

# Agenda Report

TO: City Council

Date: September 30, 2002

FROM: City Manager

SUBJECT: Authorization to Negotiate and Execute a Contract with EIP Associates for Consulting Services to Prepare an Environmental Impact Report for the City Hall Seismic Retrofit Project

## RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a contract with EIP Associates for the preparation of an Environmental Impact Report in an amount not to exceed \$181,805 pursuant to Charter Section 1002(f), contracts for professional or unique services.

### City Hall Restoration Oversight Committee Recommendation

On September 24, 2002 the City Hall Restoration Oversight Committee voted to concur with staff's recommendation to enter into a contact with EIP Associates for consulting services to prepare an environmental impact report for the City Hall Seismic Retrofit Project.

## BACKGROUND

The purpose of the contract is to hire a qualified consulting firm to complete an Environmental Impact Report for the proposed seismic retrofit and rehabilitation of City Hall. On April 22, 2002 the City Council approved a scope of work and funding plan for this project, which includes: installation of a base isolation system and a reinforced arcade (on the east end of City Hall); replacement of all outdated mechanical, electrical, and plumbing systems; and rehabilitation of the interior and exterior of the building and its landscaping. At that time, the Council also authorized work on an environmental clearance for the project (in accordance with the California Environmental Quality Act).

### Scope of Work

Using information provided by the City, the consultant will analyze the effects of the seismic retrofit project on City Hall and its surroundings. City staff foresees the following environmental topic areas as the focus of the environmental analysis: historic

resources (including landscaping and plant materials), aesthetics, air quality, hazards/hazardous materials, noise, and land use and planning. The Initial Study will analyze these potential effects and identify any additional potentially significant adverse effects that require an Environmental Impact Report. The Initial Study and Environmental Impact Report shall follow the procedures and requirements of Article 9 of the Guidelines for California Environmental Quality Act as well as the City's environmental guidelines.

#### Selection Process

City staff issued a Request for Proposal (RFP) to nine firms soliciting professional services to assist with preparation of an Environmental Impact Report. Three firms submitted proposals: EIP Associates, Science Applications International Corporation, and Planning Consultants Research. A panel with representatives of the Planning Commission, Design Commission, Cultural Heritage Commission and City staff subsequently interviewed the three teams.

In interviewing, the panel used the following criteria to evaluate proposals:

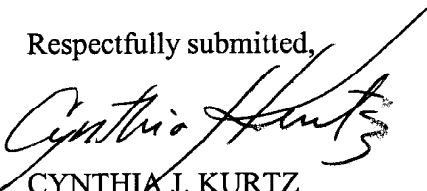
1. Overall qualification/management capabilities of firm and subcontractors
2. Presentation and responsiveness to RFP requirements
3. Specific experience with environmental reviews involving historic resources listed in the National Register of Historic Places
4. Specific experience with evaluation of historic resources and application of the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings
5. Specific experience with coordinating state and federal procedures (NEPA and Section 106)
6. Cost estimate
7. Local Pasadena preference

This panel awarded the highest score (91.8 points) to EIP Associates. The other firms, PCR and SAIC, received 73 points and 69.2 points respectively (ATTACHMENT A).

#### FISCAL IMPACT

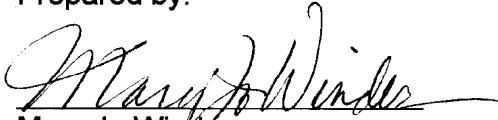
Sufficient funding for consultant services is available in the City Hall Seismic Upgrade CIP project (budget account 71904). The City Council authorized funding for this project on April 22, 2002.

Respectfully submitted,

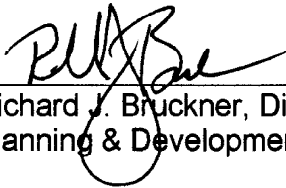


CYNTHIA J. KURTZ  
City Manager

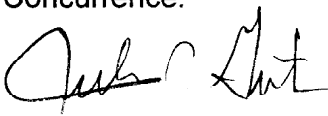
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Concurrence:

  
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