



A Tradition of Stewardship
A Commitment to Service

Conservation Development and Planning

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Hillary Gitelman
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County of Napa
County Jail & Ancillary Facilities Project EIR
Pre-Submittal Conference March 29, 2012

The following questions were received by the deadline provided in the RFP, and are answered for the benefit of all.

Question 1: Does the County have a list of potential alternative sites that should be reviewed for scoping purposes.

Answer 1: The alternative site has not been determined but we expect it to be identified before the County enters into contract with an EIR consultant.

Question 2: Does the County have details regarding the proposed energy facility? Are diesel generators proposed?

Answer 2: We expect the jail will include diesel generator(s) for use in an emergency, however details will be determined during planning and design.

Question 3: The RFP states that proposals should be a maximum of 20 pages in length, including resumes. Is this single or double sided?

Answer 3: All proposals, including resumes, should not exceed 20 single sided pages.

Question 4: Please provide a list of firms invited to submit proposals.

Answer 4: We will make the distribution list that was used for dissemination of the RFP available at the pre-proposal meeting and on the website. The RFP was posted on the County website in addition to being disseminated by email. The County is accepting proposals from all qualified firms, whether or not they appear on the email distribution list.

Question 5: Please indicate if the RFP was sent to all interested transportation firms. Are the transportation firms limited to those the RFP was sent?

Answer 5: Transportation firms are not limited to those sent the RFP. The consultant may team with a qualified transportation firm of their choice.

Question 6: The RFP indicated that a budget has not yet been established for environmental consulting services. Can the County provide an estimate?

Answer 6: The County has not established a budget for this EIR, and we are interested in hearing from responding firms about the level of effort they believe will be involved.

Question 7: The RFP indicated that the proposals are limited to 20 pages and should be 12-point font. Please confirm that the font restriction is for the proposal text only, and does not apply to charts and graphics.

Answer 7: The font sizes for charts and graphics should be legible; however, please use your own discretion.

Question 8: Please indicate if the cover letter is included as part of the 20-page limit for the proposal.

Answer 8: A cover letter should be included in addition to the 20 page proposal.

Question 9: Please indicate if there are any issues, such as funding deadlines, which would drive the schedule of the EIR preparation.

Answer 9: The County is not aware of any funding constraints or deadlines that would affect scheduling at this time.

Question 10: Does the County anticipate that an Initial Study will be used to “focus out” some topics from the EIR? While the RFP makes clear that other environmental topics (i.e. Traffic/Transportation, Air Quality, Greenhouse Gases, and Community Services and Public Utilities) may need to be discussed in the EIR, it would appear that staff has entertained the idea of fully analyzing some topics in the Initial Study. Is this correct?

Additionally, if prepared, will the Initial Study be distributed with the Notice of Preparation, or merely included as an appendix to the DEIR?

Answer 10: Consultants may propose the use of an Initial Study to focus out some topics of the EIR if they believe this is desirable. If an Initial Study is prepared, the County would anticipate distribution with the Notice of Preparation as a means of soliciting public input.

Question 11: Please clarify the required public participation. Is the County asking that the EIR consultant be prepared to provide additional support for public meetings, if requested? How much “outreach” to the City of Napa staff should the EIR consultant assume?

Answer 11: The County views public outreach and consultation with the City of Napa as two separate items. The consultant should assume that assistance will be required in the consultation and outreach with the City of Napa at key junctures throughout the EIR process.

Participation in public meetings other than the scoping meeting and EIR hearing(s) should be included within the proposal as an optional task.

Question 12: The RFP requests public participation assistance as part of the overall project team. Has any outreach or presentations been conducted yet? If they, what has been the feedback?

Answer 12: The County has solicited public input about plans for its downtown campus, including the jail, on a couple of occasions. In addition, staff has presented conceptual information to the Board of Supervisors in public meetings. For a summary of public input to date, we suggest firms consult with local sub-consultants or review 2011 coverage in the Napa Valley Register: www.napanews.com.

Question 13: Does the County anticipate the EIR Consultant needing to provide any infrastructure engineering support? Or does the County anticipate the project design team will provide these services and that the EIR Consultant's analysis will primarily involve contacting the City of Napa and other applicable providers to verify that they can accommodate the project?

Answer 13: Engineering services are not required at this time. The EIR Consultant's analysis shall primarily focus on systems capacities and the impacts of proposed infrastructure improvements. Consultation with project planners/designers and service providers will be required.

