



Agenda Date: 6/19/2007
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Jane Slattery, Engineering Assistant , 259-8372
SUBJECT: Modifications at Various Napa County Offices - Notice of Completion

RECOMMENDATION

Director of Public Works requests acceptance of the work as complete and authorization for the Chair to sign and Clerk of the Board to file a Notice of Completion with the Clerk/Recorder for Contract No. PW 07-05, "Modifications at Various Napa County Offices Project".

EXECUTIVE SUMMARY

On April 3, 2007 the Board of Supervisors awarded the contract "Modifications at Various Napa County Offices", PW 07-05 to Robert C. Jackson of Santa Rosa, California for his low bid of \$43,986. The work is complete and the Director of Public Works requests approval to file Notice of Completion.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Program
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Notice of Completion needs to be filed in order to complete the project.
Is the general fund affected?	Yes
Future fiscal impact:	None
Consequences if not approved:	Notice of Completion cannot be filed.
Additional Information:	The final construction cost was \$47,065 and the estimated final project cost is

\$70,000. Change order costs in Environmental Management were due to the addition of electrical and data outlets. Change orders at Health and Human Services Agency (HHS) added electrical and data outlets as well as cabinetry modifications in the relocated medical room of Building D. The Final Project Cost includes design, construction, inspection and administrative costs for the three portions of the project.

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

Minor office modifications were needed in Environmental Management, Conservation Planning & Development (CPD) and HHS. This project modified the reception area in CPD to provide greater visibility and add a counter surface, build a new office, and remove walls to accommodate the future installation of new cubicles. The work at Environmental Management and HHS consisted of enlarging the emergency response room, relocating the medical room, modifying the breakroom and a sink addition to the break area in Building K. The work in the three different departments has been completed and a Notice of Completion is required to be filed with the Clerk/Recorder.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi