

CITY OF NAPA CITY COUNCIL
AGENDA REPORT

CONSENT CALENDAR
AGENDA ITEM 5.F.
Date: September 20, 2016

To: Honorable Mayor and Members of City Council

From: Rick Tooker, Community Development Director

Prepared by: Jennifer La Liberte, Economic Development Manager

Subject: Agreement for Services with FME Architecture + Design to Prepare a Master Plan for the CineDome Focus Area

ISSUE STATEMENT:

Authorize the City Manager to execute an agreement with FME Architecture + Design in an amount not to exceed \$211,500 to prepare a master plan for the CineDome Focus Area.

DISCUSSION:

The City is prepared to begin the master plan effort for the CineDome Focus Area, defined by the Downtown Specific Plan (DSP) as a 5.4-acre site comprised of the former CineDome theater property owned by SyWest Development; the former pump station property owned by Napa Sanitation District (NSD); and surrounding City-owned property that includes surface parking lots X and X-west, and right-of-way (West Street, Clay Street and Edmonston Street). The DSP describes the CineDome Focus Area goals for mixed land uses; improved bicycle and pedestrian connections; access and visual connections to Oxbow Commons and Napa Creek; appropriate and sensitive building massing; and open space to encourage activity through and around the future development. The master plan will build on the DSP goals and provide a more detailed future development plan that establishes the types, intensity, scale and location of future development; project phasing; infrastructure needs including public and private parking; circulation and access; pedestrian linkages to Oxbow Commons and other key nodes; streetscape; and open space. The intent is to establish an overall synergistic approach to the development of these properties while still allowing for independently phased construction and implementation. Each property, once completed, will add to and reinforce the development potential of the other.

Given the importance of the site and the fact that the City owns a significant portion of the property in the Focus Area, it follows that the City should lead the master planning effort to ensure thoughtful planning that is responsive to the DSP goals, effective stakeholder and community outreach, and timely deliverables. Through a Request for Proposals process, staff worked with representatives from SyWest Development to evaluate seven proposals from qualified architecture and planning firms. Each proposer assembled multi-disciplinary teams to address the multiple desired components of the

master plan including landscape design, parking and circulation, civil engineering and hydrology, public art, and environmental review. Proposal fees ranged from \$200,000 to \$435,000, depending on the scope. The three top firms were interviewed and FME Architecture + Design and its team was identified as the best qualified for the master planning effort based on the team's expertise and proposed scope of work and budget. FME's sub-consultants include Smith & Smith (landscape architecture); Langan (civil engineering); Watry Design (parking design); First Carbon Solutions and W-Trans (environmental); and Laura Grigsby (public art consultant).

The proposed scope of work would include the following six phases and deliverables:

Phase 1: Project Kick-Off and Site Visit – The FME team will review and evaluate City-provided materials including the DSP and the environmental impact report (EIR); survey drawings; and Flood Protection Project plans. It will conduct a kick-off meeting and site walk with the City team, and prepare a follow-up memorandum to memorialize the background review and discussion at the kick-off.

Phase 2: Conceptual Site Design Studies – With input from the City team, the consultant team will develop an iterative series of site planning studies and programmatic diagrams to flesh out strategic vision options for the focus area, which will result in three colored conceptual site planning diagrams; associated area and parking calculations for each diagram; notes outlining public/private project components, phasing of work, property line adjustments required for each diagram; a public art preliminary concepts report; and 3-D dimensional massing studies for two site plans.

Phase 3: Parking Alternatives – The teams will work together to consider and develop alternative parking strategies, both physical and operational, to accommodate the public need and parking demand generated by Focus Area development. Parking strategy plans, diagrams, calculations and relative costs will be provided.

Phase 4: Public Outreach – Based on the work completed in phases 2 and 3, the consultant team will prepare digital materials for presentation to various audiences. Staff will solicit input from key stakeholders, including property owners within and adjacent to the Focus Area. The proposed scope includes one community workshop and two public meetings (Planning Commission and City Council). Input received at these and stakeholder meetings will guide the master plan to a preferred scenario.

Phase 5: Draft Master Plan and Environmental Analysis – Based on the preferred scenario, the consultant team will create a draft master plan and environmental analysis for review and comment by the City team and other interested stakeholders. The document will include a land use diagram; design guidelines for buildings; urban design guidelines for streets, walkways and open space; standards for lighting, railings, furnishings, etc.; and public art recommendations throughout the Focus Area.

Phase 6: Final Master Plan and Environmental Analysis – Based on comments received on the draft documents, the master plan and environmental document will be finalized and presented to City Council for approval.

The anticipated time frame to complete the scope of work and obtain approvals is 12 months. The proposed budget for the above scope of work is \$211,500 if all sub-consultants are contracted through FME, or \$200,000 if the City directly contracts with each of the sub-consultants. Staff recommends FME contract with the subs so the City is managing one contract rather than seven for this effort and feels the additional cost is justified.

FINANCIAL IMPACTS:

The Council approved a \$200,000 budget for the CineDome Focus Area master plan in the nonrecurring planning key (49711-53201-CINEDOME-53201) in Fiscal Years 2015-17 budget, and the current remaining balance is \$177,140. In Fiscal Year 2015-16, approximately \$20,000 was expended on project-related activities including project management services with Cass Walker Co. who assisted the City with efforts to engage Focus Area property owners in the planning effort; conducted property background work; coordinated with Flood Control District to obtain final property take lines for the flood bypass; and retained a civil engineering firm to prepare a site survey. An additional \$55,510 is necessary to cover the agreement scope of work plus a 10% contingency totaling \$232,650. There are sufficient funds budgeted in the nonrecurring planning key (49711-53201) that were appropriated for additional planning support for projects, which will be applied to the CineDome project to cover the contract costs. No budget adjustment is necessary.

CEQA:

The Community Development Director has determined that the Recommended Action is not in-and-of-itself a “project” (pursuant to CEQA Guidelines Section 15378) since it does not result in a physical change in the environment. However, the Recommended Action is part of a larger “project” that will be subject to environmental review in accordance with CEQA at the “earliest feasible time” prior to “approval” consistent with CEQA Guidelines Sections 15004 and 15352. The larger “project” is the CineDome Focus Area Master Plan which will include a CEQA analysis for Council review prior to adoption of the master plan.

DOCUMENTS ATTACHED:

1. Attachment 1: Agreement for Services with FME Architecture + Design

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:

Authorize the City Manager to execute an agreement for services with FME Architecture + Design, in an amount not to exceed \$211,500 to complete preparation of the CineDome Focus Area Master Plan and CEQA document.