



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: October 18, 2022

TO: Mayor and Town Council

FROM: Eddy Gomez, Town Clerk

PREPARED BY: Ken MacNab, Planning & Building Director

SUBJECT:

Adopt Resolution Number 22-4153 Approving Professional Service Agreement with BPR Consulting Group to provide contracted plan check, building inspection, and building official services, and optional code enforcement, technology consulting, and IT support, in an amount not to exceed \$93,750.

DISCUSSION/BACKGROUND

Since 2015 the Town of Yountville has contracted for plan check, building inspection, and building official services as needed on a part-time basis. These specialized services are needed to ensure new construction and additions and modifications to existing buildings comply with the health and safety requirements of the Town's Building Code.

In October 2021, the Town entered into a one-year Professional Services Agreement with BPR Consulting Group ("BPR") to perform these services. In addition to plan check, building inspection, and building official services, BPR also provides code enforcement, technology consulting, and IT support. The attached Professional Services Agreement includes these optional additional services.

The agreement with BPR needs to be renewed to allow for continuation of these services for the remainder of the fiscal year. The Town has been satisfied with the services provided by BPR.

Staff recommends adoption of the resolution in order to continue these important services within the Town.

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? Planning & Building Department Budget.

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.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Given Yountville's lean staffing, consultant services are necessary to delivery high quality services to the community.

RECOMMENDATION

Adopt Resolution Number 22-4153 Approving Professional Service Agreement with BPR Consulting Group to provide contracted plan check, building inspection, and building official services, and optional code enforcement, technology consulting, and IT support, in an amount not to exceed \$93,750.