

Agenda Report

June 8, 2015

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH PACIFIC MUNICIPAL CONSULTANTS (PMC) FOR AN AMOUNT NOT TO EXCEED \$600,000 TO PROVIDE ENVIRONMENTAL CONSULTING SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(F) Contracts for Professional or Unique Services, with Pacific Municipal Services (PMC) for an amount not-to-exceed \$600,000 for a three-year period, whichever occurs first; and
3. Authorize the City Manager to extend the contract for up to two additional one-year periods not to exceed \$200,000 per year, provided all terms and conditions remain unchanged.

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.

Compliance with environmental regulations is a citywide need, because many types of projects within the City must receive environmental clearance before being approved, for example, infrastructure improvements, private development projects, upgrades to park facilities, etc. Oversight of environmental clearance may be required from various

The work program for the environmental review services includes: preparation of environmental clearance documents; management of the preparation of Environmental Impact Reports; peer review of CEQA documentation; preparation of staff reports; oral presentations before the City Council, Commissions and other groups as assigned, and other duties related to compliance with environmental clearance.

PMC is currently providing environmental consulting services to the City through a previous RFP process completed in March 2013. The City's existing PMC purchase order is anticipated to be exhausted by August of this year. It was previously contemplated that a new, full-time staff member would be able to provide the specialized environmental review services that would meet the City's needs and that the outside consulting services contract could be eliminated once the Department was fully staffed. However, given the complexity of environmental review that the City has been experiencing, it is clear that the City's needs in this area require a very high level of experience and technical expertise that are uniquely provided by an environmental consulting firm. Therefore, the Planning and Community Development Department would like to utilize these services as an augmentation to City staff so that the appropriate level of expertise can be provided to the City and that these services can be made more available for other City departments.

The request is for a contract in an amount not-to-exceed \$600,000 for three-years, from August 2015 to August 2018 with the allowance for two, one-year extensions, for a maximum five-year period. It is envisioned that the services afforded through this multi-year contract will satisfy a citywide need and be available to every department as the need arises and funds are available.

Consultant Selection

Consistent with the City's competitive selection process, on April 23, 2015, the City released a Request for Proposals for an environmental coordinator consultant to prepare, review and coordinate the preparation of environmental clearance documents for the City that closed on May 14, 2015.

A total of four (4) firms submitted proposals:

- Crable & Associates from Pasadena, CA;
- Pacific Municipal Consultants (PMC) from Long Beach, CA;
- Pacifica Services Inc. from Pasadena, CA; and
- Vanir Construction Management, Inc. from Los Angeles, CA.

Based on an evaluation of each proposal against the City's established criteria, Pacific Municipal Consultants (PMC) was selected as the best choice to provide the services needed by the City at this time.

As mentioned above, PMC is currently assisting the City with environmental clearance for agenda reports and peer review and preparation of technical documents for multiple departments. In addition to reviewing all development project EIRs, Mitigated Negative

Declarations and exemptions processed by the Planning and Community Development Department, PMC is currently reviewing the 710 EIR in coordination with the Department of Transportation, the Non-Potable Water EIR for the Department of Water and Power and the City's update to its General Plan.

An integral component to PMC's business model is to provide such services to California cities. PMC has over twenty years of experience providing environmental planning, and municipal services to public agencies. Moreover, PMC has demonstrated expertise in providing municipalities with a wide-range of technical disciplines that support decisions related to environmental review as well as community planning, resource management, sustainability, climate change, and more. Because environmental clearance requires more than just expertise in CEQA, it is anticipated that this range of services will afford the City greater efficiency and cost savings compared to selecting a firm with more limited expertise. In addition, PMC has demonstrated exemplary technical and customer service to the City for the past two years.

PMC scored 87 points, Crable and Associates scored 80 points, and both Vanir Construction Management Inc. and Pacifica Services Inc. scored 65 points. The score of each firm is provided below.

Criteria	Max Points	Vanir Construction Management, Inc.	Crable and Associates	Pacifica Services, Inc.	Pacific Municipal Services (PMC)
Best Value/Cost Effectiveness (per hourly rate)	30 points	30	30	20	27
Demonstration of professional qualifications	30 points	20	20	20	30
Experience with municipal agencies and City of Pasadena processes.	20 points	5	10	10	20
References (provided similar services within the last two years)	10 points	5	5	5	10
Local Pasadena Business receive a 5 point preference	5 points	0	5	5	0
Small / Micro-Businesses Preference entitlement	5 points	5	5	5	0
Total Score	100 points	65 points	80 points	65 points	87 points

COUNCIL POLICY CONSIDERATION:

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

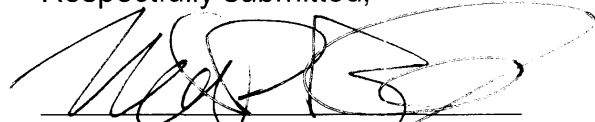
ENVIRONMENTAL REVIEW:

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 proposed contract with PMC is for a not-to-exceed amount of \$600,000, however funds would not be encumbered until a purchase was first created. Since the scope of services provided within this contract are anticipated to be utilized by various City departments, multiple purchase orders would be established and the associated costs incurred would be paid out of approved budget appropriations from the General Fund, Building Fund, Capital Improvement Program, grant funding, directly from an applicant, or through a similar appropriate source. No work would be authorized under this contract without the establishment of a purchase order identifying available funding and an appropriate scope.

Respectfully submitted,



VINCENT P. BERTONI, AICP
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Development Department

Prepared by:



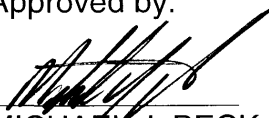
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