



Staff Reports

File #: 138-2020, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Julie Lucido, Public Works Director

Prepared By: Eric Vandeburgt, Assistant Engineer

TITLE:

Engineering Plan Checking Services for Private Development Projects

RECOMMENDED ACTION:

Authorize the Public Works Director to execute Amendment No. 6 to Agreement No. C2016 024 with Coastland Civil Engineering, Inc., for additional on-call engineering plan checking services in the amount of \$160,000, for a total contract amount not to exceed \$620,000.

DISCUSSION:

Coastland Civil Engineering, Inc. has successfully provided on-call engineering services to the City of Napa since February 2016. These services include plan checking of private development improvement plans and subdivision maps. 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 February 22, 2016, Public Works entered into a contract with Coastland Civil Engineering Inc. in an amount not to exceed \$75,000. On November 28, 2016, the City approved Amendment No. 1 in the amount of \$50,000, and on March 8, 2017, the City approved Amendment No. 2 in the amount of \$95,000. The City approved Amendment No. 3 on September 15, 2017, to extend the term of the contract. On December 5, 2017, the City approved Amendment No. 4 in the amount of \$120,000, and on December 18, 2018 the City Council approved Amendment No. 5 in the amount of \$120,000. Due to the increased workload of new development projects, Amendment No. 5 has reached its financial limit thereby necessitating Amendment No. 6 to the contract. The on-call services provided by this contract are still needed to provide industry standard customer service.

Public Works staff is using other on-call engineering services in addition to Coastland Civil Engineering, Inc. to keep up with the current influx of development projects and to provide specialized technical reviews. The work by the consultants augments the services provided by City staff. Specifically, Coastland provides review of hydrology, hydraulics, and structural calculations and designs. The City is also preparing for the engineering review of the Napa Pipe Project and will need assistance to process the volume of development design review work associated with that project. It is therefore recommended that Council approve Amendment No. 6 to this contract in the amount of \$160,000 and extending the term to June 30, 2022.

It was anticipated that Amendment No. 5 would be the last extension to this contract. Staff circulated a Request for Proposal (RFP) in February of this year but received only one proposal, so the RFP was cancelled. Therefore, Amendment No. 6 is needed in order to continue the level of service until a new RFP is issued.

This will be the last extension to this contract. Should additional consulting services be necessary, staff will circulate an RFP prior to exceeding the current limit and/or June 30, 2022, whichever comes first.

FINANCIAL IMPACTS:

There is no impact to the General Fund. There are funds remaining for this amendment in the current fiscal year, and sufficient funds have been budgeted for FY21. This consultant is essentially “fee for service” whereby the consultant is paid for time spent reviewing projects that can be billed against equally.

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:

ATCH 1 - Amendment No. 6 to Agreement No. C2016 024 with Coastland Civil Engineering

NOTIFICATION:

None.