



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}F

Yountville Town Council Staff Report

DATE: January 7, 2025
TO: Mayor and Town Council
FROM: John Ferons, Public Works Director
PREPARED BY: Erica Rodgers, Management Analyst

RECOMMENDATION

Adopt Resolution Number 25-4334 approving an amendment to the existing Professional Services Agreement (PSA) with Cinquini & Passarino, Inc., increasing the agreement's maximum amount from \$45,000 to \$85,000 and authorizing the Town Manager to execute the amendment.

DISCUSSION/BACKGROUND

On September 5, 2023, the Town entered into a three-year Professional Services Agreement (PSA) with Cinquini & Passarino, Inc. for on-call land surveying services. The initial agreement amount of \$45,000 was based on the Town's historical usage of these services in recent years.

Since the agreement was executed, the Town has experienced a higher demand for surveying services. As a result, the original agreement amount is nearing its limit. Staff is requesting an increase in the agreement's maximum amount to \$85,000 to accommodate the anticipated volume of surveying work for the remainder of the contract period.

This proposed increase is in line with the available budget in Capital Improvement Program (CIP) project ST-0004, which covers the cost of updating surveys and monuments on an as-needed basis. No additional funding is required, as the necessary budget is accounted for within the existing project funds.

The on-call structure of this agreement allows for surveying services to be quickly deployed as needed, avoiding the delays that typically arise from having to secure separate contracts for each project. This ensures that work can progress without delay.

The proposed amendment increases the contract's total value by \$40,000, bringing the total contract amount to \$85,000, fully covered by the existing CIP project budget.

Staff recommends that Town Council adopt Resolution Number 25-4334 approving an amendment to Professional Service Agreement #2023-825 with Cinquini & Passarino, Inc. to continue providing on-call land surveying services and authorizing the Town Manager to execute the Amendment.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Capitol Projects Fund; 50-6000-5400

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Quality of Life:** The Town enhances the livability of Yountville by providing well-maintained public facilities, parks, trails, and quality programs and events.

Briefly Explain Relationship to Strategic Plan Goal and Objective. The amendment to the agreement with Cinquini & Passarini supports the Town's goal of enhancing quality of life by ensuring essential surveying services are available.

ATTACHMENTS

1. Resolution No. 25-4334
2. PSA #2023-825
3. Amendment #1