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Title: Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 230342B with Facilities By Design for the term of July 1, 2023 through June 30, 2026 with an automatic annual renewal not to exceed two years, and an annual maximum compensation of \$150,000 for professional space planning, design, and furniture coordination services.

Sponsors: Board of Supervisors

Indexes:

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Attachments: 1. Agreement

| Date | Ver. | Action By | Action | Result |
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TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works

REPORT BY: Amanda Exum, Staff Services Analyst I

SUBJECT: Professional Services Agreement with Facilities By Design for Space Planning, Design, and Furniture Coordination Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 230342B with Facilities By Design for the term of July 1, 2023 through June 30, 2026 with an automatic annual renewal not to exceed two years, and an annual maximum compensation of \$150,000 for professional space planning, design, and furniture coordination services.

EXECUTIVE SUMMARY

Napa County Public Works released a Request for Proposals (RFP) for on-call commercial and professional office space planning, design, and furniture coordination services. As a result of the Request for Proposals process, Facilities by Design has been selected as the service provider. Approval of this agreement will allow the County to have contracted space planning, design, and furniture coordination services as needed at all

County owned and operated facilities through June 30, 2028.

FISCAL & STRATEGIC PLAN IMPACT

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|---|--|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Various departments encumber as needed. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Utilizing a professional space planner independent of specific merchants and product lines allows for unbiased space planning, design, coordination, and acquisition of furniture for County facility needs. Additionally, current staff may not possess the required specialized training, certifications, or functional experience to complete such tasks. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | Each department utilizing space planning, design, or coordination will budget and encumber a portion of the contract, up to a maximum County-wide compensation of \$150,000 per fiscal year. |
| Consequences if not approved: | If not approved, space planning and related duties that would have otherwise been performed by an outside professional may be assigned to County staff thus reducing concentrated efforts on other public projects. |
| County Strategic Plan pillar addressed: | Effective and Open Government |

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

Professional space planning services have been provided to the County by Paula Stabler, Principal of Facilities by Design since 2002. The current contract is set to expire on June 30, 2023. As part of a competitive procurement process for professional space planning services in accordance with County purchasing policy, County staff issued a Request for Proposals (RFP) on November 16, 2022. Six companies submitted proposals which were scored according to predetermined weighted criteria: company history, experience, qualifications, approach to scope of work, and pricing.

Facilities by Design distinguished themselves as the most qualified company and was selected by the panel to provide Napa County with space planning, design, and furniture coordination services. Today's action will approve a professional services agreement with Facilities by Design effective July 1, 2023, with a maximum compensation amount of \$150,000 per fiscal year in years 1-3, with the option for automatic renewal for years 4-5.

