



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/31/2018

Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Mallika Ramachandran, Engineering Manager - 259-8194

SUBJECT: Budget Appropriation and Approval of Professional Service Agreement with Mark Thomas & Company for the Imola Pocket Paving and ADA Ramp Project, RDS 18-24

RECOMMENDATION

Director of Public Works requests approval of the following actions regarding the Imola Pocket Paving and ADA Ramp Project (4/5 vote required):

1. Authorization for the Chair to sign an agreement with Mark Thomas and Company for a maximum of \$263,103 for the term July 31, 2018 through June 30, 2021 for design and construction management services;
2. Creation of a new Capital Improvement Project (CIP) Program within the Roads CIP Division (Program 19004);
3. Approval of Budget Transfer No. DPW002 for the following:
 - a. Increase appropriations by \$293,103 in the Roads Operations budget (Fund 2040, Sub-Division 2040000) offset by the use of its available fund balance to upfront the funding for Program 19004 (Fund 2040, Sub-Division 2040500) budget until funding becomes available from the Measure T;
 - b. Increase revenue and appropriations by \$293,103 in the Roads CIP, Program 19004 budget with offsetting revenues from the Roads Operations budget; and
4. Approval of Budget Transfer No. DPW003 to increase appropriations by \$293,103 in the Measure T budget (Fund 2440, Sub-Division 1220053) after the first Measure T revenues are received and made available for use.

EXECUTIVE SUMMARY

The Napa Sanitation District (NSD) is constructing a sewer rehabilitation project in southeast Napa in 2019 and asked if the County wanted to include street paving work in the construction contract. NSD and County staff believe that partnering will benefit both agencies and are preparing a reimbursement agreement for Board approval at a

future meeting. The project has an aggressive schedule and County staff recommends hiring Mark Thomas and Company to prepare the necessary plans and specifications to include in the bid documents that NSD will advertise to bidders. Mark Thomas and Company, who is not a local vendor, is one of three firms on the County's shortlist of companies to perform on-call engineering, environmental and construction support services. It is recommended that Mark Thomas be tasked to provide design and construction management services for the County's portion of the Imola Paving and ADA Ramp Project.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Roads Operations budget (Fund 2040, Sub-Division 2040000). Once the Measure T funding becomes available, revenue will come from the Measure T Special Revenue Fund (Fund 2440, Sub-Division 1220053) to backfill the Roads loan as well as to pay for construction. The Budget Transfer is to upfront fund project management by County staff (\$30,000) and design and construction management services by Mark Thomas and Company (\$263,103).
	There is \$131,800 identified in the Measure T plan to reconstruct Coronado Avenue, London Way, and Republic Avenue, however, the project has been expanded to cover several other streets which already require paving and are also affected by the NSD project. The preliminary cost estimate has the entire project costing \$2 million. Additional Measure T funding will need to be secured prior to award of a construction contract. Staff will be returning to the Napa County Board of Supervisors and to the Napa Valley Transportation Authority - Tax Agency (NVTA-TA) to amend the Five Year Measure T Plan to include the proposed work for all of the streets in this project.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Implementing the Imola Paving and ADA Ramp Project concurrent with the NSD sewer rehabilitation project will minimize the construction impacts to the residents and reduce costs for both agencies.
Is the general fund affected?	No
Future fiscal impact:	The design of the Imola Paving and ADA Ramp Project will be completed by the end of this fiscal year; however, the construction is anticipated in fiscal year 2019-20, so there will be a fiscal impact past the current year. When the detailed design is complete, the estimated construction cost will be provided to the Board of Supervisors.
Consequences if not approved:	The Imola Paving and ADA Ramp Project will not be able to move forward. If work is to be done in future years, there will be additional construction related impacts to the residents and increased costs to the County.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 ("Existing Facilities") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

BACKGROUND AND DISCUSSION

The Napa Sanitation District (NSD) will be working on a sewer rehabilitation project within the unincorporated areas of Napa County in the areas north of Imola Avenue, east of Wilkins Avenue, south of Kansas Avenue, and west of Penny Lane. The NSD is constructing the project in 2019 and asked if the County would like to include street paving work in the construction contract.

In order to meet NSD's schedule, design must start now. This project will ultimately be funded by Measure T, but Measure T funds are not yet available. As such, we are proposing using available fund balance in Roads to pre-fund the project. Various accounting transactions are required to do this. First, the Board is authorizing creation of the Capital Improvement Project (CIP). Secondly, the Board is authorizing movement of funds from Roads Operations, into the CIP project. Once Measure T funds are available, the Roads fund will be paid back by the Measure T account. Additional Measure T funds will also be bought into the project (with Board approval) to fund the construction portion of the project.

As a joint effort, NSD and the County would work together to minimize multiple construction impacts to the residents in the work area and reduce costs for each agency. It is proposed that the County resurface the streets and install new curb access ramps (to comply with Americans with Disabilities Act (ADA) requirements) at the intersections where NSD's work occurs. The preliminary design includes the County's portion of the following roads, but some roads, depending on their condition, might be paved as part of a future project.

1. Republic Avenue
2. London Way
3. Holmes Avenue
4. Shetler Avenue
5. Whitney Avenue
6. Imola Avenue
7. South Terrace Drive
8. Coronado Avenue
9. Marshall Avenue
10. Parrish Road
11. Mayfair Drive
12. Tejas Avenue
13. Penny Lane (Alternative Bid Item)

NSD and County staff are preparing a reimbursement agreement for Board approval at a future meeting. The main terms of the agreement include NSD designing and inspecting the sewer rehabilitation portion of the work and the County designing and inspecting the road paving and access ramp portion of the work. County staff would provide plans and specifications for the road and ramp work to NSD and NSD would advertise the

bid documents to potential bidders. NSD would award and administer the construction contract and submit requests for reimbursement of paving and ramp construction costs to the County.

The project has an aggressive schedule (and two engineering positions in the Construction and Design Engineering Section are vacant), so County staff recommends hiring Mark Thomas and Company to prepare the necessary plans and specifications to include in the bid documents that NSD will advertise to bidders. The scope of services in the agreement also includes construction management and material testing services as a contingency, but it is anticipated that County staff will be available to inspect the paving and ramp work. If County staff inspect the work, then the Mark Thomas fee for construction management would be reduced.

Mark Thomas & Company is on a shortlist of companies who submitted statements of qualifications on March 22, 2018 in response to a Request for Qualifications for On-call engineering, environmental and construction support services that the Public Works Department issued on February 22, 2018. The statements of qualification were evaluated on several criteria including the following:

1. Responsiveness to the request for statement of qualifications;
2. Organization and technical qualifications of the team;
3. Relevant experience and expertise for the requested services;
4. Understanding and approach and availability of the firm to provide requested services; and
5. Professional reputation of the firm and the satisfaction of current and prior clients.

The following three firms were shortlisted:

1. Mark Thomas and Company, Sacramento, CA
2. Michael Baker International, Rancho Cordova, CA
3. Bennett Engineering Services, Roseville, CA

Public work staff has identified Mark Thomas & Company as the most qualified designer for the Project and requested a scope of services and cost proposal from this firm. It is recommended that the Board approve the agreement with Mark Thomas & Company for design and construction management services for the Project.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi