

City of Calistoga Staff Report

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TO: Honorable Mayor and City Council Members
FROM: Derek Rayner, Deputy Public Works Director
VIA: Michael Kirn, Public Works Director/City Engineer
DATE: June 5, 2018
SUBJECT: Consideration of a Resolution Authorizing a Consultant Services Agreement with Coastland Engineers for an Amount Not To Exceed \$60,000 for Professional Services Related to Preparation of Plans and Specifications for Reconstruction of Grant Street from Garnett Creek Court to the City Limits and Authorizing the City Manager to Execute the Agreement

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

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2 **ISSUE:** Consideration of a Resolution that:

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4 1. Authorizes a Consultant Services Agreement with Coastland Engineers for
5 Professional Services Related to Preparation of Plans and Specifications for
6 Reconstruction of Grant Street from Garnett Creek Court to the City Limits for an
7 amount not to exceed \$60,000.
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9 2. Authorizes the City Manager to execute the Agreement on behalf of the City of
10 Calistoga, subject to receipt of required contract documents from Coastland Engineers.
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12 **RECOMMENDATION:** Adopt the Resolution.
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14 **BACKGROUND / DISCUSSION:** As part of the recent budget discussions staff
15 recommended a portion of the Pavement Maintenance CIP include engineering and
16 design services for preparation of plans and specifications to have projects "shovel
17 ready" for advertisement for bids. Our initial focus will be on major collectors and arterials
18 which have high traffic counts such as Washington, Grant and Lake Streets. Washington

19 Street between Lincoln and N. Oak is currently under design and will be reconstructed
20 this fiscal year.

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22 The next street segment in the queue is Grant Street from Garnett Creek Court to the
23 northern City Limits. The recommended Resolution authorizes a Consultant Services
24 Agreement (CSA) with Coastland for an amount not to exceed \$60,000.

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26 As part of their services Coastland will evaluate the feasibility of installing bike lanes
27 and/or sidewalks along this segment with particular attention to the west side between
28 Centennial Circle and Greenwood Ave. The reason being is that most of the properties
29 on that side of Grant Street have recorded deferral agreements requiring the property
30 owner to pay for installation of curb, gutter, sidewalks and related street surface
31 improvements, including engineering costs. See Attachment 1 for a copy of a recorded
32 deferral agreement.

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34 It should be noted that Coastland's scope of work does not include engineering and
35 design services for the frontage improvements called-out in the deferral agreements, but
36 rather only a feasibility evaluation of the frontage improvements. If the City determines
37 that the frontage improvements are desired, and "calls the deferral agreements due" an
38 amendment to the CSA for additional services will be required.

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40 **COUNCIL GOALS:** The recommended action conforms to Council Goals 3 and 6. Goal
41 3: Establish, Improve and Maintain City Infrastructure; Objective 4: Support efforts to fund
42 bridge and street maintenance and repair, and Goal 6: Create an environmentally-
43 sustainable community; Objective 3: Promote Calistoga as a walking-and-cycling-friendly
44 city.

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46 **CEQA REVIEW:** The recommended action is not a Project under CEQA pursuant to
47 Section 15378(b) (2) of CEQA which provides that a "...Project does not include:
48 Continuing administrative or maintenance activities such as ...general policy and
49 procedure making" and it can clearly be demonstrated that the action will not result in a
50 physical change in the environment.

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52 **FISCAL IMPACT:** The recommended Resolution authorizes expenditures not to exceed
53 \$60,000 for consulting services for design of road improvements. The proposed FY
54 2018/19 Budget includes CIP - Pavement Maintenance, Account No. 01-5402-4905-4915
55 with a projected unappropriated fund balance of \$1,200,000, which is sufficient to cover
56 the anticipated expenses associated with this agreement.

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58 **ATTACHMENTS:**

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60 1. Resolution
61 2. Grant Street Deferral Agreement
62 3. Consultant Services Agreement with Coastland Scope of Work

RESOLUTION NO. 2018-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING A
CONSULTANT SERVICES AGREEMENT WITH COASTLAND ENGINEERS
FOR AN AMOUNT NOT TO EXCEED \$60,000 FOR PROFESSIONAL
SERVICES RELATED TO PREPARATION OF PLANS AND
SPECIFICATIONS FOR RECONSTRUCTION OF GRANT STREET
BETWEEN GARNETT CREEK COURT AND THE NORTHERN CITY LIMITS
AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE
AGREEMENT

WHEREAS, the City desires to make certain improvements to Grant Street between Garnett Creek Court and the northern City Limits and requires professional services for the preparation of plans and specifications for bidding purposes; and

WHEREAS, City staff has determined that Coastland Engineers is qualified to provide the services needed and requested a proposal from Coastland to perform the consultant services; and

WHEREAS, Staff has reviewed the proposal and negotiated a Scope of Work with Coastland and recommends that a Consultant Services Agreement (CSA) for an amount not to exceed \$60,000 be authorized; and

WHEREAS, the recommended action is not a Project under CEQA pursuant to Section 15378(b) (2) of CEQA which provides that a "...Project does not include: Continuing administrative or maintenance activities such as ...general policy and procedure making" and it can clearly be demonstrated that the recommended action will not result in a direct physical change in the environment; and

WHEREAS, there are sufficient appropriations contained in the proposed FY 2018/19 CIP Budget to cover the anticipated expenses that will be incurred for the professional services requested.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Calistoga as follows:

1. Finds that the recommend action is exempt from CEQA pursuant to Title 14, the California Code of Regulations, Section 15378(b) (2).
2. A CSA is authorized with Coastland Engineers to provide professional services to prepare plans and specifications for reconstruction of Grant Street between Garnett Creek Court and the northern City Limits for an amount not to exceed \$60,000.
3. Authorizes expenditures in the amount of \$60,000 from the Pavement

47 Maintenance CIP, Account No. 01-5402-4905-4915 to fund anticipated expenses
48 associated with the CSA.

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50 4. The City Manager is hereby authorized to execute the CSA on behalf of the
51 City of Calistoga, subject to receipt of required documents from Coastland
52 Engineers.

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54 **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of
55 Calistoga at a regular meeting held this **5TH day of June 2018**, by the following vote:

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57 **AYES:**

58 **NOES:**

59 **ABSTAIN:**

60 **ABSENT:**

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CHRIS CANNING, Mayor

64 **ATTEST:**

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KATHY FLAMSON, City Clerk