Question 14: The RFP provides examples of digital drawings and data layers, including site plans/illustrative drawings, GIS shape files, aerial imagery and other raster data, and three-dimensional building models. Much of the material sounds as though it would be provided by the design team to the EIR consultant. Is it required that all figures in the EIR be GIS based or GIS compatible?

Answer 14: Graphics and figures produced by the design team will be provided to the EIR consultant. Additionally, the County shall require that any graphics or figures that are produced for the EIR by the EIR consultant shall be either GIS based or compatible. Contact information for the County's ITS Department and GIS Specialist shall be provided to the EIR Consultant at the time of contract.

Question 15: The RFP indicates that payment terms shall be based on defined deliverables, and that invoices must include detailed backup, indicating hours of labor by individual. Does payment based on deliverables mean that the County is looking for a milestone payment schedule with a fixed amount tied to each deliverable?

Answer 15: As indicated in the RFP, payment will be based on deliverables *and* hours of labor. While we expect there will be some flexibility to adjust labor per task once a contract is executed, we are asking for proposals that identify deliverables or other clear milestones *and* the labor required for each.

Question 16: The RFP states that cost estimates are to be given as not-to-exceed amounts. Are these not-to-exceed amounts to be tied to a milestone billing schedule based on deliverables? Or does the RFP refer in this instance to a not-to-exceed amount for the entire EIR effort?

Answer 16: We are asking for a not-to-exceed amount for the entire EIR effort. As noted in response to Question 15, we would also like proposals to estimate the amount of labor (and cost) required for each task.

Question 17: The RFP states that a balance of at least 10 percent of the contract value shall be due upon final adoption of the General Plan. We presume that this reference to the General Plan is left over from another RFP. However, please indicate if the County will require retainage or some other means of holding back a portion of the contract value until completion of the contract for the County Jail project.

Answer 17: The balance of at least 10 percent of the contract value will be payable upon certification of the EIR and approval of the project. The reference to General Plan adoption is in error.

Question 18: The RFP states that final editions of the EIR and special studies shall be provided in an 8.5" x 11" loose-left binder format. The RFP also states that deliverables shall include one unbound original. Please clarify whether the County expects all published copies of the Final Traffic/Transportation study, Draft EIR and/or Final EIR shall be bound in loose-leaf binders, or if the copies distributed to the public may be bound using the more typical plastic comb bindings.

Answer 18: Item 5 on page 5 of the RFP requests that a single copy of the final editions of the EIR (Draft EIR and Final EIR), and all technical or supporting special studies shall be submitted in a loose-left binder format for County, in addition an electronic copy of all final documents on CD-ROM shall also be required. This request is separate from Item 7, Deliverables on page 9. Deliverables can, and should be provided with the typical plastic comb binding.

Question 19: Has the County conducted any preliminary design work for the project? Has the designer been retained? Who is it?

Answer 19: The County has contracted with Carter Goble Lee Companies to prepare preliminary design concepts.



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**County of Napa
County Jail & Ancillary Facilities Project EIR
Pre-Submittal Conference March 29, 2012**

The following questions were received during the Pre-Submittal Conference held on March 29, 2012, and are answered for the benefit of all.

Question 1: Does the proposed demolition of the Downtown Site include the Hall of Justice?

Answer 1: The Hall of Justice will be replaced as part of the Downtown Site alternative.

Question 2: If the Hall of Justice is to be demolished, where would existing services, staff and inmates be housed?

Answer 2: The Jail and Hall of Justice are two separate wings, which would allow for phased demolition and new construction. However, it's unknown whether phasing could accommodate all of the inmates on site, or whether the County would need to rent jail beds elsewhere.

Question 3: The RFP stated that there will be an additional 100 beds at the alternative site compared to the Downtown Location?

Answer 3: The RFP states that in the off-site alternative, the downtown location will retain a 100 bed facility. It is also possible that development on the alternative site would include an ancillary facility for housing low level offenders, if space allows.

Question 4: Please define "low level" inmate.

Answer 4: "Low level" inmates are those meeting the State definition based on the severity of their crime and time left to serve.

Question 5: The RFP implies that Public Service and Utilities could be an issue, can you please clarify? Are services provided by the City or County?

