



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 12, 2024

FROM: COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT WARDS: ALL

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT FROM RFP 2271 FOR PHASE 2 GENERAL PLAN UPDATE AND CLIMATE ACTION AND ADAPTATION PLAN WITH WSP USA, INC., FOR \$4,528,446 PLUS 15% CONTINGENCY OF \$679,266.90 FOR A TOTAL CONTRACT AMOUNT OF \$5,207,712.90, FOR A THREE-YEAR TERM AND AUTHORIZE A SUPPLEMENTAL APPROPRIATION OF \$880,335.68 FROM THE GENERAL PLAN SURCHARGE RESERVE ACCOUNT.

ISSUE:

Approve a Professional Consultant Services Agreement from Request for Proposals (RFP) No. 2271 with WSP USA, Inc., for the Phase 2 Comprehensive General Plan Update – General Plan, Specific Plans, Zoning Code, Climate Action and Adaptation Plan, and Environmental Impact Reports (GP/CAAP), for a total amount of \$4,528,446 plus a 15% contingency in the amount of \$679,266.90, for a total contract amount not to exceed \$5,207,712.90, for a three-year term.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement from RFP No. 2271 with WSP USA, Inc., for the Phase 2 Comprehensive General Plan Update – General Plan, Specific Plans, Zoning Code, Climate Action and Adaptation Plan, and Environmental Impact Reports (GP/CAAP) in the amount of \$4,528,446;
2. Authorize a 15% contingency in the amount of \$679,266.90, resulting in a contract amount not to exceed \$5,207,712.90;
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with WSP USA, Inc., including making minor and non-substantive changes including but not limited to extensions to the term of the Agreement, and
4. By at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$880,335.68 from the General Plan Surcharge Reserve Account to the Grants and Restricted Programs Fund, General Plan Professional Services account.

BACKGROUND:

California state law requires every city and county to adopt a General Plan for “the physical development of the county or the city, and any land outside its boundaries which in the planning agency’s judgment bears relation to its planning” (California Government Code §65300). The General Plan articulates a vision for the future growth and development of the City and sets forth priorities, policies and implementation steps for how that vision will be achieved. These provide a foundation for decision making related to land development, capital improvements, infrastructure investment, city operations, delivery of services, community health, civic engagement and more over a period of multiple decades.

By law, the General Plan must address several broad planning and policy areas which are organized into Elements. Mandatory General Plan Elements are:

- Land Use
- Circulation
- Housing
- Conservation/Open Space
- Noise
- Public Safety
- Air Quality
- Environmental Justice

In addition, local planning agencies may adopt additional Elements that suit their unique needs and characteristics, such as Historic Preservation, Education, Arts and Culture, or Economic Development.

The General Plan is also the primary mechanism by which the City does its part to achieve statewide goals and priorities for promoting equity, strengthening the economy, protecting the environment, and promoting public health and safety (Govt. Code §65041.1). This manifests in the General Plan in numerous forms, from land use planning and development priorities to emissions reduction measures to climate adaptation strategies.

General Plan 2025 – adopted 2007

The City’s current General Plan is known as the General Plan 2025 (GP 2025) and was adopted by the City Council in November 2007 after a five-year process that involved hundreds of public meetings and thousands of participants. Adopted simultaneously were a complete rewrite of the City’s Grading Code (Title 17 of the Riverside Municipal Code), Subdivision Code (Title 18) and Zoning Code (Title 19); the then-new Magnolia Avenue Specific Plan; and the Citywide Design and Sign Guidelines. The GP 2025 can be found in its entirety at www.riversideca.gov/generalplan.

In addition to the mandatory Elements, the GP 2025 also includes the following voluntary Elements that were incorporated based on community feedback and the policy priorities of the Council in place during the update process:

- Arts and Culture
- Education
- Public Facilities and Infrastructure
- Park & Recreation
- Historic Preservation

Two former neighborhood plans, for the Eastside and University Neighborhoods, began development during the update process and were adopted shortly after the GP 2025 and incorporated into it as appendices. Including the Neighborhood Plans, the total number of Elements in the GP 2025 is 14 – twice the minimum required by law – containing an overall total of 191 separate Objectives and 982 distinct Policies, each of which must have an associated plan for implementation.

Phase I General Plan Update – adopted October 2021

The GP 2025 has been amended substantively several times since its original adoption; however, these amendments have focused on particular Elements and a comprehensive update has not been undertaken to date. Most recently, the Phase 1 General Plan Update was adopted in October 2021 to accomplish a mandatory update of the Housing Element. Housing elements must be updated on an eight-year cycle under the law to address the City's need to accommodate and plan for new housing construction to counter a chronic shortfall that contributes to the extraordinary cost of housing in this state. Other legislation mandated an update of the Safety Element concurrently with the Housing Element, and other legislation required establishment of Environmental Justice policies when two or more General Plan Elements were updated. The timeframe for adoption was driven by the state's deadline for adopting the Housing Element update of October 15, 2021; as such, these three amendments – Housing, Public Safety and Environmental Justice – were packaged into a Phase 1 Update that could be completed by the deadline. The Phase 1 Update can be viewed in its entirety at www.riversideca.gov/housingupdate.

What is a Climate Action and Adaptation Plan?

The State of California has expressly identified human-caused climate change as a major legislative and policy priority and has taken numerous steps to set the state on a path toward reducing and, where possible, eliminating the emission of greenhouse gases (GHGs). This is critical to the state's role in the global effort to prevent catastrophic destabilization of the Earth's climate due to human activity, primarily the burning of fossil fuels. Assembly Bill (AB) 32, the California Global Warming Solutions Act of 2006, set a statewide goal of achieving 1990 greenhouse gas emissions levels by 2020. Subsequent legislation, regulatory plans and executive orders have established statewide goals of achieving 40 percent below 1990 levels by 2030 and for achieving statewide carbon-neutrality by 2045.

At the same time, lawmakers have recognized that, despite significant efforts, some amount of climate change is already guaranteed and will have potentially disruptive effects from increasing high heat weather events to sea level rise to precipitation changes to prolonged droughts and more severe wildfires, among others. The ability to adapt to these changes and recover quickly and fully from periodic shocks related to climate disruption will be increasingly necessary. Senate Bills (SB) 379 and 1035 establish requirements for local governments to integrate adaptation strategies into their General Plans or otherwise articulate a plan and policies for adapting to climate change.

At the City level, both can be accomplished through preparation and adoption of a Climate Action and Adaptation Plan (CAAP). The Action portion refers to steps the City will take to reduce GHG emissions from sources of all kinds (cars and trucks, power plants, buildings, equipment, landfills, etc.) to do its part to prevent runaway climate change and meet carbon-neutrality goals. The Adaptation portion refers to how the City will prepare to endure, survive and recover from the climate disruptions that, based on its particular location and characteristics, it is most likely to experience.

Prior climate planning efforts

The City first adopted a Sustainability Policy Statement (SPS) in 2007 with broad community support. The SPS and subsequent commitments led to the adoption of the Green Action Plan (GAP) - first adopted in 2010 and updated goals in 2012 and 2016. Updates in the plan in 2012 lead to the City being recognized as California's first Emerald City. The GAP included 19 goals for the City focused in 8 target areas including Energy; Greenhouse Gas Emissions; Waste; Urban Design; Urban Nature; Transportation; Water; and Healthy Communities.

Also in 2016, using funding from the Southern California Association of Governments (SCAG) and the Federal Transit Administration, the City adopted the Riverside Restorative Growthprint (RRG) consisting of an Economic Prosperity Action Plan (EPAP) and Climate Action Plan (CAP):

- The RRG-CAP provided tactics for the City to achieve deep reductions in GHG emissions through 2035.
- The RRG-EPAP attempted to provide a framework for smart growth and low-carbon economic development, consistent with state law.

The RRG included:

- A baseline GHG inventory for local government operations and for the community as a whole;
- Emission reduction targets consistent with state law; and
- 30 local measures that can be taken to help the City reach those targets.

Both the Green Action Plan and the RRG had a target year of 2020 for achieving the outlined goals.

Most recently, the City adopted the Envision Riverside 2025 Strategic Plan in October 2020. This plan incorporates sustainability throughout as a cross-cutting value and environmental stewardship as one of six priority areas for the City. The Strategic Plan can be viewed in its entirety at www.riversideca.gov/citymanager/envision-riverside-strategic-plan.

Relationship between GP and CAAP

A General Plan and a CAAP are separate documents with separate yet interrelated and interdependent purposes. Decisions about how and where a city will grow will necessarily have a significant effect on that city's GHG emissions, and the commitments a city makes to reduce its emissions can substantially influence its land use policies and the kind of growth it pursues. This is why it is beneficial to prepare and adopt both plans concurrently or in close sequence. According to the Governor's Office of Planning and Research (OPR) official General Plan Guidelines, the benefits of aligning a General Plan update and a CAAP include:

- Ability to include a wide range of emissions reduction measures, especially related to land use and transportation;
- Ability for development to take advantage of a wider range of CEQA streamlining measures;
- Streamlined environmental review for the CAAP itself; and
- Consistency in baseline conditions and growth assumptions for both plans.

According to OPR, General Plans should be updated on an approximately 10- to 15-year cycle (excluding the Housing Element, which must be updated more frequently). The GP 2025 is nearly 17 years old. Since its adoption, the City has grown by nearly 40,000 residents and has continued to set itself apart as the largest and most influential city in the Inland Empire economically, politically and culturally. During that time, the picture of growth for the City and the region have evolved substantially, and the City will need a new vision and new tools to continue to perform at such a high level for the coming decades, consolidated in a state-of-the-art comprehensive General Plan for 2050. With a renewed and strengthened commitment to climate responsibility (embodied in Envision Riverside 2025), now is also an opportune time to develop and implement concrete, achievable measures to deliver on that commitment and to prepare for an uncertain future with the creation of a CAAP.

DISCUSSION:

Request for Proposal (RFP) No. 2271 was posted on the City's bidding website, PlanetBids, on April 28th, 2023, seeking prospective bidders to provide a Comprehensive General Plan Update – General Plan, Specific Plans, Zoning Code, Climate Action and Adaptation Plan, and Environmental Impact Reports (Attachment 1). The core work program involves two parallel, separate, yet deeply interdependent and interrelated projects – a comprehensive update of the City's General Plan and a brand new CAAP – as well as required California Environmental Quality Act (CEQA) clearance for each in the form of two separate Environmental Impact Reports (EIRs). The City envisions the Phase 2 GP and CAAP being completed simultaneously to ensure that resources are maximized and there is minimal duplication of efforts. By completing these efforts concurrently, much of the environmental modeling, forecasting, and outreach and engagement work can be coordinated to realize efficiencies and cost savings as work is shared between the two efforts.

The major objectives and priority outcomes for the project include:

- A comprehensive update of the General Plan's remaining Elements, overall structure, and format;
- Comprehensive update of the Zoning Code and corresponding update of other development-related codes;
- An evaluation of, and revisions to, the Citywide Design and Sign Guidelines and the Citywide Residential Historic District Design Guidelines;
- An evaluation, and ultimate disposition, of the City's 20 existing Specific Plans, including plans that may be maintained, updated, or eliminated;
- Updated, refined mapping of the City's arroyos;
- A climate vulnerability analysis and associated update to the Public Safety Element and any other elements of the General Plan and to serve as the basis of the adaptation measures in the CAAP;
- A CEQA-qualified CAAP that includes but is not limited to:
 - A comprehensive community-wide and City operations GHG emissions inventory;
 - Capture of mitigation and emissions reductions and adaptation strategies attributable to State and Federal regulatory actions;

- Development of GHG reduction measures that will achieve community-wide carbon neutrality by 2040; and
- Adaptation strategies to address climate induced challenges the community will face regardless of emissions reduction;
- A comprehensive, unified, multi-year community engagement strategy that covers all aspects of the work programs for both the GP Update and CAAP; and
- Separate, but related, Program Environmental Impact Reports (PEIRs) for the Phase 2 GP Update and CAAP.

RFP Process

The notification was sent to 766 City of Riverside vendors and 500 external vendors. The bid opportunity was also advertised with professional planning and environmental associations such as the American Planning Association and Association of Environmental Professionals nationwide. Potential bidders were provided with two dates for a mandatory pre-proposal meeting, May 12, 2023 and June 9, 2023. Eleven companies were in attendance at the May 12, 2023 meeting while there were no attendees at the June 9, 2023 meeting. There were a total of 44 prospective bidders, and at the close of the RFP period on July 11, 2023, the City received two proposals.

Purchasing reviewed the responses for the minimum qualifications and found both vendors to be responsive and responsible. The submissions were given to an Evaluation Committee comprised of staff from all City departments to review, evaluate, and score all proposals based on the evaluation criteria set forth in the RFP. As a result of independent cumulative scoring of the proposals by the evaluators, WSP USA, Inc., was selected as the preferred firm to lead the project (Attachments 2 and 3).

Table 1 – RFP 2271 Evaluation Ranking

Rank	Proposers	Location	Total Average Score
1	WSP USA, Inc.	San Bernardino, CA	867.08
2	Dyett & Bhatia	Oakland, CA	863.36
Points Possible			1000

WSP is a well-established international consulting firm with diverse experience providing a broad range of comprehensive planning services to governments of all sizes. WSP maintains regional offices in San Bernardino, Riverside and San Diego, among others, with the core project team based out of the Riverside and San Bernardino offices. WSP also has direct, recent experience working with the City including assisting CEDD with preparation of the successful Prohousing Designation Program application in 2023 and with a portion of the Phase 1 GP Update in 2021.

As lead consultant, WSP will manage a team of subconsultants with specific expertise to lead certain aspects of the project, including Arellano & Associates of Chino Hills (community outreach and engagement); The Arts at Work & Art Career Café and Cultural Planning Group of San Diego (Arts & Culture Element); Economic & Planning Systems of Oakland (economic modeling and market feasibility analysis); and LSA Associates of Irvine (cultural resources and historic preservation). Except for this small group of specialized subconsultants, WSP has the in-house capacity and expertise to provide a great majority of the requested services including production of technical reports and studies; plan and policy development; and CEQA environmental review.

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23914.

Scope of Work

The proposed scope of work is divided into two primary parts, each part further divided into a series of major tasks and related subtasks:

- Part 1 (Attachment 4) is divided into 14 separate tasks consisting of the General Plan, Specific Plans and Zoning Code updates and related deliverables (e.g. design guidelines, arroyo mapping) and related CEQA Environmental Impact Report. The major tasks comprising Part 1 are:
 - **Task 1: Project Start-Up:** Introduce project team, conduct early information gathering, establish project management procedures and administrative protocols, create master schedule and Project Charter.
 - **Task 2: Audit of Existing General and Specific Plans:** Evaluate each of the 1,000-plus GP 2025 objectives, goals, policies and implementation actions to determine what should be carried forward; evaluate all 20 Specific Plans and recommend whether they should be updated or retired.
 - **Task 3: Community Outreach and Engagement Plan (see below for more)**
 - **Task 4: Citywide Sustainability and Resiliency Framework:** Create a framework and a set of foundational principals for sustainability and resiliency that will guide City decision making consistent with Envision Riverside 2025 and form a foundation for both the GP and CAAP.
 - **Task 5: Existing Conditions Data Collection and Analysis:** This complex, multipart and highly technical part of the work will involve assessing the current on-the-ground conditions in the City from land use and housing to traffic to infrastructure and public services. A comprehensive Existing Conditions Report will form the basis from which the new GP is developed. Other important components of this Task include a Climate Vulnerability Assessment, an updated Traffic Index Map, and refined maps of the City's Arroyos.
 - **Task 6: Visioning:** The first major public-facing component of the work plan, this task will, in alignment with Task 3, involve conducting extensive community engagement to identify core issues, trends, opportunities and challenges to develop a Community Atlas and Vision Statement for 2050. This effort will include identification of up to 14 Focus Areas (two per ward) that will be the subject of highly tailored urban design work.
 - **Task 7: Plan Alternatives and Update of General Plan Elements:** This task consists of developing and analyzing multiple options for the City's future land use and transportation patterns; selecting a Preferred Alternative through community and stakeholder input; and updating each of the GP Elements based on the Preferred Alternative.
 - **Task 8: New and Revised Goals, Policies, Programs and Maps:** This task will synthesize the information gathered from both the outreach process and technical analyses to develop a set of comprehensive and cohesive goals with supporting

policies and implementing actions to achieve the Preferred Alternative.

- **Task 9: General Plan and Specific Plan Updates:** This task will involve drafting and editing the GP document itself and updating selected Specific Plans identified in Task 2.
- **Task 10: Implementation Plan and Tools:** Establishing methods to measure the GP's effectiveness, track progress on implementation, identify agency responsibilities, and develop plan monitoring and reporting systems.
- **Task 11: Zoning Code Update:** This task consists of a comprehensive overhaul of Title 19 (Zoning) and focused updates of Titles 17 (Grading) and 18 (Subdivision) of the Riverside Municipal Code to streamline, simplify and align regulations with the new vision, goals and policies identified in the GP.
- **Task 12: Other Regulatory Updates:** Preparation of new, state-of-the-art Citywide Design and Sign Guidelines and updated Historic District Design Guidelines.
- **Task 13: Environmental Review/CEQA:** Preparation of a Draft and Final Program Environmental Impact Report (D/FPEIR) for the GP in compliance with CEQA.
- **Task 14: Plan Adoption:** This task consists of the process of taking the entire GP update, Municipal Code updates, related regulatory plans and the D/FPEIR through the formal public hearing and adoption process.
- Part 2 (Attachment 5) is divided into 9 separate tasks consisting of CAAP and related deliverables (e.g. climate vulnerability assessment, emissions inventory) and related CEQA Environmental Impact Report. The major tasks comprising Part 2 are:
 - **Task 1: Project Start-Up:** Establishing project management protocols, initial data collection, and a plan for coordination with the GP Update.
 - **Task 2: Past Plan Audits:** Review of the RRG, Green Action Plan, past GHG inventories to assess status and identify needed updates; coordination with major emissions reduction stakeholders.
 - **Task 3: Community Outreach and Engagement Plan (see below for more)**
 - **Task 4: Updated GHG Emissions Inventory, Projects, Targets and Gap Analysis:** Development of community-wide and municipal GHG inventories, forecast future emissions growth, and identify where reduction measures are needed to meet targets.
 - **Task 5: 2016 CAP Measures and New CAAP GHG Reduction Measures Evaluation:** In coordination with the Preferred Alternative for land use and transportation from the GP Update and with substantial community input, develop innovative, regionally appropriate, and implementable reduction measures for achieving the City's 2040 goal.
 - **Task 6: CAAP Update, Appendices and Technical Information:** Development of the draft CAAP document itself as well as necessary supporting technical analysis and documentation.

- **Task 7: CAAP Implementation and Monitoring Procedures:** Develop a clear and transparent procedures guidance manual and identify tools to help the City track its progress toward carbon neutrality goals and targets, including near, medium, and long-range priorities, responsible parties, and potential funding sources.
- **Task 8: CAAP Program Environmental Impact Report:** Preparation of a Draft and Final Program Environmental Impact Report (D/FPEIR) for the CAAP in compliance with CEQA.
- **Task 9: Plan Adoption:** This task consists of the process of taking the CAAP through the formal public hearing and adoption process.

Community Outreach and Engagement

Importantly, Task 3 is shared between both parts of the proposed scope of work and is dedicated to community outreach and engagement efforts. Task 3 runs the entire length of the project and is intended to provide for a full range of outreach and engagement strategies to ensure both the GP Update and CAAP are grounded in the community's shared vision for the future. As a reflection of the critical nature of community engagement to the success of the GP and CAAP and the depth and breadth of the proposed scope of planned engagement activities, this Task comprises approximately 23% of the entire project budget (Attachment 6). Significant components of this Task include:

- **Outreach & Engagement Plan and Stakeholder Database:** Development of a comprehensive, flexible, equitable Outreach and Engagement Plan (OEP) that outlines methods, activities, timing and format of outreach activities, with a special focus on populations that are normally left out of these efforts. Compilation of a Stakeholder Database that will be used to distribute information throughout the project.
- **Communications Strategy and Marketing Plan:** Develop a communications matrix that serves as the marketing plan and describes all of the various marketing platforms, format, timeline for publication, and collateral for project communications. A wide variety of methods from internet marketing to radio advertising to direct mail to door-to-door canvassing. Development of a brand identity for the project.
- **Council, Board and Commission Briefings:** Support for open public workshops, study sessions, and informational briefings with the City Council and Standing Committees, the Planning Commission, and other Boards and Commissions as needed.
- **General Plan Advisory Committee:** Recruitment and facilitation of a special committee of citizens, institutional and agency stakeholders from all corners of the City and all walks of life to shape the form and direction of the GP Update and serve as community ambassadors. The GPAC will meet 10 times throughout the life of the project.
- **Technology and Innovation:** Provides for the use of technology, innovation, and equitable access embedded in all outreach and engagement strategies to provide cutting-edge, unique, fun and memorable ways for all Riversiders to participate in the process.
- **Community Engagement Activities:** Public-facing events and engagement opportunities throughout the life of the project including a major kick-off event and visioning campaign; educational series; pop-ups and movable exhibits; one-on-one stakeholder briefings; neighborhood canvassing and more – over 100 events in all.

