



Staff Reports

File #: 1381-2018, **Version:** 1

To: Honorable Mayor and Members of City Council
From: Jacques R. LaRoche, Public Works Director
Prepared By: Heather M. Maloney, Administrative Services Manager

TITLE:
Civic Center Project Management Services

RECOMMENDED ACTION:

Approve Amendment No. 2 to Agreement C2017-213 with Arup North America for Change Management Plan implementation in the increased amount of \$429,875 for a total contract amount not to exceed \$2,266,215, and authorize the Public Works Director to execute the amendment on behalf of the City.

DISCUSSION:

The City entered into an agreement with Arup North America to provide Project Management Services for the Public Safety and City Administration Consolidation Project (aka Napa Civic Center Project). Part of Arup's agreement requires the development of a Change Management Plan. The proposed Amendment No. 2 will cover the implementation of the Change Management Plan.

Arup continues to play a key role on the City's Civic Center Project Management Team. Through their work thus far, their team has demonstrated a keen understanding of the City's organization and, based on this knowledge, have identified several recommended actions to help the organization successfully transition into the new Civic Center. These recommendations are provided in a Change Management/Engagement Plan.

Change engagement is critical when an organization is going through significant change, like designing and moving into new facilities as is proposed as part of Napa Civic Center Project. As part of a suite of project management practices, a well-run change engagement process helps the Project Team appropriately frame communications for maximum understanding by employees; provides a communications channel for the dissemination of timely Project information from the Project Team to employees; it empowers staff to ask informed questions and anticipate change; and it creates a reliable channel for staff to provide feedback (concerns, questions, share ideas) to the Project Team.

The proposed Change Engagement team can help the City anticipate the issues that arise before, during and after moving into temporary space and the new Civic Center and will advise the Project Team on implementing best practice and methods for proceeding with industry proved best practices. The Change Engagement team will focus on engaging staff to help improve the project's success, especially to those who are being affected by the change. This work will be done with the goal of creating a more positive outcome for employees and the overall success of the Project.

Arup, along with their proposed sub-consultant, Forum Design Studios, has a long history of implementing Change Management/Engagement plans and have worked with many private and public agencies on similar project.

FINANCIAL IMPACTS:

Total expenditures for Amendment No. 2 are not to exceed \$180,000 in FY 17/18 and \$249,875 in FY 2018/19. Costs related to Amendment No. 2 will be covered in the Civic Center Project budget (FC15PW02). FC15PW02's FY 17/18 budget currently has an unencumbered balance of \$183,686, and \$1,704,120 in FY 18/19, which is sufficient to cover Amendment No. 2 costs.

CEQA:

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not in-and-of-itself a "project" (pursuant to CEQA Guidelines Section 15378) since it does not result in a physical change in the environment.

However, the Recommended Action is a part of a larger "project" that will be subject to environmental review in accordance with CEQA at the "earliest feasible time" prior to "approval" consistent with CEQA Guidelines Sections 15004 and 15352. The larger "project" is to design and build a new Civic Center, including Public Safety and City Administration Building, and staff plans to bring back a CEQA analysis of that project to Council prior to approval of the Project Agreements that commit the City to construction of the Project.

DOCUMENTS ATTACHED:

ATCH 1 - Amendment No. 2 to Agreement No. C2017-213 with Arup North America

NOTIFICATION:

None.