

CITY OF NAPA CITY COUNCIL
AGENDA REPORT

CONSENT CALENDAR
AGENDA ITEM 10.F.
Date: October 04, 2016

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Juan Zúñiga, Associate Civil Engineer

Subject: Amendment to Agreement for On-Call Engineering Services

ISSUE STATEMENT:

Adopt a resolution authorizing the Public Works Director to execute Amendment No. 4 to Agreement No. C2014 017 with Gossett Civil Engineering for on-call engineering services in the amount of \$95,000 for a total contract amount not to exceed \$390,000, authorizing a budget reallocation, and determine that the amendment is not subject to CEQA.

DISCUSSION:

Gossett Civil Engineering has successfully provided on-call engineering services for the City of Napa since January 2009. These services include the review of private development project applications and the checking of improvement plans. The purpose of these services is to ensure that developers design and construct their projects in accordance with the Public Works Department's Conditions of Approval and adopted Public Works Standards. The cost of these services is borne by the project applicants.

On January 24, 2014, Public Works entered into a contract with Gossett Civil Engineering in an amount not to exceed \$70,000. On October 21, 2014 Council approved Amendment No. 1 in the amount of \$75,000, on July 21, 2015 Council approved Amendment No. 2 in the amount of \$75,000, and on March 15, 2016 Amendment No. 3 in the amount of \$75,000 was approved. Due to the increased work load of new development projects, Amendment No. 3 has reached its financial limit thereby necessitating Amendment No. 4 to the contract. The on-call services provided by this contract are still needed to provide industry standard customer service. A new contract for services will be negotiated and brought before Council early next year.

Public Works staff is using other on-call engineering services in addition to Gossett Civil Engineering to keep up with the current influx of development projects. Additionally, there is a vacant Senior Civil Engineer position in the Development Engineering Division which the department is working to fill as quickly as possible. Recruitment is in process, but the position will not be filled for several months. It is therefore recommended that Council approve Amendment No. 4 to this contract in the amount of \$95,000.

Of the amendment amount requested, \$35,000 will be used for engineering services consistent with the history of this contract and will be reimbursed by applicants through the project review process. \$10,000 of this request will be used for administrative overhead related to non-reimbursable training of Development Engineering's new Associate Engineer. The remaining \$50,000 is requested to cover costs associated with the revision and update of the City of Napa Public Works Drainage Design Standards and relevant Standard Drawings. Sufficient existing budget appropriation exists to fund this amendment.

FINANCIAL IMPACTS:

An existing FY16-17 budget appropriation of \$98,700 remains within Nonrecurring Development Engineering (49013-53201) of which \$35,000 is requested for reimbursable engineering services. The existing budget appropriation of \$10,000 remaining in Development Engineering's Professional Contract Services normal operating budget (43013-53201) is requested to fund the portion of the amendment identified as non-reimbursable training. Additionally, an existing budget appropriate of \$195,700 remains in Storm Water Quality's Professional Contract Services budget (43017-53201) of which \$50,000 is requested to fund the portion of this amendment identified as updating Drainage Design Standards and relevant Standard Drawings.

Though no budget appropriations are needed to implement the recommended actions, a budget reallocation is requested. The \$50,000 in Storm Water Quality's Professional Services budget (43017-53201) needed to complete the updating of Drainage Design Standards and relevant Standard Drawings is more suited for Storm Water Drainage's Professional Contract Services budget (43018-53201). Therefore, it is requested that the \$50,000 of the existing budget appropriation in Storm Water Quality (43017-53201) be reallocated to Storm Water Drainage (43018-53201).

SOURCES:

\$35,000	Engineering Fees (GL 49013-53201) (Existing Appropriations)
\$10,000	Professional Contract Services (GL 43013-53201) (Existing Appropriation)
\$50,000	Professional Contract Services (GL 43017-53201) (Existing Appropriation & Reallocation)
\$95,000	TOTAL

USES:

\$35,000	Gossett Civil Engineering - Professional-Contract Services (GL 49013-53201)
\$10,000	Gossett Civil Engineering - Professional-Contract Services (GL 43013-53201)

\$50,000 Gossett Civil Engineering - Professional-Contract Services
(GL 43018-53201)

\$95,000 TOTAL

CEQA:

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

1. Attachment 1: Resolution authorizing the Public Works Director to execute Amendment No. 4 to Agreement No. C2014 017 with Gossett Civil Engineering for on-call engineering services.
2. Attachment 2: Amendment No. 4 to Agreement No. C2014 017

NOTIFICATION:

None.

RECOMMENDED ACTION:

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution authorizing the Public Works Director to execute Amendment No. 4 to Agreement No. C2014 017 with Gossett Civil Engineering for on-call engineering services and authorizing a budget reallocation of an existing appropriation.