



Agenda Date: 2/26/2008  
Agenda Placement: 70

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Robert Peterson - Director  
Public Works  
**REPORT BY:** Juan Arias, PRINCIPAL PUB WORKS ENGINEER - 259-8374  
**SUBJECT:** Professional Services Agreement - Willdan

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Willdan Group, Inc. for a maximum of \$300,000 for the term February 26, 2008 through June 30, 2009 for engineering services related to various County capital improvement projects.

### **EXECUTIVE SUMMARY**

Because of workload issues, it is necessary for Public Works to retain the services of an engineering firm to help with timely delivery of the Capital Improvement Program (CIP). It has been determined that a consultant agreement is the most effective mechanism to provide for this temporary assistance. A request for qualifications was issued to several civil engineering consultants soliciting their ability to provide one of their staff to assist us in project management activities. Willdan was the most responsive to our needs in providing a professional civil engineer with experience that best matches the departments needs. The contract is flexible in that it allows for the consultant to be assigned a variety of projects as needed in order to enable the department to be as responsive as possible to our clients needs. This contract will enable Public Works to effectively deal with its backlog of engineering projects and ongoing difficulties in recruiting experienced engineers. This is an hourly contract and actual expenditures will be determined by the amount of work assigned to the consultant, up to the maximum amount of the contract.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Airport Enterprise Fund Capital Improvement Programs

Roads Fund  
Library Fund

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The Design/Construction Division of Public Works is experiencing a heavy workload beyond the capacity of the current engineering position allocation. This workload can be mitigated by authorizing a temporary position. It has been determined that the most effective mechanism to provide for this temporary position is through a consultant agreement. As with any consultant agreement, the amount we pay per hour worked is higher than what an equivalent staff position costs us. What we get here is a highly experienced individual who can work with little direction thereby giving us high productivity for the hours worked, and we are not absorbing the costs associated with non-billable time such as vacation and sick leave. In addition there is flexibility in that his services are called upon only when our own staff cannot meet critical project needs and therefore there will be times when he may be working less than full time for us.

Is the general fund affected? Yes

Future fiscal impact: The agreement continues into Fiscal Year 2008-09.

Consequences if not approved: Public Works will not be able to deliver Fiscal Year 2007/2008 and 2008/2009 capital improvement projects in the same timely manner as has been done in the past. Projects delayed may experience higher costs given the impact of inflation to the cost of construction.

Additional Information: Consultant will be reimbursed based upon actual hours of services performed. Actual expenditures for this agreement will be based on workload that cannot be met with existing staff over the course of the 17 months of the contract.

## **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**

The Design and Construction Division of Public Works is responsible for delivering capital improvement projects estimated at \$33 million for Fiscal Year 2007/2008. The delivery of these projects includes the full range of engineering responsibilities including planning, design and construction/reconstruction of County facilities. This division currently is allocated six (6) positions consisting of one (1) Principal Public Works Engineer, one (1) Supervising Civil Engineer, three (3) Associate Engineers, and one (1) Senior Engineering Aide.

This allocation has been adequate in the past. However, there has been a recent need to dedicate one Associate Engineer position to focus on the Lake Berryessa Resort Improvement Special District (LBRID) capital improvement projects, where there are critical timelines that need to be met to address issues with the Regional

Water Quality Control Board (RWQCB). The LBRID projects are in addition to the aforementioned \$33 million in County CIP projects. Another Associate Engineer position has been vacant for almost four months. The Department has had difficulty recruiting Associate level engineers to this vacancy and has begun recruiting less experienced engineers in an attempt to underfill this vacancy. This has left the Design Unit with only four of its six staff members to fully participate in the delivery of the 2007/2008 CIP program.

The current CIP program is one of our larger, more involved programs. It also includes many projects that need timely attention due to the requirements of their funding sources or because they are considered health and safety needs. We further anticipate this higher level of activity to continue into FY 2008/2009.

Public Works is currently working on the planning, design and construction of the following projects:

- | The Fifth Street Parking Garage
- | Various County building facility projects
- | 2005/2006 flood repair projects
- | Transportation projects such as a bridge replacement, road overlays and bike lanes
- | Napa County Airport improvement projects
- | Special District capital improvement projects
- | Rutherford Dust Restoration Project
- | Measure A projects
- | South St. Helena Highway underground utility district project
- | Engineering support to other County departments
- | County space needs analysis

Potential projects and responsibilities forecasted for Fiscal Year 2008/2009 include:

- | New Fiscal Year 2008/2009 Capital Improvement Projects
- | County space needs analysis
- | Proposition 1B Transportation Projects
- | Housing Authority Support/Capital Improvement Projects
- | Department of Corrections Support for planning of new County Jail.
- | NCTPA Transit Transfer Station

It has been determined that the most effective mechanism to address this heavy workload and avoid an increasing backlog is to obtain the services of temporary staff through a consultant agreement. On October 24, 2007, a Request For Qualifications (RFQ) for a contract civil engineering staff member was issued, with the following consultants responding:

1. David Evans and Associates of Roseville
2. Riechers, Spence and Associates of Napa
3. Summit Engineering Inc. of Santa Rosa
4. Willdan
5. Winzler & Kelly of Santa Rosa

After analyzing the Statements of Qualifications, staff determined that the Willdan was the most qualified and best responded to the RFQ. Willdan has provided the name and qualifications of an experienced Willdan consultant to assist with Public Work's delivery of the project load.

Public Works anticipates assigning some of the more complex fiscal year 2007/2008 budgeted CIP projects as

well as new fiscal year 2008/2009 projects to this consultant. The consultant will oversee projects from planning to construction completion, including the oversight of design consultants. Public Works anticipates that minimum oversight of this consultant will be necessary.

It is common practice for government agencies to hire contract staff professionals to provide skilled services. For many years, the City of American Canyon and the Town of Yountville contracted with a firm for their Public Works Directors. The City of Napa's current Planning Manager is contracted from the Willdan. The Flood District contracted for many years with Chaudhary and Associates for the services of John Lindblad to serve as its construction manager.

This is an hourly rate contract and the work projects will be coordinated by the Principal Public Works Engineer who serves as the manager of the division. There is a cap on the contract of \$300,000 over the span of 17 months which staff believes is sufficient to enable it to deal with its backlog of work and meet timely delivery of its workload. The cost will be primarily offset with funds budgeted for project management within each capital improvement project and partially from contingencies built into the projects. If this contract is not approved, it is very likely that the resulting delay in bidding several projects will cost the County more than it has budgeted for those projects.

Public Works will be reevaluating its workload at the end of Fiscal Year 2008/2009 and may make further recommendations to the Board at that time.

#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi