



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Juan Arias, Deputy Director of Public Works - Engineering - 259-8374

**SUBJECT:** Professional Services Agreement with Interiors Incorporated - Administration Building Minor Remodels Project

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### **RECOMMENDATION**

Director of Public Works requests the following for the Administration Building Minor Remodels Project:

1. Approval of and authorization for the Chair to sign an agreement with Interiors Incorporated for a maximum of \$43,860 for the term August 15, 2017 through June 30, 2018, with an automatic extension provision for one year, to provide installation and reconfiguration services for systems furniture; and
2. Approval of Budget Transfer No. DPW007 for the following (4/5 vote required):
  - a. Increase appropriations by \$50,000 in the Accumulated Capital Outlay (ACO) budget offset by the use of ACO available fund balance; and
  - b. Increase revenue and appropriations by \$50,000 in the Administration Building Project (Program 13001) offset by the transfer from the Accumulated Capital Outlay Budget.

### **EXECUTIVE SUMMARY**

Today's action will allow the County of Napa to obtain installation and reconfiguration services for systems furniture for the Administration Building Minor Remodels Project. The project makes both customer service and security enhancements to the Human Resources and PBES lobby areas, and creates additional employee workspaces in PBES. This work is scheduled for this summer.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	No
What is the revenue source?	Accumulated Capital Outlay Fund. Fund: 3000, Subdivision: 3000000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this agreement will allow the County to continue with the Administration Building Minor Remodel Project.
Is the general fund affected?	Yes
Future fiscal impact:	The work is expected to be completed in Fiscal Year 2017-2018 .
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 Administration Building Minor Remodels Project is ready for staff occupancy without creating significant delays in the completion of the project.

Additional Information:

### **ENVIRONMENTAL IMPACT**

**Consideration and possible adoption of a Categorical Exemption Class 1:** 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 agreement with Interiors Incorporated will assist staff in furthering the progress of the Administration Building Minor Remodels Project. Interiors Incorporated will work with the project manager to verify the existing systems furniture inventory and reconfigure and build workstations. Staff recommends Interiors Incorporated as they originally installed the existing furniture that is being reassembled and matched. Interiors Incorporated has great experience and knowledge related to the subject system furniture needs, which is important for cost efficiency and coordination purposes. Interiors Incorporated is not a local vendor. The project was let out to bid and no bids were received. Since no bids were received staff negotiated a contract with Vila Construction in accordance with Public Contract Code Section 30423. In addition to approval of the agreement with Interiors Inc. a budget transfer is required to fully fund construction costs, which increased when design changes were made to improve building and office security.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula