



# Napa County

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## Legislation Text

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**TO:** Board of Supervisors  
**FROM:** Steven Lederer - Director of Public Works  
**REPORT BY:** Steven Lederer - Director of Public Works  
**SUBJECT:** Professional Services Agreement with Gensler for Consulting Services for the Facilities Master Planning (FMP) Project

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### **RECOMMENDATION**

Director of Public Works requests the following actions regarding the Napa County Facilities Master Planning project:

1. Approval of and authorization for the Chair to sign Agreement No. 230400B with M. Arthur Gensler Jr. & Associates, Inc, doing business as Gensler, for a maximum of \$484,819 for facilities master planning services; and
2. Approval of a Budget Transfer for the following (4/5 vote required):
  - a. Increase appropriation by \$550,000 in the Accumulated Capital Outlay (ACO) (Fund 3000, Org 3000000, Object 57900) with use of its available fund balance to fund the Napa County Facilities Master Planning Project (Fund 3000, Org 3000560, Project 23045, Object 49900); and
  - b. Increase appropriations by \$550,000 in Project 23045 (Fund 3000, Org 3000560, Object 52310) offset by a transfer-in revenue from ACO.

### **EXECUTIVE SUMMARY**

On January 31, 2023 the Board of Supervisors directed staff to initiate a Facilities Master Planning Project. To move the process forward staff released a request for proposals (RFP) for master planning services. After an extensive advertisement of the RFP, eight firms submitted proposals.

Staff from various departments evaluated the proposals based on the criteria for selection set out in the RFP and recommend award of a Professional Services Agreement (PSA) to Gensler. Award of the PSA will commence the master planning process.

## **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Where is it budgeted?	Staff is now requesting authorization of Capital Improvement Project 23045 to track all costs associated with this effort.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Board of Supervisors directed staff to initiate facilities master planning process on January 31, 2023. Facilities master planning consulting services are required to move the process forward.
Is the general fund affected?	No
Future fiscal impact:	The facilities master planning process will conclude in Fiscal Year 2023/2024 and the next step could be design of one or more facilities.
Consequences if not approved:	The facilities master planning process will not move forward.
County Strategic Plan pillar addressed:	Livable Economy for All

## **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. CEQA for the project will be performed when a sufficient amount of design information is available.

## **BACKGROUND AND DISCUSSION**

On January 31, 2023 the Board of Supervisors directed staff to initiate a Facilities Master Planning process. To move the process forward staff released a request for proposals (RFP) for master planning services. After an extensive advertisement of the RFP, eight firms submitted proposals.

The following firms submitted proposals:

1. Athenian Group
2. Gensler
3. Indigo
4. JLL
5. KPA
6. Makers
7. Nacht & Lewis
8. Studios

The evaluation criteria set forth in the RFP included:

1. Company History, Experience, Qualifications, and Approach to Scope of Work;
2. Overall evaluation and opinion of the firm's ability to deliver a high-quality project on time and within budget; and
3. Pricing/Rate Proposal.

Senior executive staff from various departments including the County Executive Office, Human Resources, Assessor-Recorder/County Clerk and Public Works evaluated the proposals based on the criteria for selection set out in the RFP and recommend award of a Professional Services Agreement (PSA) to Gensler. Gensler has extensive experience providing facilities master planning services to various government agencies including to counties such as Contra Costa, Santa Cruz, San Luis Obispo, Santa Clara, and Sonoma. The proposed Gensler staff for the project have worked on numerous facilities master planning projects. Reference contacts provided very positive feedback about the facilities master planning services provided by Gensler. The project approach provided by Gensler in their submittal was very comprehensive and demonstrated a high understanding of the master planning process and of the County's intent for this process.

Award of the PSA will allow the master planning process to begin. Various County Departments will be involved in the master planning process and various check-ins are planned with the Board of Supervisors and the public to ensure the Board's vision and intent for this process are implemented. The master planning project is scheduled to be completed by the first quarter of 2024.

The required budget amendment will fund the cost of the PSA master planning services, some contingency, as well as Public Works staff time to support the effort.