

**Town of Yountville**  
**Resolution Number 25-4357**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YOUNTVILLE ADOPTING RESOLUTION 25-4357 AUTHORIZING TOWN MANAGER TO EXECUTE AGREEMENTS FOR AS-NEEDED ON-CALL PROFESSIONAL DESIGN AND CONSULTING DESIGN SERVICES WITH RSA+ CONSULTING ENGINEERS IN THE MAXIMUM AMOUNT OF \$500,000; BENNETT ENGINEERING SERVICES IN THE MAXIMUM AMOUNT OF \$250,000; SUMMERS MURPHY & PARTNERS IN THE MAXIMUM AMOUNT OF \$500,000; CULTIVATE IN THE MAXIMUM AMOUNT OF \$250,000; SWAN STREAM STUDIOS IN THE MAXIMUM AMOUNT OF \$250,000; GHD ENGINEERING IN THE MAXIMUM AMOUNT OF \$100,000; CAPUZZI CONSULTING GROUP IN THE MAXIMUM AMOUNT OF \$100,000; MOZAFFARI ENGINEERING INC. IN THE MAXIMUM AMOUNT OF \$100,000; POUND MANAGEMENT INC. IN THE MAXIMUM AMOUNT OF \$250,000; OFFSET PARTNERS LLC IN THE MAXIMUM AMOUNT OF \$250,000; GEOCON INC. IN THE MAXIMUM AMOUNT OF \$100,000; AND, RGH INC. IN THE MAXIMUM AMOUNT OF \$100,000; EACH FOR A THREE-YEAR PERIOD AND WITH NO OBLIGATION FOR THE TOWN TO AWARD A WORK ORDER AND ENCUMBER FUNDS WITHIN THE TERM OF THE CONTRACT.**

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**Recitals**

- A. The Town Manager and Town Departments are responsible for delivering the vision of Town Council and while the Town Manager and Town Departments have the necessary staffing and expertise to deliver day-to-day services there are occasions when the Town needs the support of specialized consultants to turn Town Council's vision into reality.
- B. The tool to enlist consultants to assist Town Manager and Town Departments is to hire specific specialists via on-call contracts whose expertise the Town is seeking which could range from architects to engineers to landscape architects to narrative designers and economists. The use of these outside consultants is not a reflection of the Town staff's ability, rather it is the augmentation of resources to ensure delivery of the Town Council's vision.
- C. Each on-call contract contains a "scope of services" and rate sheet for that design consultant and the on-call contract itself does not obligate nor encumber the dollar amounts shown in each contract. With the on-call contract in place the Town Manager may enlist a specific consultant for a specific "scope of work" to be performed at an agreed upon dollar amount and executed via a task order.
- D. This resolution will authorize the Town Manager to execute agreements for the following support design disciplines:
- Civil Engineering
  - Landscape Architecture
  - Urban Planning
  - Mobility/Transportation Engineering
  - Structural Engineering
  - Narrative Design

- Geotechnical Engineering

- E. Each consultant to whom an on-call contract will be awarded has demonstrated a desired level of experience, competence, staffing and other professional qualifications necessary for more than a satisfactory performance of the services required. Each on-call contract will be for a three-year term with general scopes of services for each consultant listed on Exhibit A of this resolution.
- F. Adoption of this Resolution is exempt from CEQA per Section 15061(b)(3).

**Now, therefore, the Town Council of the Town of Yountville does resolve as follows:**

1. Authorizing the Town Manager to execute agreements for as-needed On-Call Professional Design and Consulting Design Services with selected consultants for a three-year period in various dollar amounts and with no obligation for the Town to award a task order and encumber funds within the term of the contract.
2. The summary list of consultants and their general scope of services is included in this resolution as Exhibit A.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 6th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Margie Mohler, Mayor

ATTEST:

\_\_\_\_\_  
Hilary Gaede, Communications Director/Town Clerk

# **Exhibit A**

## ON-CALL CONSULTANTS AND GENERAL SCOPE OF SERVICES

### **Civil Engineering**

- *RSA+ Consulting Engineers + Surveyors*; \$500,000;
  - Scope of Services
    - Commercial Development
    - Residential Subdivisions
    - Estates, Resorts, Hotels
    - Public works, public places, parks, bike trails
    - Entitlements
    - Building permits
    - Regulatory permit assistance
    - Hydrology hydraulic stormwater design
    - Wastewater and Septic Design
- *Bennett Engineering Services*; \$250,000
  - Scope of Services
    - Entitlement
    - Site Planning and Design
    - Grading and Drainage Design
    - Electric, Gas, Cable, and Other Utility Planning and Design
    - Roadway Frontage Improvement Design
    - Qualified SWPPP Developer/Qualified SWPPP Practitioners (QSD/QSP)
    - Stormwater Treatment System Design

### **Landscape Architecture**

- *Summers/Murphy & Partners*; Environmental Design; \$500,000
  - Scope of Services
    - Land Planning
    - Specific Plans
    - Planned Residential Development
    - Model Homes
    - Commercial
    - Recreational Designs
    - Sustainable Design

- Hospitality
- Government Services / Plan Checking
- Site Color Renderings
- Photo Simulation (before/after)
- 3D Visualization
- Marketing Graphics
- *Cultivate*; Planning, Urban Design and Landscape Architecture; \$250,000
  - Scope of Services
    - Community and urban design
    - Landscape architecture
    - Regional planning
    - Project visioning
    - Stakeholder engagement & outreach
    - Conservation planning
    - Development advisory services
    - Policy and regulatory frameworks
    - CEQA support and advisory services

### **Urban Planning**

- *Swan Stream Studios*; Planning and Community Development; \$250,000
  - Scope of Services
    - Entitlement processing / development application review
    - Temporary staffing assistance and staff augmentation
    - Housing-related services (SB35/SB330 project review, Housing Element)
    - Special Projects
    - Project Management
    - Advanced Planning support (Policy review and development, Ordinance updates, process improvements, etc.)
    - California Environmental Quality Act review and assessment for projects
    - Grant-writing and post-award management
    - Research, documentation, recommendations, meetings, and technical studies

### **Mobility/Transportation**

- *GHD Engineering*; \$100,000
  - Scope of Services
    - Active transportation, bicycle and pedestrian advice
    - Demand management
    - Integrated land use, transport advice and transport studies
    - Parking strategies, analysis and advice
    - Pedestrian simulation and traffic and transport modelling
    - Public transport infrastructure and service advice
    - Road safety audits and analysis
    - Strategic route planning and feasibility studies
    - Traffic engineering assessments and advice
    - Traffic impact assessments
    - Transport strategies
    - Travel behavior change
    - Urban revitalization transport advice
- *Capuzzi Consulting Group*; \$100,000
  - Scope of Services
    - Preliminary Engineering
    - Conceptual Design
    - NEPA/CEQA (for transportation)
    - Active Transportation Design

- Multi-Modal Design
- Traffic Calming
- Traffic Engineering Design
- Safe Routes to School

### **Structural Engineering**

- *Mozaffari Engineering Inc;* \$100,000
  - Scope of Services
    - Design and analysis of new and existing structures
    - Calculating stability and strength of structure and buildings
    - Inspection and oversight
    - Quality control
    - Risk assessment
    - Fire protection
    - Demolition assessment
    - Expert witness
    - Collaboration with Architectural design team

### **Project Management/Estimating**

- *Pound Management Inc.;* \$250,000
  - Scope of Services
    - Programming
    - Selection of Design Team Members
    - Selection of Contractor(s)
    - Permits and Utilities
    - Project Budgeting
    - Project Timeline
    - Project Oversight
    - Project Closeout
    - Project & construction estimating

### **Narrative Design**

- *Offset Partners LLC;* \$250,000
  - Scope of Services
    - Consulting and design work
    - Comprehensive signage system(s)
      - Wayfinding
      - Legacy trail
      - Yountville Commons
    - Sustainability education
      - Waste Receptacles
      - Water Filling Stations
    - Yountville visual identity and style guide

### **Geotechnical Engineering**

- *GeoCon Inc.;* \$100,000
  - Scope of Services
    - Geotechnical Engineering
    - Environmental Services
    - Engineering Geology
    - Construction Inspection
    - Instrumentation
- *RGH Inc.;* \$100,000
  - Scope of Services

- Geotechnical Engineering
- Geological Services
- Soils and Materials Testing
- Special Inspection Services