



Agenda Date: 8/23/2005
Agenda Placement: 9C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Cathy Gruenhagen for Hillary Gitelman - Director
Conservation, Development & Planning
REPORT BY: R. Patrick Lowe Jr., Deputy Planning Director , 253-4417
SUBJECT: Award of Contract to Pacific Municipal Consultants(PMC) for General Plan Update and Program EIR

RECOMMENDATION

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign an agreement with Pacific Municipal Consultants (PMC) for a maximum of \$1,514,699 and a not to exceed amount of \$750,000 for the initial term of August 23, 2005 through June 30, 2006, with an automatic renewal provision for subsequent fiscal years, for consultant services related to the ongoing General Plan update.

EXECUTIVE SUMMARY

Updating the County's General Plan is a sizeable endeavor that will take a substantial time commitment by County staff and the citizen Steering Committee. These efforts will be most efficient if supplemented by consultant services. Therefore, a Request for Proposals (RFP) was conducted to acquire General Plan consulting services. Subsequent to completing the RFP, County staff have negotiated a scope of work and contract with Pacific Municipal Consultants (PMC) for consideration and approval/authorization by the Board. The contract envisions a multi-year effort and many individual work tasks and deliverables, with a total cost of up to \$1,514,699. The "not to exceed" amount proposed for expenditure in FY2005-2006 is \$750,000

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development & Planning
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Under State law, all local jurisdictions must maintain an up-to-date General

Plan. Napa County is undertaking the first comprehensive update of its General Plan since 1983. Consultant services are necessary to perform technical analyses related to preparation of the required Environmental Impact Report (EIR) and to supplement staff and citizen Steering Committee resources devoted to plan preparation and public outreach.

Is the general fund affected?	Yes
Future fiscal impact:	Costs associated with all General Plan consultant services (i.e. not just the current PMC contract) are estimated at \$600K to \$750K per year for the duration of the planning process.
Consequences if not approved:	Without consultant assistance, preparation of the updated General Plan will take many years longer than currently anticipated.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The Napa County General Plan has not been comprehensively updated since 1983. In July 2004, the Board of Supervisors began holding meetings to plan for such an update beginning in 2005. In early 2005, County staff conducted several public workshops throughout the County in order to gather citizen input. Comments received at those workshops were summarized in a workbook that was presented to the Board at its annual retreat (April 11th and 12th). At that time, the Board directed staff to take steps necessary to convene a 21-person Steering Committee to guide the update process, and to prepare and issue a Request for Proposals (RFP) for consultant services.

Consistent with this direction, an RFP was developed and issued on May 4, 2005. On May 19th, a pre-bid meeting was held that was well attended by representatives of approximately 15 consulting firms, and on June 20th two timely proposals were received. One proposal was by Pacific Municipal Consultants (PMC), and the other was by a multi-firm team headed by Design, Community and Environment (DCE). On July 7th, representatives from these two firms were interviewed by a six-person selection panel comprised of two members of the Board of Supervisors (Supervisor Dodd and Supervisor Luce), two members of the Planning Commission (Commissioner Graves and Chair Fiddaman), and two members of the newly-appointed Steering Committee (Beth Painter and Tom Andrews). At the end of the interviews, the panel recommended that staff begin negotiations with PMC with the intention of developing a final scope of work and contract for authorization by the Board of Supervisors.

In the course of negotiations, staff requested that PMC augment their original cost proposal to increase the resources devoted to biology, hydrology, and related technical issues, and to include several optional tasks. The resulting scope of work envisions that the consultants will take the lead on preparation of a program Environmental Impact Report (EIR), and will provide substantial assistance to staff and to the Steering Committee in preparation of the updated General Plan and a wide range of public outreach activities. A summary of the total costs is provided below:

- | \$ 178,133 for Steering Committee Meetings
- | \$ 287,399 for Draft General Plan Elements
- | \$ 23,800 for Draft/Final General Plan
- | \$ 258,005 for Public Outreach
- | \$ 505,832 for Program EIR preparation
- | \$ 30,835 for Public Hearings
- | \$ 60,000 for Printing/copying
- | \$ 170,695 for Optional Tasks

Multi-Year Total (with Optional tasks): \$ 1,514,699

PMC has indicated their agreement to the County's project schedule, and has agreed to bill only a portion of the total costs in any one fiscal year. The amount proposed for expenditure in FY2005/2006 is not to exceed \$ 750,000. All consultant efforts will be directed and overseen by County staff.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey