

Agenda Report

TO: City Council

DATE: November 5, 2001

FROM: City Manager

SUBJECT: Authorization to increase the not to exceed amount of purchase order contract #13562 with Gruen and Associates in an amount of \$25,000, for a new not to exceed amount of \$49,999 to provide additional community outreach services for the Fair Oaks/Orange Grove Specific Plan.

RECOMMENDATION:

It is recommend that the City Council:

Authorize the increase of purchase order contract #13562 with Gruen and Associates for an additional \$25,000, for a new not to exceed amount of \$49,999 to complete the community outreach portion of the Fair Oaks Orange Grove Specific Plan. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

It is further recommended that the City Council grant this purchase order an exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance pursuant to section 4.09.060(C), contracts for which the City's best interest are served.

BACKGROUND

For the last two years, Planning staff has been working on the Fair Oaks Orange Grove Specific Plan and is ready to take the revised draft of the proposed Specific Plan to the community and City commissions during the months of November and December 2001. An initial draft of the Plan was presented to the community and various City commissions and committees throughout June and July this year. In response to the comments and suggestions gathered during the public meetings, staff embarked on a process to revise the draft Plan. A consulting firm, Gruen and Associates, was retained under a purchase order to assist with modifications to the draft urban design recommendations, formatting of the document, and with an anticipated schedule of a limited number of community meetings. In the last two months it has become apparent to staff that the public outreach approach must be expanded to assure an inclusive process

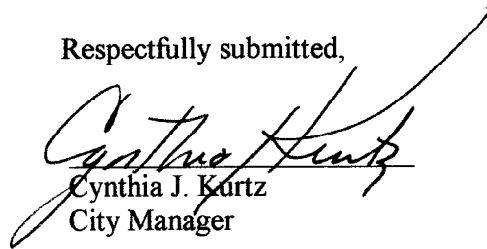
for the wider community. To this end, staff needs to work with Gruen and Associates in developing some additional outreach materials to present the Plan revisions to numerous smaller focus groups and commissions.

Ordering additional services from Gruen and Associates will increase the amount of the existing purchase order contract beyond the amount which may be approved by staff without City Council authorization. Consequently, staff is requesting Council authorization to increase the purchase order.

FISCAL IMPACT

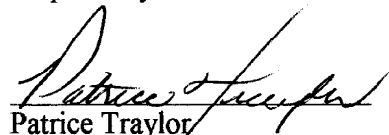
Funds are available in the Planning and Development Department's approved FY2002 operating budget for this contract.

Respectfully submitted,



Cynthia J. Kurtz
City Manager

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Approved by:



Richard Bruckner
Director of Planning & Development