



Staff Reports

File #: 1354-2018, Version: 1

To: Honorable Mayor and Members of City Council
From: Rick Tooker, Community Development Director
Prepared By: Michael Walker, Senior Planner

TITLE:
Urban and Regional Planning Consultant Services for the General Plan Update

RECOMMENDED ACTION:
Adopt a resolution authorizing the City Manager to execute a Services Agreement with Dyett & Bhatia, Urban & Regional Planners in an amount not to exceed \$1,410,823 to provide consultant services for the General Plan Update.

DISCUSSION:
The City’s General Plan helps to guide decision-making by residents, property owners, business interests, and elected and appointed officials about public and private land use and development that shape Napa’s physical environment. Envision Napa 2020, the City’s current General Plan was adopted in 1998. The City is prepared to begin the effort to update the General Plan.

Through a Request for Proposals (RFP) process, staff evaluated five proposals from qualified planning firms. Each firm assembled multi-disciplinary teams to address the required Elements of the General Plan, the associated Environmental Impact Report, and other desired components. The top three firms were interviewed and Dyett & Bhatia, Urban and Regional Planners was identified as the best qualified firm for the General Plan Update effort based on the team’s expertise and proposed scope of work and budget. Dyett & Bhatia’s sub-consultants include DKS Associates (Transportation Planners); Economic & Planning Systems (Economists); ICF International (Environmental Planners); Page & Turnbull (Historic Resources Specialists); and West Yost Associates (Civil Engineers).

- The proposed scope of work would include the following eight tasks delivered in three phases:
- Phase 1: Project Initiation, Visioning, and Issue Identification - Tasks include (1) Project Initiation; (2) Issue Identification and Key Strategies; and (3) Existing Conditions, Trends, and Opportunities Assessment
 - Phase 2: Options and Strategies - Tasks include (4) Alternatives and (5) Preferred Plan and Key Goals
 - Phase 3: Draft and Final Documents - Tasks include (6) Draft General Plan; (7) Draft and Final General Plan EIR; and (8) Hearings and Adoption

The anticipated timeframe to complete the scope of work and obtain approvals is 24 to 30 months.

The proposed budget for the above scope of work is \$1,410,823.

FINANCIAL IMPACTS:

Funds for the General Plan Update were budgeted through the normal process and this action simply utilizes already appropriated funds and will have no impact on budget or fund balance. The Capital Improvement Program budget for FY 2018-22, adopted June 20, 2017, included expenditure of \$1,500,000 for the General Plan Update (MS18CD02) in 2018.

CEQA:

The Community Development Director has determined that the Recommended Action described in this Agenda Report is not 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 General Plan Update for which an Environmental Impact Report would be prepared for certification prior to adoption of the General Plan.

DOCUMENTS ATTACHED:

ATCH 1 - Resolution authorizing the City Manager to execute a Services Agreement with Dyett & Bhatia, Urban and Regional Planners to provide consultant services for the General Plan Update.

ATCH 2 - Agreement for Services with Dyett & Bhatia Urban and Regional Planners

EX "A" - Scope of Services and Schedule of Performance

EX "B" - Compensation Rates and Charges

NOTIFICATION:

Dyett & Bhatia was notified of the Agenda Item prior to the meeting.