



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: June 18, 2024
TO: Mayor and Town Council
FROM: Brad Raulston, Town Manager
PREPARED BY: John Ferons, Public Works Director

RECOMMENDATION

Adopt Resolution 24-4282; Approving Amendment No.1 to Professional Services Agreement for Design Professionals with Kelly+Morgan Architects for Project Management Services Specific to the Yountville Commons Site; Increasing the Scope, Cost and Schedule; and Authorizing the Town Manager to Execute Amendment No. 1.

DISCUSSION/BACKGROUND

Now that the Town has acquired the property known as the YES Site, now Yountville Commons, the Town is embracing the opportunities this new property ownership represents. This includes visioning how the property and its existing facilities can serve the residents of the Town both in the near term as well as the potential for workforce housing in the long term.

To maximize this opportunity, the Town has enlisted the help of Kelly+Morgan Architects 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. This agreement was executed under the Town Manager's signing authority on May 15, 2024, with a value of \$40,000. Since that time Kelly+Morgan has 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 this fiscal calendar is turning the page on FY 23-24 and the Town is planning the coming fiscal year 24-25, it would like to continue to enlist the public outreach and design coordination leadership of Kelly+Morgan Architects via Amendment No. 1 to the existing agreement. The scope of services to be provided under this amendment is an extension of the current agreement and will also include: an analysis of the site constraints and existing conditions, facilitating community open house events, presenting at Town Council and Town Committee study session, hosting office hours on the property and with Town Council direction based on Town residents input preparation of design alternatives and supporting project documents. 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 contract termination date in Amendment 1 is June 30, 2025.

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

Fiscal Year 23/24
Original Contract; \$40,000;

Yountville Commons Project CF-0046 (50-6000-5300)

Fiscal Year 24/25

Amendment #1 Total; \$160,000; Proportioned as follows:

\$106,000; Yountville Commons Project CF-0046 (50-6000-5300)

\$ 54,000; Yountville Commons Measure S Project MS-0046 (71-6000-5300)

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 1 to the Kelly+Morgan Agreement and authorize the Town Manager to execute the agreement.

ENVIRONMENTAL REVIEW

Not Applicable

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? Mandatory

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.