



Report to the City Council
Council Meeting of July 12, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution approving contract Amendment #2 with Municipal Resource Group to provide professional planning services for an additional amount of \$190,000, for a total contract amount not to exceed \$321,500

CEQA Status: Not a project

Prepared By: April Mitts, Finance Director

Noah Housh, Planning and Community Improvement Director

Approved By: Noah Housh, Acting City Manager/Planning and Community Improvement Director (NH)

BACKGROUND

The City has the need for limited and "as needed" professional services to assist with the preparation, review and processing of specific planning projects, including the General Plan. In response to this need, the City entered into a contract with Municipal Resource Group (MRG) for an amount totaling \$64,000 in June 2014 via Resolution No. 2014-67, to satisfy this need. This original contract was extended in November 2014 via Resolution No. 2014-87, for an amount not to exceed \$91,500, and extended again in July 2015 via Resolution No. 2015-73, for an amount not to exceed \$131,500 – Amendment No. 1.

DISCUSSION

The ongoing services provided by MRG continue to meet the needs of the City. Contract Amendment No. 1 executed in July 2015 with MRG was for a total not to exceed \$131,500. As of May 2016, the contract amount of \$131,500 has been expended to cover the contract work of Victor Carniglia. Due to the continued need for planning services (primarily related to General Plan adoption) and the excellent performance by MGR staff, the department is recommending an additional contract extension of \$190,000 to finalize the Draft General Plan, the General Plan Environmental Impact Report, and assist with other ongoing development projects. The amended total contract amount with MRG is not to exceed \$321,500.

FISCAL IMPACT

Due to the nature of the work anticipated to be undertaken by MRG, a majority of the agreement amount have been appropriated from the Planning Department General Plan budget while other portions are expected to come from individual project deposit accounts.

Account #101-4500-2145 currently has an available balance to cover expenses through FY 2015/16.

Account #101-4500-2145 has the funding available for the requested contract extension for both FY 2015/16 and FY 2016/17 budgets.

RECOMMENDED ACTION

Approve a resolution approving Amendment No. 2 with Municipal Resource Group for an additional \$190,000, for a total contract amount not to exceed \$321,500 and authorize the City Manager to execute the agreement on behalf of the City.

ATTACHMENTS

Attachment A - Resolution No. 2016-___ Authorizing Amendment No. 2 for Professional Services with Municipal Resource Group

Attachment B - Amendment No. 2 to Agreement for Consultant Services with Municipal Resource Group

CITY OF ST. HELENA

RESOLUTION NO. 2016-___

RESOLUTION OF THE COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING AN AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES WITH MUNICIPAL RESOURCES GROUP

RECITALS

- A. The City desires to employ Consultant to furnish professional services on a limited and "as needed" basis in connection with the General Plan and other planning related projects.
- B. Municipal Resources Group has represented that they have the required experience, expertise and qualifications to perform the required duties.
- C. The parties entered into an Agreement for consulting services on June 6, 2014 not to exceed \$34,000.
- D. Per Resolution 2014-67 this agreement was first amended on October 14, 2014 to provide additional services for a total amount not to exceed \$64,000.
- E. Per Resolution 2014-87 the agreement was again amended on November 25, 2014 to provide additional services to not exceed \$91,500 due to an unsuccessful August 2014 recruitment for a Planning and Community Improvement Director.
- F. Per Resolution 2015-73 the agreement was again amended on July 14, 2015 to provide additional services to not exceed \$131,500.

RESOLUTION

Now, Therefore, the City Council of the City of St. Helena hereby resolves as follows:

1. The City Council approves the fourth amendment and contract extension with Municipal Resource Group for an additional \$190,000, and for a total contract amount not to exceed \$321,500, and
2. The City Council authorizes the City Manager to execute the agreement on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on July 12, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

**AMENDMENT NO. 2 TO
AGREEMENT FOR CONSULTANT SERVICES WITH MUNICIPAL RESOURCE
GROUP**

THIS Amendment No. 2 to Municipal Resource Group, made and entered into on July 12, 2016 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Municipal Resource Group (Consultant).

RECITALS:

- A. The parties entered into an Agreement for consulting services on November 25, 2014 for a total contract amount not to exceed \$91,500.
- B. The parties amended this Agreement on July 14, 2015 through Resolution No. 2015-73 to increase the maximum amount of the agreement to \$131,500, and make minor modifications to the scope of services – Amendment No. 1.
- C. The parties wish to continue consulting services and amend this Agreement to increase the maximum amount of the Agreement to \$321,500 – Amendment No. 2.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree to amend the agreement as follows:

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Proposal to Provide Consulting Services", attached hereto and made a part hereof. Total compensation shall not exceed \$321,500 unless additional compensation is approved in accordance with Section 2 of the original agreement.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

City:

By: Mike Quiver
 Name: MIKE QUIVER
 Title: President.

By: _____
 Name: Jennifer Phillips
 Title: City Manager

Approved as to form:

By: _____
 Name: Thomas B. Brown
 Title: City Attorney



Municipal Resource Group Rate Sheet

CITY OF ST. HELENA PLANNING SERVICES ASSISTANCE

Rates for Victor Carniglia

City of St. Helena funded work:	\$95.00 per hour
City of St. Helena reimbursable work:	\$110.00 per hour

Victor Carniglia– Planning Services

Victor Carniglia brings to the Municipal Resources Group a wide range of planning skills and experience, having worked as a planner at the municipal level in a variety of positions and locales. During his 30 plus-year career, Victor has had the opportunity to work on virtually every facet of the planning profession, from leading a number of comprehensive General Plan updates, to serving in the planning “trenches” during the various development “booms” that have swept over California in the past decades.



In addition to his wide range of technical skills, which includes relevant education and experience in fields key to successful planning, including civil engineering, landscape architecture, land use law, and environmental regulations, Victor’s focus on identifying and creatively exploring all feasible options and possibilities to ensure a successful project outcome is what sets him apart from other planners with a similar background and career tenure.

Victor began his planning career upon graduating with a Bachelor’s degree in Environmental Planning and Management from the University of California, Davis in 1973, at which time he was hired as a planner by the Bechtel Corporation to assist in designing a new town proposed in the Middle East. After working for Bechtel, Victor was presented in 1975 with an opportunity to join the Peace Corps and travel to central Venezuela to fill a challenging position in a mid-sized city by the name of Acarigua. In Venezuela, Victor worked for two years preparing plans and drafting sewer and water infrastructure systems. Upon returning to the United States, Victor was hired by the City of Santa Rosa as an Assistant Planner. His work in Santa Rosa was followed in 1980 by a position with the City of Irvine, where Victor worked as both an Associate and Senior Planner.

Wishing to return to Northern California, Victor was offered a position by the City of Antioch as a Senior Planner in 1985. He accepted that position and was subsequently promoted to Deputy Director of Community Development for that City. In Antioch, Victor found a long-term professional “home,” where he served a long and satisfying career lasting just short of 25 years, retiring from the City of Antioch in 2009. After retirement, Victor worked part time for Antioch on a number of special projects from 2009 to 2012. In 2012 Victor joined Municipal Resource Group.