



## Staff Reports

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**File #:** 96-2021, **Version:** 1

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**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. 2 to Agreement No. C2016-345 with Willdan Engineering, for additional on-call engineering plan checking services in the amount of \$180,000, for a total contract amount not to exceed \$375,000.

**DISCUSSION:**

Willdan Engineering has successfully provided on-call engineering services to the City of Napa since November 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. These consultant services provide specialized technical reviews and provide the additional resources to allow for an increased level of responsiveness. The cost of these services is borne by the project applicants.

On November 18, 2016, Public Works entered into a contract with Willdan Engineering in an amount not to exceed \$75,000. On June 24, 2019, the City approved Amendment No. 1 in the amount of \$120,000. Due to the increased workload of new development projects, Amendment No. 1 has reached its financial limit thereby necessitating Amendment No. 2 to the contract. The on-call services provided by this contract are still needed to provide timely customer service.

Public Works staff is using other on-call engineering services in addition to Willdan Engineering 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, Willdan provides review of hydrology, hydraulics, and structural calculations and designs. The City is currently using Willdan to help in the engineering review of the Napa Pipe Main Infrastructure and Napa Costco projects. The City will need this assistance to process the volume of development design review work associated with these projects and others. It is therefore recommended that Council approve Amendment No. 2 to this contract in the amount of \$180,000 and extending the term to June 30, 2024.

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, 2024, 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 FY22. 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. 2 to Agreement No. C2016-345 with Willdan Engineering

**NOTIFICATION:**

None.