

Agenda Report

December 8, 2014

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AMENDMENT TO PURCHASE ORDER #57267 WITH PACIFIC MUNICIPAL CONSULTANTS (PMC), TO INCREASE THE TOTAL NOT TO EXCEED AMOUNT BY \$90,000 FROM \$220,500 TO \$310,500 FOR ENVIRONMENTAL REVIEW SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to amend Purchase Order #57267 with Pacific Municipal Consultants (PMC) by increasing the contract amount by \$90,000 for a new total not to exceed amount of \$310,500 for continued environmental review services;
2. To the extent this transaction could be considered a separate procurement subject to competitive selection, grant the proposed contract with PMC an exemption from the Competitive Selection process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to P.M.C. section 4.08.049 (B), contracts for which the City's best interests are served; and
3. Find that the amendment to the purchase order with PMC is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b) (3) (General Rule).

BACKGROUND:

The Planning and Community Development Department's Planning Division reviews public and private projects to ensure compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Air Quality Management District regulations, State and County Hazardous Material programs and various land use planning laws and guidelines.

The scope of work for environmental review services includes preparation of Initial Studies; managing the preparation of Environmental Impact Reports; peer review of CEQA documentation; oral presentations before the City Council, Commissions and other groups as assigned; and assisting all departments in the City with environmental

compliance. Currently, the City does not have an in-house planner with specialized technical expertise in environmental compliance, including expert knowledge in CEQA and the preparation of Environmental Impact Reports.

In March 2013, the City opened a purchase order with Pacific Municipal Consultants (PMC) in the amount of \$74,999 for a one year term for Environmental Review services. PMC has offices located throughout California with a Southern California office in Long Beach. However, the consultant under contract works in the Pasadena Planning and Community Development Department two days per week. In July 2014, the City Council increased the contract amount to \$220,500, which was anticipated to provide for services through the end of the calendar year.

The Planning and Community Development Department has recently completed a recruitment for various planning positions. However, this recruitment did not produce a candidate with the breadth of experience in CEQA compliance that is needed to address the complexity of development in Pasadena. The Department is actively working with the Human Resources Department to further refine the recruitment process to attract candidates with the necessary CEQA experience. It is envisioned that a full time employee will fill this position by the end of the fiscal year. This contract amendment would extend PMC's services through the end of the fiscal year to provide continued environmental review services.

In order to review existing and anticipated projects for the remainder of the fiscal year, it is recommended that the contract with PMC be increased to a not to exceed amount of \$310,500.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers City Council's strategic plan goals of ensuring public safety and increasing conservation and sustainability. Additionally, it furthers the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b) 3. This contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA.

FISCAL IMPACT:

The cost of this action will be \$90,000. Funding for this action will be paid out of salary savings from the vacant planner positions in the Planning Division. It is anticipated that \$90,000 of the cost will be spent during the current fiscal year. Indirect support costs such as IT support is nominal and will be addressed by the utilization of existing budget appropriations.

Respectfully submitted,



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

Prepared by:



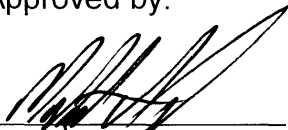
Betty Donovanik
Senior Planner

Concurred by:



Kelvin Parker
Principal Planner

Approved by:



MICHAEL J. BECK
City Manager