



## Staff Reports

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**File #:** 291-2021, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Julie Lucido, Public Works Director

**Prepared By:** Ian Heid, Associate Civil Engineer

**TITLE:**

On-Call Architectural Consulting Services

**RECOMMENDED ACTION:**

Authorize the Public Works Director to execute on behalf of the City agreements with two architectural consulting firms: (1) Interactive Resources, Inc. and (2) Jeff Katz Architectural Corporation for task-order based on-call architectural consulting services, each in an amount not to exceed \$500,000.

**DISCUSSION:**

The Engineering Division seeks to add architectural consulting to the City's design team to augment staff's design capabilities and technical expertise to effectively deliver projects within the Capital Improvement Program. This can be accomplished by using on-call architectural consulting services.

In June 2021 the City published a Request for Proposals, and in July 2021 the City received ten proposals from qualified firms, all of whom met the minimum qualifications presented in the Request for Proposals. The following firms submitted proposals (in alphabetical order): AXIA Architects; Interactive Resources, Inc.; Jeff Katz Architectural, Corporation; The KPA Group; LDA Partners, Inc.; Napa Design Partners, LLP; Page & Turnbull; RIM Architects (CA), LLP; SVA Architects, Inc.; and TLCD Architecture.

A selection committee comprised of Engineering Division and Operations Division staff evaluated and scored each of the submitted proposals. Each firm was evaluated based on the following criteria: thoroughness of proposal, consultant experience, contract understanding, firm's expertise/capabilities and proximity to the City of Napa. After thorough review and deliberation, the Selection Committee determined that (1) Interactive Resources, Inc., and (2) Jeff Katz Architectural Corporation scored as the top two firms, and recommended them to the Public Works Director for contract approval. Additionally, the selection committee determined that The KPA Group, Inc., and TLCD Architecture were the next highest scoring respondents and also recommended them to the Public Works Director for contract approval. Final contract negotiations with The KPA Group, Inc., and TLCD Architecture are being completed. Therefore, staff recommends that Council authorize the Public Works Director to execute a contract with Interactive Resources, Inc. and Jeff Katz Architectural Corporation at this time. Staff intends to return to Council to recommend contract approval for The KPA Group, Inc., and TLCD Architecture at a later date.

Staff determined that awarding four contracts for on-call architectural consulting services is prudent and plans to utilize all four to conduct immediate updates to the existing Facilities Condition Assessments, and development of Plans, Specifications and Estimates for the following Capital Improvement Projects: City Hall (FC22PW01), Senior Center (FC22PW02), Las Flores (FC22PW03), and Corp Yard (FC22PW04).

Each contract includes a rate schedule for labor and materials, and a scope of services that may be required for a variety of possible engineering projects. All work will be directed by the City using task orders defining a scope of work and a negotiated cost estimate and work schedule.

**FINANCIAL IMPACTS:**

No appropriations are necessary at this time as existing and future project accounts will be used to fund each task order issued by the City for an approved scope of work. Each task assignment will include a negotiated budget and proposed schedule to accompany the scope of work.

**CEQA:**

The Public Works Director has determined that the Recommended Action described in this Agenda Report 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 larger “projects” 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 “projects” are various Capital Improvement Program projects, and staff plans to bring back a CEQA analysis of those projects to Council prior to awarding construction contracts for those projects.

**DOCUMENTS ATTACHED:**

ATCH 1 - Agreement with Interactive Resources, Inc.

ATCH 2 - Agreement with Jeff Katz Architectural Corporation

**NOTIFICATION:**

None.