

Agenda Report

August 12, 2013

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AMENDMENT TO CONTRACT NO. 20,717 WITH PLANNING CENTER / DC&E TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$200,000 FROM \$231,871 TO \$431,871 FOR PROFESSIONAL CONSULTANT SERVICES FOR THE UPDATE TO THE GENERAL PLAN

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to amend Contract No. 20,717 with Planning Center / DC&E by increasing the contract amount by \$200,000 for a total not-to-exceed amount of \$431,871 for work related to the completion of the General Plan Update.

BACKGROUND:

On October 4, 2010, the City approved Contract 20,498 with PBS&J to provide consulting services to support the completion of the General Plan Land Use and Mobility Elements and prepare the environmental impact report (EIR) for a not-to-exceed amount of \$599,000. Over time, the project manager at PBS&J moved to a different consulting firm – The Planning Center / DC&E. In order to retain the project's manager, the City terminated the contract with PBS&J on July 25, 2011 and approved a new contract (number 20,717) with The Planning Center / DC&E in the amount of \$231,871, the remaining amount of contract 20,498.

Since July, 2011 the consultant has assisted in the preparation of a communitywide survey, assisted in creating and analyzing the Concept Plan and staff's recommended Plan, worked with staff and various commissions on land use policies, and began preliminary work on the environmental analysis. The original scope of work assumed staff would edit existing policies and write new policies, with the consultant providing advice and assistance. Given staff reductions in the Planning & Community Development Department, the scope of work has changed to have the consultant prepare draft policies for staff review. This added workload requires an increase in the

contract. Sufficient funds are available in the fiscal year 2014 budget to cover this increase.

To continue moving the General Plan forward through the environmental phase and to complete the policy work, the contract amount needs to be increased and will utilize funds set aside in the fiscal year 2014 budget. Staff is continuing to evaluate the scope of the EIR and may come back in the future with a request to increase available funds for EIR work beyond what was in the original project scope.

COUNCIL POLICY CONSIDERATION:

The City last updated the Land Use and Mobility Elements of the General Plan in 1994 and 2004. Policy 27.1 of the Land Use Element states that the General Plan is to be updated every five years with public participation.

ENVIRONMENTAL ANALYSIS:

The City will release an environmental Initial Study in the fall of 2013 and will host scoping meetings with the community, Transportation Advisory Commission, and Planning Commission to receive their comments on the Study. In the Fall, the City will also hold workshops on draft policies. In Spring 2014, the City plans to release a Draft of the EIR for public review and will hold another series of meetings with the public and the Commissions. In the summer of 2014, Planning Staff will return to the Commissions and Council with a Final EIR and final recommendations on the General Plan.

FISCAL IMPACT:

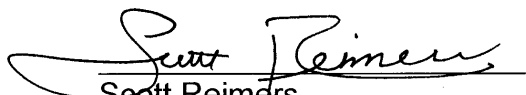
The funding for this action, which will result in the expenditure of \$200,000, will be addressed by utilizing existing budget appropriations in account 8115-101-444600, Consultant Services, Fiscal Year 2014. It is anticipated that the entirety of the \$200,000 will be spent during the current fiscal year.

Respectfully submitted,



VINCENT P. BERTONI, AICP
Director of Planning & Community
Development Department

Prepared by:



Scott Reimers
Planner

Approved by:



MICHAEL J. BECK
City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name: The Planning Center
--

2. Type of Entity: <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Dwayne Mears
Randal Jackson
Keith McCann
Bill Fulton
Bill Halligan
Brian Judd
Karen Gulley
Nancy Graham
Sarah Sutton
Steve Noack

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Dwayne Mears
Randal Jackson
Keith McCann

Prepared By: Kara L. Kosel

Title: Contracts and Billing

Phone: 714 966 9220