



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 12/14/2021

File ID #: 21-1272

TO: Board of Supervisors
FROM: Steve Lederer, Director of Public Works
REPORT BY: Liang Chin Su, Assistant Engineer
SUBJECT: Creation of two new Capital Improvement Projects for JJC and HHSA HVAC Projects

RECOMMENDATION

Director of Public Works requests the following actions regarding various heating, ventilation, and air conditioning (HVAC) projects:

1. Creation of new Capital Improvement Projects (CIP) within the Public Works Capital Improvement Program (Fund 3000) for the following;
 - a. JJC Boiler Replacement (Org 3000503, Project 22007);
 - b. South Campus Building A HVAC Upgrades (Org 3000504, Project 22008);
2. Approval of and authorization for the Chair to sign the following three (3) agreements with YEI Engineers Inc. for the term December 14, 2021, through June 30, 2021, with an automatic extension provision for an additional year at the end of each fiscal year not to exceed two (2) additional years for each of the three agreements;
 - a. For a maximum of \$190,563 for a feasibility study, project design, and construction support for the 1127 First Street HVAC Replacement Project;
 - b. For a maximum of \$70,496 for a feasibility study, project design, and construction support for the JJC Boiler Replacement Project;
 - c. For a maximum of \$32,362 for an evaluation of the existing HVAC system with respect to service/capacity adequacy, and current state of serviceability for the South Campus Building A HVAC Upgrades Project; and
3. Approval of Budget Transfers for the following (4/5 vote required):
 - a. Increase appropriation by \$193,000 in transfer out account by offsetting decrease by \$193,000 in Maintenance-Buildings/Improvements account within the Property Management division budget

(Fund 4300, Org 4300000) to fund the preliminary evaluation, and design and engineering of the project at this time;

- b. Increase appropriations by \$67,000 in 1127 First Street HVAC Replacement budget (Fund 3000, Org 3000550, Project 21070) with offsetting revenue from the transfer from the Property Management division budget;
- c. Increase appropriations by \$86,000 in JJC Boiler Replacement budget (Fund 3000, Org 3000503, Project 22007) with offsetting revenue from the transfer from the Property Management division budget; and
- d. Increase appropriations by \$40,000 in South Campus Building A HVAC budget (Fund 3000, Org 3000504, Project 22008) with offsetting revenue from the transfer from the Property Management division budget.

EXECUTIVE SUMMARY

On May 18, 2021 the Board of Supervisors approved the creation of Program 21070 for the replacement of six (6) rooftop packaged heating, ventilation, and air conditioning (HVAC) units on 1127 First Street. Since then, staff has determined that two additional units need to be replaced at 1127 First Street for a total of eight rooftop packages. Additionally, staff added two more projects with similar design needs; replacement of boilers at the Juvenile Justice Center and an assessment of the condition of the HVAC Units at South Campus Building 'A'.

Through a Request for Qualification process, YEI Engineers Inc. (YEI) was determined to be the most qualified consulting firm to perform the above noted work, and Public Works staff is proposing to retain them for evaluation, design, and construction activity services for the three projects.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Initial seed money for Programs 21070, 22007, and 22008 will be funded through the Property Management budget. Future construction and project management budget will be requested from the Accumulated Capital Outlay (ACO) Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The HVAC units are past their useful lives and failure would lead to emergency repairs and could render the building unusable for a period of time. Emergency repairs also tend to be much more costly and do not allow for a thorough design.
Is the general fund affected?	Yes
Future fiscal impact:	Construction expenses will be incurred at later date. Further future fiscal impact will be limited to routine maintenance of the HVAC systems.

Consequences if not approved:	The HVAC units could fail and there will be no design in place for replacement, which would lead to increased repair and maintenance costs.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information	N/A

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

To help facilitate an efficient and cost effective design staff conducted a qualifications based process for the selection of a firm to provide design and engineering along with construction support, inspections, and associated services for the study and replacement of the HVAC units for several of the County facilities. From the Request for Qualifications, YEI Engineers Inc. was determined to be the most qualified firm to provide these services and the Director of Public Works recommends the approval and authorization of the Chair to sign Professional Services Agreements with YEI Engineers for the following three projects:

1127 First Street HVAC Replacement Project - On May 18, 2021 the Board approved a budget transfer of \$180,000 to design the replacement of six (6) HVAC projects. However, through site surveys staff identified two (2) additional units that also require replacement as they are past their useful lives. Therefore, staff is requesting an additional \$67,000 for a total of \$247,000 which includes a \$190,563 not to exceed agreement with YEI Engineers to provide the design and cost estimates to replace eight (8) rooftop HVAC units through construction. Upon completion of the design staff will return to the Board with an estimated project budget and requesting approval of plans and specifications and authorization for bidding the project.

JJC Boiler Replacement Project - Two boiler units at the Napa Juvenile Justice Center (JJC) are in need of replacement as they are past their useful lives. The replacement of the boilers will allow the facility to provide water needs at the JJC. Staff recommends the creation of the CIP project (program 22007) and a budget transfer of \$86,000 which includes a \$70,496 not to exceed agreement with YEI Engineers to provide the design and cost estimates to replace two (2) boilers through construction. Upon completion of the design staff will return to the Board with an estimated project budget and requesting approval of plans and specification and authorization for advertising the project.

South Campus Building 'A' HVAC - The HVAC system at South Campus Building 'A' is in need of an assessment to determine the proper steps needed (maintenance, unit upgrades, or unit replacement) to prolong the lives of the HVAC units. Staff recommends creation of the CIP project (program 22008) and a budget transfer of \$40,000 which includes a \$32,262 not to exceed agreement with YEI Engineers to conduct an engineering study of the existing HVAC conditions at South Campus Building 'A'. Upon completion of the

study staff will return to the Board with an estimated project budget and to request additional funding to move the project into phase two which includes the design and cost estimates of the improvement of the HVAC system needs as identified in Phase I.

YEI Engineers is not a local vendor. Staff recommends YEI Engineers because their firm was determined by staff to be the most qualified firm to provide the design and construction support services through a qualification based process.

SUPPORTING DOCUMENTS

Professional Services Agreements