Answer 5: If an alternative site is selected, utilities may have to be extended to the site and the EIR will have to consider the potential impacts of such an extension. Utilities in the County are

generally provided by a mix of agencies, including the City, PG&E, the Napa Sanitation District, etc.

Question 6: The RFP indicated that the Downtown site will include commercial development, is this part of the project?

Answer 6: The downtown site alternative would include development of a commercial or mixed used building on Main Street that will serve to screen the jail from view. This is part of the project.

Question 7: Will the consultant need to hire a project designer to produce visual simulations, etc? Are there nighttime visual simulations?

Answer 7: The consultant will be asked to produce graphics, but probably not visual simulations. The jail planning firm of Carter Goble Lee Companies will provide preliminary design concepts and simulations for use in the EIR, which have been completed for the Downtown site. The County will likely have Carter Goble Lee produce a similar simulation for the alternative site as well; however, those discussions have not taken place. It is unlikely that they will provide nighttime simulations.

Question 8: Does the County anticipate that an Initial Study will need to be produced?

Answer 8: Consultants may propose the use of an Initial Study to focus out some topics of the EIR if they believe this is desirable.

Question 9: Has the County hired an Architect, and if so are there designs for one or both alternative?

Answer 9: The County has retained the jail planning firm of Carter Goble Lee Companies to provide preliminary design concepts for both alternatives. The County has not entered into contract for additional design services at this time.

Question 10: Are there any technical studies for the alternative site, and are there any studies that may still be required, such as a Geotechnical Evaluations?

Answer 10: A Phase I study of the alternative site will be available but it is unlikely that other site-specific studies will be available. The EIR will have to rely on County maps and other data sources for its analysis of geology, hydrology, etc

Question 11: There appears to be a net gain in employees, but a greater ratio of inmates to employees. Can you please explain?

Answer 11: The current configuration has been found to be inefficient in terms of staff to inmate ratios. There are currently a mix of units within the Jail, each requiring more staff than is typically necessary under newer operating standards. Therefore, the County plans to implement a new, more efficient standard for staffing needs with the new Jail.

Question 12: What are the anticipated uses (i.e. services, utilities, etc.) per inmate that will be assumed?

Answer 12: The County does not have data on consumption per inmate, but can provide data on total consumption.

Question 13: Is there a parking management plan?

Answer 13: The County does not have a parking management plan. However, the County and the City of Napa both have recent information on parking spaces and parking demand in downtown Napa.

Question 14: Is the County looking for LEED Certification?

Answer 14: The County's policy goal for new construction is to meet LEED Gold standards, however a final decision on energy efficiency, etc. will be based on final design and cost information.

Question 15: The RFP states that the consultation and outreach will be expected between the County and City of Napa. Will this be outreach only, or will the City be directly involved in the review of the document?

Answer 15: The City will be a responsible agency under CEQA and will certainly review and comment on the NOP and Draft EIR. The City will not be involved in the review of pre-publication materials.

Question 16: Will there be a public hearing on the Draft EIR at the Planning Commission, and will the consultant be required to participate?

Answer 16: There will be a public hearing on the Draft EIR, but it is unknown at this time whether the hearing will be conducted by the Planning Commission. The EIR consultant will be expected to participate.

Question 17: With regards to public outreach, who are the interested parties, and will the consultant be required to participate? If so, how many meetings should be anticipated?

Answer 17: There are numerous interested parties and there have been two public meetings to date. We don't know how many outreach meetings there will ultimately be, but we would like proposals to make an explicit assumption and include public outreach as an optional task.

Question 18: Where is the Alternative site located?

Answer 18: The Alternative site has not been determined, but we expect it to be identified before the County enters into contract with an EIR consultant. The site will be located within an Industrial zoned area of the County, south of the City of Napa.

Question 19: How many revisions to the administrative draft EIR are anticipated?

Answer 19: The RFP has outlined two Administrative Drafts and one Screencheck prior to publication of the Draft EIR.

Question 20: Are there any scheduling deadlines concerning the Jail? Are there any funding deadlines?

Answer 20: There are no current deadlines, however the County would like to proceed efficiently to a Final EIR and staff has estimated a 12-18 month process..

Question 21: What are the funding sources? Is there federal funding?

Answer 21: There is no federal funding. The County will be funding EIR preparation.

Question 22: Is there AB900 funding?

Answer 22: Not at this time; however, the County may seek AB900 funding in the future.