



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 19, 2019

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT

SUBJECT: MASTER PROFESSIONAL SERVICES AGREEMENTS FOR PROFESSIONAL ENVIRONMENTAL CONSULTANTS FOR THE PREPARATION OF ENVIRONMENTAL DOCUMENTATION FOR DEVELOPMENT PROJECTS

ISSUE:

Approve the Master Professional Services Agreements, with an expiration date of November 19, 2024, establishing two panels of professional environmental consultants for major and minor California Environmental Quality Act (CEQA) project analysis, to be paid by the applicant, for services that could include Environmental Impacts Reports (EIRs), Negative Declarations, and other project environmental documentation.

RECOMMENDATIONS:

That the City Council:

1. Approve the five-year Master Professional Consultant Service Agreements for the 25 firms (Attachment A) for minor and major CEQA projects on an as needed basis, with one optional three-year extension, for total compensation not to exceed \$3,000,000 per consultant;
2. Authorize the City Manager, or his designee, to execute the Agreements, including making minor non-substantive changes, and to execute the three-year options to extend, if exercised, and to sign all documents necessary to complete the transaction; and
3. Authorize the City Manager, or his designee, to execute all supplemental agreements to the Master Agreements (Exhibit "B" of Attachment A).

BACKGROUND:

On September 24, 2013, the City Council authorized the establishment of two Panels of environmental consultants (Panels). City Council approved Master Professional Services Agreements (Master Agreements) for 23 firms that were deemed qualified to prepare environmental documents for development projects, on an as needed basis, for a five-year period. The contracts expired on August 31, 2019.

The purpose of the Panels and Master Agreements was to allow for greater flexibility, impartiality, and greater efficiency in the selection of qualified consultants for the preparation of environmental documents related to private and public projects. The Community & Economic Development Department, and private developers, have benefited from the efficiency of this process and have regularly hired firms from the panels of consultants to prepare environmental documents with the developer paying the cost for the consultants.

DISCUSSION:

The Master Professional Services Agreements (Master Agreements) were set for a five-year period and expired on August 31, 2019. Request for Qualifications (RFQ) No. 1933 was issued on May 29, 2019, seeking qualified firms eligible for the Minor and Major CEQA Project Panels (Panels). Upon review of the firms' experience and qualifications, 25 firms have been identified to be part of the new Panels. The proposed qualified firms that responded to the RFQs for Major and/or Minor CEQA Project Panels are included in Attachment B.

The Master Agreements for the 25 firms have been approved as to form by the City Attorney's Office and have been executed by the respective firms (Attachment A). The term of the Master Agreements is five years, with an expiration date of November 19, 2024. The Master Agreements may be extended by an additional three years upon mutual written consent of the parties. The Master Agreements stipulate that the City limit compensation at \$3,000,000 per consultant for the CEQA Projects. This is the same maximum amount approved by City Council in September 2013.

Staff shall allow awarded Companies per each CEQA category an opportunity to submit a proposal for each CEQA project. All projects shall be requested informally or formally per the most current Purchasing Procedures.

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution 23256.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. Funds to prepare all environmental documents will be provided by the project applicant and deposited in a trust account, created and monitored by the City, for each private development. Funds will be incrementally released by the City upon completion of each task of the environmental documents.

Prepared by: David Welch, Community & Economic Development Department Director
Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Master Professional Services Agreements (up to \$3,000,000)
2. Master Environmental Consultants Panels (Major and Minor CEQA Projects)