



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/25/2014

Agenda Placement: 6K

## 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-TI 650 Imperial Way Remodel 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 HHSA-TI 650 Imperial Way Remodel Project, PW 15-400, 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**

On January 14, 2014, the Board of Supervisors approved a professional services agreement with TLCD Architecture for architectural/engineering and associated services for the relocation of the Health and Human Services Agency. Although the majority of staff will be relocated to 2751 Napa Valley Corporate Way, the Comprehensive Services for Older Adults (CSOA) division will be relocated to the 650 Imperial Way facility. In order to accommodate CSOA staff at this location, the first floor of the facility will be remodeled to provide additional office space and interview areas.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Project- Fund 3000, Subdivision 30005-04, Program 11014.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: The remodeling of the 650 Imperial Way facility is necessary to accommodate Comprehensive Services for Older Adults (CSOA) needs.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: If not approved, CSOA will not be able to efficiently fulfill their function due to work space limitations.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: **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**

On January 14, 2014, the Board of Supervisors approved a professional service agreement with TLCD Architecture for Architectural/Engineering and associated services for the remodel of Buildings 1 and 2 at 2751 Napa Valley Corporate Way (South Campus) and 650 Imperial Way for the relocation of HHSA functions located at the Old Sonoma Road Campus and 650 Imperial Way to the South Campus and CSOA functions from Carithers to 650 Imperial Way. HHSA and Public Works staff have been working with TLCD Architecture to develop a design of the improvements required at the South Campus property and for the first floor of the 650 Imperial Way facility.

Due to the damage to the Carithers Building in the recent earthquake, CSOA had to be temporarily relocated from the Carithers Building to Building 1 at the South Campus. Given that construction on the South Campus Project is scheduled to begin in mid-April 2015 it will be necessary to relocate CSOA to its final 650 Imperial Way location by then in order to begin construction at the South Campus. The Self Sufficiency Services Division programs currently located at 650 Imperial Way have now been temporarily relocated from the first floor at 650 Imperial Way to the Old Sonoma Road Campus so that construction may begin at 650 Imperial Way.

Design of the 650 Imperial Way Improvements required to house CSOA have been completed and the project must be put out for construction bids in order to move into the construction phase. Once construction is completed at 650 Imperial Way CSOA will be relocated there at the end of March 2015.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan