

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

ADMIN CALENDAR  
AGENDA ITEM 6.B.  
Date: September 20, 2016

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Marlene F. Demery, Project Manager, Demery & Associates

Subject: Consideration of the Establishment of Evaluation Criteria for Proposals for the Public Safety and City Services Building Project (FC15PW02)

**ISSUE STATEMENT:**

Establish Criteria for Evaluation of Proposals for the Design, Construction, Operation, and Financing of a Public Safety and City Services Building Project, and for the Privately Funded Development of Excess City Property.

**DISCUSSION:**

On May 10, 2016, the City Council considered the evaluation of firms who submitted qualification proposals for the Public Safety and City Services Building Project. City Council selected three teams to move forward to the proposal phase of the process.

**PROJECT UPDATE**

Since the teams were selected, staff has been working diligently on developing the project goals to best meet the needs of the City. As such, we have modified several approaches to the project since the last time this project was discussed with the Council in May. Staff proposes to also include the site owned by the Housing Authority currently occupied by the Housing Division as they are also proposed to be included in the new city facility, making their current site available in the land sale which will occur as a result of the project. An item will be scheduled for the October 4, 2016, Housing Authority to consider potentially adding this property to the list of developable properties.

In addition, the RFP is proposed to consider sites not currently owned by the City for the new city facility. Later in this agenda item, this option will be discussed in the establishment of the criteria which will be used to evaluate the proposals by the three firms.

During the last discussion of the project with the City Council, both the public and the private components of the project were proposed to be constructed using prevailing wages. This was because some of public and private improvements were proposed to be shared, and, as a general rule, prevailing wages are required if public funding is

provided for private improvements. In further discussions with the development teams, staff found that the firms are not proposing to construct the facilities with these shared improvements. As long as the private portion of the project is developed solely with private funding, with no shared public and private facilities, prevailing wages will only apply to the public facilities. This would allow the private construction to be built using non-prevailing wage rates.

## **EVALUATION CRITERIA**

In order to properly evaluate the submittals, it is important that the criteria used reflect the City's values and goals for the project. The purpose of this agenda item is to consider the attached Draft Evaluation Criteria (Attachment 1). The criteria are reflective of the two distinct components of the project: (1) the public facilities for the Public Safety and City Services Building, and (2) the privately funded development of City property that will no longer be needed for City offices after construction of the public facilities. The privately funded component of the proposed project will require additional City Council consideration through a separate entitlement process at a later date.

Criteria for the public improvements center on the ability to meet both short and long term programmatic needs for the City, the overall design of the public buildings, location, access to downtown and transit, design which enhances customer service, sustainability, and provision for open space. The impact to the local building economy through the use of locally available resources is also an important factor. In addition, the overall cost and financing structure as well as the proposed phasing of the construction and the City's ability to continue to provide public services efficiently during the project will be included as factors in the evaluation.

Criteria associated with the private development includes the overall design and mix of uses, sustainability, project construction timing, and generation of revenue to pay for the construction of the public facilities. The inclusion of housing, retail, and hotel will be factors used to evaluate the proposals.

Other important factors include economic impacts to the Downtown Specific Plan Area, including business and job creation. The design of Gateway enhancements to the 1st Street Corridor and the development of a sense of place as well as the quality of the team's presentation materials are also important to consider as a part of the process.

The value of each of these criteria needs to reflect local Napa values. Staff has prepared a draft which is included as Attachment 1 for the City Council to use in establishing those values. The appropriateness of each of these factors as well as any others which should be included and their weighting in the process will correctly express those values and provide valuable information to the Development Teams to use in the preparation of their proposals.

## **FINANCIAL IMPACTS:**

There is no financial impact associated with the adoption of the criteria for the evaluation of the proposals.

**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: Draft Evaluation Criteria

**NOTIFICATION:**

Notifications to the Plenary, Sonnenblick & Strada/Scannell Teams

**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:

Provide direction to staff regarding the relative weighting and evaluation criteria to be included in the request for proposals for the Public Safety and City Services Building Project.