



Staff Report

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

Yountville Town Council Staff Report

DATE: May 6, 2025
TO: Mayor and Town Council
FROM: Brad Raulston, Town Manager
PREPARED BY: John Ferons, Public Works Director

RECOMMENDATION

Adopt Resolution Number 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.

DISCUSSION/BACKGROUND

The Town Manager and Town Departments are responsible for delivering the vision of Town Council in the form of high-quality municipal programs, services and infrastructure and being fiscally responsible and ensuring compliance with state and local codes. 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 Council's vision into a mission and reality.

One such example is the Yountville Commons site. As the Town focuses its efforts on the redevelopment of that important site in the heart of the Town, there will be a need to enlist consultants to assist with the mission. Another example is the Washington Street Corridor, where the Town is looking at Washington Street holistically along with Webber Ave and the creation of the Cross-Town Connection. The consultants whose expertise the Town is seeking range from architects to engineers to landscape architects to narrative designers and economists. The Town is not unique in that other public agencies frequently implement this same tool, the hiring of specific specialists via on-call contracts. The use of 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.

It is important to note, each on-call contract contains a "scope of services" and rate sheet for that design consultant and executing the on-call contracts does not obligate nor encumber the dollar amounts shown in each contract. Rather, it creates the opportunity for the town manager to enlist a specific consultant on as-needed basis for a specific "scope of work" to be performed at an agreed upon dollar amount based on the rate sheets provided. This assignment of work is done via a "Task Order" for that consultant and when executed serves the same as a design services agreement and encumbers the funds to be paid for the scope of work being assigned.

For example, the Town needs a soils investigation to inform the redevelopment design of the Yountville Commons. Town staff would reach out to the On-Call Geotechnical Engineer for a scope of work to perform soil borings and analysis. The Town manager would then approve the scope of work via a task order with an agreed upon dollar amount, streamlining the process to acquire the consultant to mobilize and perform their work.

For the purposes of this staff report and attached resolution the Town Manager and Department Heads are requesting the Town Council 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

Each consultant to whom an on-call contract will be awarded have 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 below:

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

Attached to this Staff Report are the two contract templates to be populated to implement the above-described on-call contracts:

- “Professional Services Agreement for Design Professional”
 - This contract will be used for those consultants for whom the state regulates with a specific license to practice such as the engineers and landscape architects.
- “Professional Services Agreement for Consultant Services”

- This contract will be used for those consultants who are not required to have a license but still practice within a specific disciplines such as the planner, narrative designer & project manager.

A future staff report and resolution may bring forward additional on-call contracts for the following as needed:

- Lead Architect
- Production Architect
- Economist
- Water/Wastewater Engineer

Town staff respectfully requests Town Council approve the attached resolution 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.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

Is there a Fiscal Impact? No

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

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. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community. **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. On-call contracts will augment Town Staff's ability to deliver their mission as defined by the goals of Town Council while also maintaining fiscal responsibility by maximizing the Town's ability to provide the services the Town Council expects.

ATTACHMENTS

1. Resolution 25-4357
2. Standard Template for Professional Services Agreement for Design Professionals
3. Standard Template for Professional Services Agreement for Consultant Services