for Contingencies Budget with a corresponding increase to the Capital Improvement Budget
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Board has authorized additional staff for HHSA programs to meet

programmatic requirements. Present space is insufficient to house this additional staff. Staff analysis indicates the installation and lease of trailers will be more cost effective than leasing office space elsewhere.

Is the general fund affected? Yes

Future fiscal impact: None. Lease costs for the trailers will be included in HHSA's budgets accordingly.

Consequences if not approved: Work space will not be available for the positions required to meet program needs.

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. [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

In its current configuration HHSA has approximately 100,000 square feet of office and common space and approximately 6,000 square feet of leased space. Based upon the Ross Drulis Facility Master Plan, HHSA is still lacking approximately 22,000 square feet of common and office space to meet current staffing levels. That shortfall manifests itself in the overcrowding of existing staff in certain program buildings and a lack of space for new staff.

HHSA is adding staff to respond to legislative and service priorities in several program areas. The implementation of the Prop. 63 - Mental Health Services Act (MHSA) plan is one of the areas in which HHSA is adding professional and support staff. HHSA recently completed a series of moves and reconfigurations to make maximum use of the space available in the two trailers originally secured for post-flood Federal Emergency Management Agency operations. Even with those moves and reconfigurations, HHSA does not have enough office space to relieve current overcrowding and meet the requirements of the MHSA plan.

One of the two trailers proposed will provide office space for the Full Service Partnership Child and Family Behavioral Health staff members, which is part of the MHSA plan. The second trailer will be used to relieve overcrowding in the most severely impacted program buildings such as the Public Health offices in Building G and/or the Child Welfare Services offices in Building H.

The trailers will be located just west of HHSA Building K, North of the new Juvenile Justice Center and adjacent to four office trailers now being leased by the County for HHSA. Grading and utility work needs to be performed for a complete installation of the additional two office trailers. The total budget for the grading and utility work is estimated at \$75,775, which includes the contract bid amount plus engineering and inspection, construction contingency and administration by Public Works.

On October 17, 2006, the Board of Supervisors approved plans and specifications for the "HHSA Office Trailers R and S Utility Installations Project," PW 06-23; authorized Public Works to advertise for sealed bids; and to open 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. On November 2, 2006, the following bids were received for the "HHS Office Trailers R and S Utility Installations Project," PW 06-23:

No.	CONTRACTOR	TOTAL BASE BID
1	HESS CONSTRUCTION CO., INC.	\$58,854
2	G.D. NIELSON CONSTRUCTION, INC.	\$72,990

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita