



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 6, 2015**

FROM: COMMUNITY & ECONOMIC DEVELOPMENT **WARDS: ALL**
DEPARTMENT

SUBJECT: MASTER PROFESSIONAL SERVICES AGREEMENT PANEL– THREE ENVIRONMENTAL CONSULTANT FIRM CONTRACTS FOR THE PREPARATION OF NATIONAL ENVIRONMENTAL POLICY ACT DOCUMENTATION FOR FEDERALLY FUNDED PROJECTS, FIVE-YEAR CONTRACTS NOT TO EXCEED \$3,000,000 EACH

ISSUE:

The issue for City Council consideration is approval of Master Professional Services Agreements for five-year agreements, not to exceed \$3,000,000 each, for the purpose of establishing one panel of professional environmental consultants experienced in drafting and preparing National Environmental Policy Act (NEPA) documents, including Environmental Impact Statements, Environmental Assessments and Categorical Exclusions for federally funded projects on an as needed basis.

RECOMMENDATIONS:

That the City Council:

1. Approve the award of Master Professional Consultant Services Agreements with PCR Services Corporation, ICF Jones & Stokes, and Birdseye Planning Group, LLC for the NEPA Projects Panel through August 31, 2020, for an amount not to exceed \$3,000,000 each; and
2. Authorize the City Manager or his designee to execute the Master Professional Consultant Services Agreements and supplemental agreements, including making minor non-substantive changes, and extensions.

BACKGROUND:

Since 2008, the City has retained a Master Panel of environmental consultants for the preparation of environmental documentation for development projects on an as needed basis. The most recent panel for environmental consultants specializing in the California Environmental Quality Act (CEQA) was authorized on September 24, 2013, for a period of five years. The purpose of the panel of consultants is to provide an unbiased environmental review that benefits both the developer and the community in a manner that could be expedited when compared to the normal

consultant selection process. The Community & Economic Development Department has also hired environmental firms from the panel of consultants to review City projects.

The former Redevelopment Agency transferred responsibility to the Community & Economic Development Department for the programs and activities which utilize Federal Funding sources, such as: HOME Investment Partnerships (HOME) Program; Community Development Block Grant (CDBG); Housing Opportunity for Persons with AIDS (HOPWA); Emergency Solutions Grant (ESG); Supportive Housing Program (SHP); and Rapid Re-housing (RRH) Program funds. Prior to the approval to use these Federal funds by the U.S. Department of Housing and Urban Development (HUD), a similar level of careful environmental review under the National Environmental Policy Act (NEPA) is required. These Federal Grant Programs fund activities such as property acquisition, new construction, rehabilitation of structures that benefit the low and moderate income community, public right of way improvements, and public service activities.

A Request for Qualifications (RFQ 15-1) was issued to qualified firms, including those firms currently listed on the City's CEQA Master Professional Services Panel. Three responses were received and after a review of the experience and qualifications, all three firms are recommended to participate on the panel. The term of the NEPA Master Agreements will be through August 31, 2020 and will include a compensation cap of \$3,000,000 per Master Agreement.

Prior to engaging the services of any NEPA consultant, City staff, will send a bid request to all panel consultants along with a description of the environmental analysis work needed for the federally funded development project or program. The NEPA consultants will provide a not-to-exceed cost to complete the environmental review. Staff will negotiate the terms of the contract in a supplemental agreement for each project, including a specific scope of work, fee and timeline for completion. The City does not guarantee award of a supplemental agreement and the City retains the right to hire other professional environmental firms through the City's normal Request for Proposal procedure.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. Funds for environmental review will be paid from the City's Federal HOME, HOPWA, CDBG, ESG, SHP, and RRH grant funds and incrementally released upon completion of the environmental documents.

Prepared by: Emilio Ramirez, Interim Community & Economic Development Director
Certified as to
availability of funds: Brent A. Mason, Finance Director/Treasurer
Approved by: Al Zelinka, FAICP, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Master Professional Consultant Services Agreement – PCR Services Corporation
2. Master Professional Consultant Services Agreement – ICF Jones & Stokes
3. Master Professional Consultant Services Agreement – Birdseye Planning Group, LLC