



Agenda Date: 9/11/2007
Agenda Placement: 9C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Nancy Owyong, Staff Services Analyst I , 253-4603
SUBJECT: Discussion and Possible Action to Designate Two Board Members to an Ad Hoc Committee to
Select a Consultant for Facilities Space Needs Analysis

RECOMMENDATION

Director of Public Works requests designation of up to two members of the Board of Supervisors to serve on an ad hoc committee along with County staff for the purpose of selecting a consultant to provide a Facilities Space Needs Analysis.

EXECUTIVE SUMMARY

Based upon feedback from the Board in January, a revised Request for Proposals (RFP) for a Facilities Space Needs Analysis was sent out with a focus to incorporate the latest design principles on the modern workplace and the effective delivery of constituent services. Through a review process, County staff has identified the top 3 consultants, and will invite them back for a presentation and to answer questions. The review panel will consist of department heads and the Board could nominate up to two of its members to also be part of this panel. The tentative timeframe for these interviews are late September through October.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

Based upon feedback from the Board in January, a revised Request for Proposals (RFP) for a Facilities Space Needs Analysis has been sent out with a focus to incorporate the latest principles on the modern workplace and the effective delivery of constituent services. Through a review process, County staff has identified the top 3 consultants, and will invite them back for a presentation and to answer questions. The review panel will consist of the County Executive Officer and department heads from Agriculture Commissioner, Conservation Development and Planning, District Attorney, Health and Human Services Agency, Probation, and Public Works. The Board can nominate up to two of its members to also be part of this panel.

Specific tasks identified in the RFP include:

1. Space requirement forecasts by individual departments and their respective functional groupings for both
 - a. existing facilities where present architectural conditions may pose limitations upon implementing best practices,
 - b. and potential new construction where architectural plans can reflect best practices
2. Benchmarks by functional/departmental basis as to Building Gross Square feet (BGSQ) per Full Time Equivalent (FTE) for both
 - a. existing facilities
 - b. new construction
3. Comparisons to other benchmarks from other governmental entities
4. Identification of adjacency requirements and collocation opportunities
5. Useful Life Analysis of modular buildings at Health and Human Services campus
6. Identification of opportunities to improve constituent services and work process

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi