



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/8/2016
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Maiko Klieman for Steven Lederer - Director of Public Works
Public Works
REPORT BY: Sophie Johnson, Supervising Staff Services Analyst - 707-253-4603
SUBJECT: Professional Services Agreement with Trope Group

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chairman to sign an agreement with Trope Group, for a maximum of \$165,479 for the term March 8, 2016 through June 30, 2016, with an automatic extension provision to provide installation and reconfiguration services for new and existing Systems furniture at County South Campus buildings.

EXECUTIVE SUMMARY

Today's action will allow the County of Napa to obtain installation and reconfiguration services for new and existing Systems furniture for the South Campus Improvement Project. This work is tentatively scheduled to begin in April 2016 after the construction is completed on the project and as part of the preparation for the relocation of the Health and Human Services Agency from the Old Sonoma Road Campus to the South Campus this Summer.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Fund 3000 - Subdivision 3000504 - Program 11014 HHSA South Campus Improvement.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this agreement will allow the County to continue with the HHSA

South Campus Improvement Project, ensuring office spaces are finalized and ready for the Health and Human Services Agency staff to relocate from the Old Sonoma Road campus.

Is the general fund affected?	No
Future fiscal impact:	The work is expected to be completed in Fiscal Year 2015-2016 and possibly in the early part of FY 2016-2017.
Consequences if not approved:	Staff from Public Works would have to manage and perform the reconfiguration and installation of the furniture product. Public Works staff do not have the expertise to undertake this type of work, thus without the addition of such specialized services it would be difficult to ensure the South Campus Improvement Project is ready for staff occupancy without creating significant delays in the completion of the project.

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

The agreement with Trope Group will assist staff in furthering the progress of the Health and Human Services Agency (HHS) South Campus Improvement Project. Trope Group will work with the project manager to verify the existing Steelcase Systems inventory; reconfigure and build workstations; install new workstations; and install ergonomic tools as directed.

Additionally, as the work is completed and staff review the completed workstations, it is anticipated that requests may be made for minor adjustments or additions to be provided by Trope Group. Staff requests approval by the Board to allow the Director of Public Works or his designee to authorize additional services, requested in writing, up to \$10,000.

Staff received four different proposals for the reconfiguration of existing Steelcase Systems from vendors and Trope Group submitted the lowest price. The new product installation, was procured via the County's discounted rate of the U.S. Communities Purchasing Cooperative. Trope Group is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula