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Agenda Date: 5/3/2011  
Agenda Placement: 7B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Hillary Gitelman - Director  
Conservation, Development & Planning

**REPORT BY:** R. Patrick Lowe Jr., Deputy Planning Director - 259-5937

**SUBJECT:** Approval of an Agreement with LSA Associates for the preparation of an Environmental Impact Report for the Health & Human Services Agency(HHSA) campus redevelopment project

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### **RECOMMENDATION**

Director of Conservation, Development and Planning and County Executive Officer request the following related to the Health and Human Services Agency (HHSA) campus redevelopment project:

1. Approval of and authorization for the Chairman to sign an agreement with LSA Associates for a maximum of \$283,540 for the term May 3, 2011 through June 30, 2011 with a provision for automatic renewal for one additional year for the preparation of an Environmental Impact Report; and
2. Approval of Budget Transfer No. CEO018 increasing appropriations by \$400,000 in the HHSA Construction budget with an offsetting increase in appropriations and cancelation of a designation in the amount of \$400,000 in the Accumulated Capital Outlay Fund. (4/5 vote required)

### **EXECUTIVE SUMMARY**

Staff from the Department of Conservation, Development and Planning and Public Works have begun work on the Health and Human Services Campus redevelopment project.

The firm LSA Associates has been selected through an RFP process to prepare an Environmental Impact Report (EIR) to support the project. The proposed contract would authorize expenditures up to \$283,540 for that purpose. Staff is requesting to establish budget authority in the amount of \$400,000 in Fiscal Year 2010-2011 in order to fund the beginning of the EIR and reimburse the Planning and Public Works Departments for costs associated with the project.

LSA is not a local vendor. No local vendors submitted a response to the EIR RFP.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	HHSA Construction
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This item is discretionary in that there is no mandate to redevelop the HHSA campus. Staff has recommended, and the Board of Supervisors has approved, moving forward with the HHSA campus redevelopment project. This includes beginning the EIR process under a contract and planning and coordination functions provided by the Department of Conservation, Planning and Development and Public Works.
Is the general fund affected?	No
Future fiscal impact:	Appropriations for the continuation of the HHSA campus redevelopment project will be budgeted accordingly in future fiscal years.
Consequences if not approved:	HHSA Campus project would not proceed at this time.
Additional Information:	None

**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 Napa County Conservation, Development and Planning Department sent out a Request for Proposals (RFP) for qualified consultants to assist the County in the preparation of an Environmental Impact Report (EIR) to support the redevelopment of the Health and Human Services Agency (HHSA) campus redevelopment project. In response to the RFP, fifteen highly qualified firms submitted proposals. A Review Panel comprised of representatives from Conservation, Development & Planning, Environmental Management, and County Counsel reviewed and evaluated each of the proposals and selected three proposals for further consideration. A Review Panel comprised of representatives from Conservation, Development & Planning, Health & Human Services, Public Works, and the County Executive Office interviewed the three firms and recommended LSA Associates for the project based upon the overall strength of their project team and proposal. None of the firms that responded to the RFP were local Napa County firms, although some firms included local contractors (e.g. arborists) on their teams.

The HHSA Campus Project involves the redesign of the existing campus facilities. Initial planning work has suggested the demolition of most of the 12 existing buildings on the site and the phased construction of approximately 184,000 square feet of space, along with the provision of 550 parking spaces (compared to the existing 242 parking spaces). The preliminary cost estimate for the project is approximately \$50 million (in 2010 dollars) with potential project phases ranging from approximately \$7-14 million each. The ultimate phasing and design plan will need to reflect input from the surrounding neighborhood and other interested constituencies. The

Department of Public Works is currently seeking a qualified design firm to act as the "master architect" for the project.

The LSA project manager will work with County staff to prepare an EIR that analyzes near term phases at a project-specific level and assesses future phases more programmatically. The HHSA site is located at 2344 Old Sonoma road on an approximately 8 ½ acre site that is bounded by residential neighborhoods on Old Sonoma Road to the South, Walnut Avenue to the West, Gesford Street to the East and Pine street to the north. Properties immediately adjacent to the site include the Seventh Day Adventist School to the north, residential neighborhoods to the east and south and the County Juvenile Justice Center on the southwest corner and western border. The property is nominally classified as Public Quasi (PQ) in the City of Napa General Plan. The County is not bound by City zoning code and does not generally require approval from the City for construction of County facilities. However, as plans for development progress the County will consult with the City as a part of the site design and EIR process, allowing for input from the City and the public.

County staff is also requesting approval of a budget transfer to establish expenditure authority for costs related to the HHSA redevelopment project.

#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan