



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: March 4, 2025
TO: Mayor and Town Council
FROM: Brad Raulston, Town Manager
PREPARED BY: John Ferons, Public Works Director

RECOMMENDATION

Adopt Resolution No. 25-4343; approving Amendment No. 2 to Professional Services Agreement 2024-858 with Kelly+Morgan Architects for architectural design and public outreach services for the Yountville Commons site; increasing the scope, cost and schedule; and authorizing the Town Manager to execute Amendment No. 2 up to the budgeted amount.

DISCUSSION/BACKGROUND

The team of Kelly+Morgan Architects has been instrumental to the Town's development of the Yountville Commons site, both for the interim civic-oriented uses as well as long term conceptual design alternatives. In addition to their design expertise, Kelly+Morgan has been a leader in the public outreach process including hosting weekly office hours, community dinner events and presentations to the Town's various Boards, Committees and Commissions.

This work has been occurring via a Professional Services Agreement for Design Professionals by which Kelly+Morgan is providing a design professional scope of services including: design visioning, public outreach, conceptual designs, permit evaluations, site programming, cost and schedule estimate, project design coordination and supporting documentation.

The original Agreement was executed under the Town Manager's signing authority on May 15, 2024, with a value of \$40,000. Amendment No. 1 to the contract was authorized by the Town Council June 18th, 2024 and increased the value of the contract to \$160,000. Since that time the Town and Kelly+Morgan have been actively participating in design team meetings with the Town Manager, Town Staff, other Town hired consultants as well as participating in the public open house on the property.

Now as the project is evolving from the public outreach and conceptual design phases to the specific design alternatives, project documents and entitlement coordination the Town would like to continue to enlist the leadership of Kelly+Morgan Architects via Amendment No. 2 to the existing Agreement. These design services will apply to the general use of the property as well as the planning for the future housing component and as such is being budgeted accordingly.

The budget for the existing contract and proposed amendment is as follows:

Original Contract;	\$40,000;
Amendment No. 1;	+\$120,000

Interim Total; \$160,000

Amendment No. 2 +\$100,000

Adjusted Total; \$260,000

Amendment No. 2 Total \$100,000;

Proportioned as follows: \$ 87,000; Yountville Commons Measure S Project; MS-0046 (71-6000-5300)

 \$ 13,000; Yountville Commons Project CF-0046 (50-6000-5300)

Pursuant to Yountville Municipal Code, procurement of professional design services greater than \$45,000 requires Town Council approval. Adoption of the Resolution will approve Amendment No. 2 to the Kelly+Morgan Agreement and authorize the Town Manager to execute the Agreement.

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? CIP Projects CF-0046 (50-6000-5300) Yountville Commons & MS-0046 (71-6000-5300)

Yountville Commons Measure S

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Engaged Residents:** The Town embraces our residents' commitment to community as seen through volunteerism, civic engagement, and public participation that enhances the quality of life in Yountville. **Responsible Fiscal Policy:** The Town maintains its fiscal health through policies designed to maximize economic opportunities, manage expenses, and ensure prudent reserves.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Approving this amendment will allow staff to use Kelly+Morgan during the interim and future phases of the project site specific to engaging residents for input regarding the fate of the property. Town Council approval for the execution of the Amendment is responsible fiscal policy as guided by the Town's procurement processes.

ATTACHMENTS

1. Resolution 25-4343

2. Professional Services Agreement (PSA) 2024-858 Amendment No. 2