



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/8/2015

Agenda Placement: 6C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

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

**REPORT BY:** Julie Kirk, STAFF SERVICES ANALYST I - 259-8603

**SUBJECT:** Amendment No. 3 to Agreement No. 7899 with Paula Stabler dba Facilities by Design

---

### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 7899 with Paula Stabler, doing business as "Facilities by Design," increasing the amount by \$310,000 for a new maximum of \$400,000 in Fiscal Year 2015-16 and by \$160,000 for a new maximum of \$250,000 in Fiscal Year 2016-17 and add Exhibit "C" - Compensation Schedule for space planning and reconfiguration services.

### **EXECUTIVE SUMMARY**

Paula Stabler has provided space planning and reconfiguration services to the County under Agreement No. 7899 since March 19, 2013. This amendment increases the maximum allowable amount from \$90,000 to \$400,000 in Fiscal Year 2015-2016, \$250,000 maximum in Fiscal Year 2016-2017 and add Exhibit "C" - Compensation Schedule. Today's action will allow the County of Napa to continue with these specialized move management services for County Departments as required, and to proceed with the relocation of the Health and Human Services Agency to the South Campus and the return of the Probation Department to the Hall of Justice.

Paula Stabler is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	This is a Countywide contract that can be utilized by all County Departments up to the maximum County-wide compensation of \$400,000 in Fiscal Year 2015-2016 and \$250,000 in Fiscal Year 2016-2017.  \$270,000 of the \$400,000 is currently budgeted as listed below. The remaining \$130,000 is available for use by various County Departments as projects arise to be accommodated within existing budgets.  Probation Relocation (Paid from Earthquake Budget): \$50,000 HSA Relocation: \$220,000 (Included in South Campus Budget) Other Projects as Needed: \$130,000 Total: \$400,000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Contracting for move management services provides for the efficient and timely coordination and movement of furniture, fixtures, and equipment. The timing, scheduling, and size of the moves exceed capacity of staff and internal resources.
Is the general fund affected?	Yes
Future fiscal impact:	Various department budgets may allow for funds to utilize services up to the maximum County-wide compensation.
Consequences if not approved:	If the requested action is not approved, planned projects would not progress on schedule.
Additional Information:	

### **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 March 19, 2013 Napa County entered into a new Agreement with Paula Stabler, to obtain space planning and reconfiguration services to be available to County Departments on an as needed basis. Amendment No. 1 was approved by the Board of Supervisors on June 24, 2014 increasing the maximum allowable amount per fiscal year from \$20,000 to \$35,000.

In addition to revising the business address for Paula Stabler, Amendment No. 2, approved on March 24, 2015, added move management services to the scope of work and increased the maximum allowable amount per fiscal year from \$35,000 to \$90,000. Additionally, because the Purchasing subdivision would no longer administer the contract, requiring Paula Stabler to obtain permission from the Purchasing Manager was removed as a condition of the contract; the Director of Public Works, or designee, remains the person responsible for approving potential work.

Paula Stabler is familiar with County offices and the various modular furniture systems used within the County due

to her prior work at the County both as a vendor and a subcontractor. With the planned relocation of Health and Human Services Agency to South Campus and the return of Probation staff back to the Hall of Justice, County staff will benefit from this knowledge and expertise. Total estimates on different projects are:

Probation Relocation: \$50,000  
HNSA Relocation: \$220,000  
Other Projects as Needed: \$130,000  
Total: \$400,000

Staff requests approval of Amendment No. 3 increasing the maximum allowable from \$90,000 to \$400,000 in fiscal year 2015-2016, \$250,000 in fiscal year 2016-2017 and add Exhibit "C" - Compensation Schedule.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Liz Habkirk