



Napa County

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Legislation Details (With Text)

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File created: 12/7/2022 **In control:** Board of Supervisors

On agenda: 1/10/2023 **Final action:**

Title: Director of Public Works requests the following for the "South Napa Shelter Phase II - HVAC Project," PW 20-16A:

1. Approval of plans and specifications and authorization to advertise for sealed bids and opening of the bids at a time, date and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract Code;
2. Approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 200218B with The KPA Group (KPA), increasing the amount by \$55,155 for a new maximum of \$329,210 and extending the agreement to June 30, 2023; and
3. Approval of Budget Transfer for the following (4/5 vote required):
 - a. Reclass \$173,276 from Other Professional Services account to Transfers-Out account within the Housing and Homeless Services budget (Fund 2030, Org 2030000) to transfer to Homeless Shelter Improvements Project budget (Fund 3000, Org 3000550, Project 20030); and
 - b. Increase appropriations by \$173,276 in Project 20030 budget offset by a transfer-in-revenue from the Housing and Homeless Services budget.

Sponsors: Public Works, Sonja El-Wakil

Indexes:

Code sections:

Attachments: 1. Agreement, 2. Budget Phase II-HVAC

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

FROM: Steven Lederer, Director, Public Works

REPORT BY: Sonja El-Wakil, Project Manager

SUBJECT: South Napa Shelter Phase II - HVAC Project, PW 20-16A Approve Plans and Specifications and Advertise for Bid Opening, Amendment No. 3 to Professional Services Agreement 200218B with The KPA Group, and Budget Transfer

RECOMMENDATION

Director of Public Works requests the following for the "South Napa Shelter Phase II - HVAC Project," PW 20-16A:

1. Approval of plans and specifications and authorization to advertise for sealed bids and opening of the bids at a time, date and location to be published by the Director of Public Works pursuant to Section 20150.8 of the Public Contract Code;

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 - b. Increase appropriations by \$173,276 in Project 20030 budget offset by a transfer-in-revenue from the Housing and Homeless Services budget.

EXECUTIVE SUMMARY

In 2022, the South Napa Shelter underwent Phase I of a remodel project for improvements and upgrades. These improvements allowed the homeless shelter to better serve its clients, and helped expand the number of people the shelter could serve. Phase II, improvements to the HVAC system, is now ready to further support these expanded services.

Plans and specifications for the Project are complete and ready for the Board of Supervisors' (Board) approval and authorization for the solicitation of bids. Staff recommends the Board approve the plans and specifications and authorize the advertisement of bids, in order to move the project forward into the construction phase.

The design agreement with The KPA Group was signed by the Purchasing Agent on December 18, 2019, then amended based on further studies. The Director of Public Works now requests approval of Amendment #3 for architectural and engineering design and construction services related to the building's HVAC and other related systems, with the scope having been defined by the scope performed as a result of Amendment #2.

Staff project returning to the Board for additional funds to construct the project in spring of 2023.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Where is it budgeted?	On December 10, 2019, the Board approved a \$250,000 Budget Transfer from the Homeless Services Budget to the Capital Improvement CIP budget - Fund 3000, Org 3000550, Project 20030. On June 16, 2020, the Board approved a Budget Transfer of an additional \$100,000 coming from the Community Based Transitional Housing Program and funds in the amount of \$524,550 coming from the Homeless, Housing, Assistance and Prevention Funds to fund the remaining design and some of construction services. Additional funds were approved by the Board on July 13, 2021, of \$507,190 from Housing and Homeless Services Budget to complete the Phase I construction project. Additional funds of \$173,276 are requested at this time from the Housing and Homeless Services Budget, to the Capital Improvement CIP budget - Fund 3000, Subdivision 3000550, Program 20030 for Phase II design and engineering services.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The proposed work is to support the increase in occupancy at the South Napa Shelter, which is an already highly utilized program facility. The requested approvals will allow for additional estimated bidding phase and construction phase design services for the project.
Is the general fund affected?	No
Future fiscal impact:	Remaining budget from Fiscal Year 2022-2023 will be carried over to the Fiscal Year 2023-2024 budget.
Consequences if not approved:	If not approved, the Project will not go out for construction bids and improvements required to meet the demand for increased occupancy will not be met.
County Strategic Plan pillar addressed:	Effective and Open Government

