



Staff Reports Details (With Text)

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**Title:** Agreement for Senior Activity Center - Phase 1 Renovation Architectural and Engineering Design Services

**Sponsors:**

**Indexes:**

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**Attachments:** 1. ATCH 1 - Agreement Napa Senior Center, 2. ATCH 2 - Senior Center Site Plan, 3. ATCH 3 - Project Location Map

Date	Ver.	Action By	Action	Result
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4/4/2017	1	CITY COUNCIL OF THE CITY OF NAPA	approved	Pass
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**To:** Honorable Mayor and Members of City Council

**From:** Jacques R. LaRochelle, Public Works Director

**Prepared By:** Ernie Cabral, Associate Civil Engineer

**TITLE:**  
Agreement for Senior Activity Center - Phase 1 Renovation Architectural and Engineering Design Services

**RECOMMENDED ACTION:**

Approve an agreement with Napa Design Partners, LLC, for Senior Activity Center - Phase 1 Renovation architectural and engineering design services in an amount not to exceed \$142,500 and authorize the Public Works Director to execute the agreement on behalf of the City and determine that the actions authorized by this item are exempt from CEQA.

**DISCUSSION:**

The Parks and Recreation Services Department retained PROS Consulting in conjunction with Williams Architects in June 2014 to develop a Feasibility Study for future improvements at the Senior Activity Center. A two-phased project approach was developed which included a Phase 1 short term capital improvements plan and a Phase 2 long term concept plan. To move forward with the first phase of short term capital improvements, the City contracted with Williams Architects as the City's owner's representative to assist staff with selecting and overseeing a Local Architect of Record to complete the design of these capital improvements and ensure that the necessary Phase 1 programmatic elements are incorporated into the final design.

The Phase 1 design concepts were presented at a community Open House, in addition to Senior

Advisory Commission and Parks and Recreation Commission meetings, and finalized with approval at the City Council meeting on October 18, 2016. The current funding for the project will not cover the cost of all project elements. Therefore, the Parks and Recreation Department has requested additional funding as part of the FY17-18 budget process and applied for various grants to close this gap. Because of the funding uncertainties, Williams Architects' final design concept recommendation was to have several of the project items included in the bid package as bid alternates including the site amenities (trail loop extension, signage, outdoor fitness station, gazebo and water fountain) and the Annex building interior enhancements pending additional funding of approximately \$405,000. The current available project budget prioritized finishing all of the interior renovations and enhancements in the main Senior Center building. The budget alternates will be designed and included in the Phase 1 bid package to provide for the flexibility of including all or some of these improvements depending on the bid amounts and the results of the pending funding requests.

On December 6, 2016, the Parks and Recreation Department issued a Request for Proposal for architectural and engineering design services for the Phase 1 project. The Request for Proposal outlined the project requirements and included selection criteria language. Five local firms were sent the Request for Proposal packets and the project was posted on the City website. Proposals were due on January 6, 2017. No proposals were received by the Request for Proposal deadline.

Since no proposals were submitted in response to the Request for Proposals, consistent with the City's administrative policy for contracting for professional services, staff contacted Napa Design Partners, LLC to inquire if they were interested in submitting a proposal for the project. Napa Design Partners, LLC submitted a proposal in early February. Staff recommends selecting Napa Design Partners, LCC for this project as the most qualified and available contractor to complete the scope of work.

Napa Design Partners, LLC will prepare the project construction documents. The project will use the conventional design/bid/build approach and design is estimated to be complete in the July 2017. Construction is expected to be completed by the spring 2018.

#### **FINANCIAL IMPACTS:**

The agreement with Napa Design Partners consists of \$129,500 in design services and direct expenses. A contingency of \$12,950 is recommended for unforeseen conditions encountered during the course of design, bringing the total agreement amount to \$142,450. The agreement can be funded with existing project appropriations.

The City has budgeted \$455,000 for Phase 1 of the Senior Activity Center renovations as part of the Capital Improvement Program (CIP) in FY15-16. In addition, the City received a grant from the State of California Housing and Community Development Department for \$394,750 as part of the Housing-Related Parks Program. Parks and Recreation Services staff has also applied and received preliminary approval for \$113,850 from Community Development Block Grant funding. With the CDBG funding, there is a total of \$963,600 of funding for the Phase 1 Senior Activity Center renovations. Approximately \$41,800 has been spent to date for the conceptual design and owner representative consultation services.

#### **CEQA:**

City staff recommends that the City Council determine that the Recommended Action is exempt from CEQA pursuant to CEQA Guidelines Section 15301 (existing facility with interior and exterior alterations or maintenance of existing facilities).

**DOCUMENTS ATTACHED:**

Attachment 1: Agreement with Napa Design Partners LLC

Attachment 2: Final Design Concept Site Map & Floor Plan

Attachment 3: Project Location Map

**NOTIFICATION:**

None.