- **Engagement Summary:** Comprehensive tracking and logging of all comments received throughout the project, and preparation of a final Engagement Summary Report.

Project Schedule and Timeline

Given the scope and breadth of the tasks envisioned for the project, as well as the necessarily iterative process of public review and formal adoption of new policy, major project milestones and a final project completion date are not possible to predict at this point. However, in general, projects of this scale can be reasonably completed within three years; as such, the preferred proposal includes a tentative schedule that provides for a completion timeframe by mid-2026 (Attachment 7). The draft Professional Services Agreement includes a contract term of three years, with a recommendation for flexibility to extend the agreement as progress on the project requires.

STRATEGIC PLAN ALIGNMENT:

This item embodies all six Strategic Priorities of the Envision Riverside 2025 Strategic Plan and each of the five Cross-Cutting Threads of Community Trust, Equity, Fiscal Responsibility, Innovation, and Sustainability and Resiliency. More specifically, this item aligns with all six Cross-Cutting Threads in the following ways:

1. **Community Trust** – Award of this Contract will deliver on the community's expectation that its foundational planning and policy documents will be regularly reevaluated and updated to respond to their needs and to a changing world. A particularly robust focus on community outreach and engagement will ensure that all Riversiders have many opportunities to meaningfully contribute to the development of the GP and CAAP.
2. **Equity** – Award of this Contract includes a commitment of approximately 23% of the entire project budget to an equitable and accessible plan for community engagement that has an explicit focus on engaging those who do not or cannot normally participate in city planning work. The final product will be a reflection of the will of the entire Riverside community.
3. **Fiscal Responsibility** – This Contract will be funded by a combination of Measure Z funds that were set aside for this specific purpose by the Budget Engagement Commission and City Council in the approved Measure Z Spending Plan, and through dedicated funds collected for the express purpose of updating the General Plan and will not have an impact on the General Fund.
4. **Innovation** – Award of this Contract will facilitate the development and adopting of a state-of-the-art comprehensive planning document that prepares Riverside for the next phase of its development as the preeminent city in the Inland Empire and a statewide and national leader in embracing the future of cities.
5. **Sustainability & Resiliency** – Award of this Contract will directly facilitate the City's ability to accomplish its goals for emissions reductions and carbon neutrality and will provide a plan for adaptation and resiliency in the face of an uncertain climate future through the development and adoption of a CAAP.

FISCAL IMPACT:

The total fiscal impact of the action is \$5,207,712.90. The Measure Z Spending Plan adopted May

16, 2017 included \$5 million to be set aside to fund a General Plan Update as part of the City's critical unfunded operational needs. Approximately \$750,000 was used for the preparation and adoption of the Phase 1 Update in 2021 (supplemented by approximately \$500,000 in state grant funding through Senate Bill 2 and the Local Early Action Planning Program, or LEAP). In addition, the Community & Economic Development Department collects a General Plan Surcharge in the amount of 10% assessed on all development entitlement applications to offset the cost of periodic updates and annual reporting and implementation of the General Plan. There are sufficient funds in the General Plan Surcharge Reserve account 0000215-299203 for the supplemental appropriation of \$880,335. Upon Council approval, a supplemental appropriation in the amount of \$880,335.68 will be recorded in the Grants & Restricted Programs Fund, General Plan, Professional Services account listed below. The balance to cover the contract cost is listed in the Measure Z Account listed below.

Fund	Program	Account	Amount
Grants & Restricted Programs	General Plan Professional Services	2810201-421000	\$880,335.68
Measure Z	CD-Planning – GP Update – Professional Services	8001901-421000	\$4,327,377.22
Total			\$5,207,712.90

Prepared by: Maribeth Tinio, City Planner
 Approved by: Jennifer Lilley, Community & Economic Development Director
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Rafael Guzman, Assistant City Manager
 Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Request for Proposals No. 2271 and Appendices
2. RFP No. 2271 Award Recommendation
3. RFP No. 2271 Final Bid Packet
4. RFP No. 2271 – Proposed Scope of Work – GP
5. RFP No. 2271 – Proposed Scope of Work – CAAP
6. RFP No. 2271 – Proposed Budget and Cost Proposal
7. RFP No. 2271 – Proposed Schedule and Gantt Chart
8. Presentation