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 South Napa Shelter Project Phase II - HVAC (“Phase II Project”) is intended to provide needed maintenance and modernization to the Napa County emergency homeless shelter facility at 100 Hartle Court, Napa, CA. The increased occupancy facilitated by Phase 1 of the project also requires that the HVAC be updated. The Phase I Project improvements included Americans with Disabilities Act (ADA) improvements, bathroom updates, and safety improvements. The South Napa Shelter is an existing emergency facility for persons 18 years and older who are experiencing homelessness. It is operated by Abode Services under contract from the County. The shelter's primary goals for its residents are providing safe access to emergency shelter, food, and basic sanitation services, followed by assisting those individuals with increasing their ability to earn income and to secure sustainable housing. It was originally constructed in 2005. The shelter has since been expanded to include the onsite operation of a Day Use Center (formerly known as “The Hope Center” and operated in a separate, downtown Napa location) which has increased the daily use of the Hartle Court facility, particularly the use of the restrooms, shower facilities, common use areas and the internal office spaces for meeting with clients. The South Napa Shelter building was originally designed to have an occupancy of 69 individuals on an overnight basis.

The Phase I Project initiated the increase of building occupancy to a limit of 64 men and 40 women at the South Napa Shelter, as limited by the 2019 Title 24 of the California Code of Regulations (Title 24), based on available bathroom fixtures. In two phases, the primary Phase I Project portion of this work has involved overlapping bathroom, plumbing, and ADA work, to accommodate the occupancy increase, to mitigate repairs needed for safety and durability, and for ADA accessibility. This was the extent of work that could be completed given the funds available at that time. Phase II Project work will include replacement of the older HVAC and related electrical upgrades.

On November 18, 2019, as a result of a competitive RFQ process, The KPA Group was chosen by staff to complete a feasibility study for the South Napa Shelter improvements. The agreement with The KPA Group was signed by the Purchasing Agent on December 18, 2019. The project feasibility study was completed March 2, 2020 and clarified the scope of the Project design and construction phases. On June 16, 2020, the Board of Supervisors (Board) approved additional project budget to fund the remaining design services and a portion of the construction in Amendment #1 of the service agreement. On April 20, 2021, the Board approved advertisement of plans and specifications for the Phase I Project. On July 13, 2021, the low bidder, Art's Construction Company, Inc., was awarded the contract for construction. The total construction contract was \$956,645, with a current project budget of \$1,381,741.

The Phase 1 Project construction is now substantially complete, including the remodel of the existing multi-use bathrooms to

provide finishes that are more durable to accommodate higher volume use of the facility with the operation of the Day Use Center onsite, and compliance work related to the adopted Napa County ADA Transition Plan. Some remaining funds from the Phase I Project were applied to the PSA Amendment #2 for The KPA Group to initiate design, approved by the Board on July 26, 2022. The budget reflects negative funds available for “Design and Engineering Phase II,” but overall funds are still available from other previous Phase I Project budget categories.

Staff recommends extension of the agreement with The KPA Group to provide architectural and engineering services to finalize the design for increased shelter occupancy. This proposed Amendment #3 service agreement work is to support design and analysis based on the scope defined with Amendment #2, with respect to the building’s mechanical, electrical, structural, and all other systems for work triggered by the occupancy increase. To fund the remaining Phase II Project costs through design, including an allowance for County staff time, staff is requesting the proposed budget transfer of \$173,276 from the Housing and Homeless Services budget.

The estimated total project cost is \$2,504,571, including the Phase I Project allocation of \$1,381,741. Staff will be returning to the Board with recommendations to award the construction contract once bids are opened and present a detailed project cost along with requesting a budget transfer to fully fund the project. Construction is anticipated to occur in summer 2023 and be completed by the end of the calendar year.