

ATTACHMENT B

NORTHWEST REDEVELOPMENT PROJECT AREA MERGER RESPONDING CONSULTANTS

Consulting Firm	RFP Response
GRC Redevelopment Consultants, Inc.	Submitted RFP
Keyser Marston Associates	Present workload prohibits participation in RFP
Urban Futures, Inc.	Present workload prohibits participation in RFP

ATTACHMENT C

NORTHWEST REDEVELOPMENT PROJECT AREA MERGER SCOPE OF SERVICES AND BUDGET

	<i>Task</i>	<i>Budget</i>
1.0	<i>Program Initiation</i>	
1.1	Staff Start-Up Meeting - This is the initial meeting to refine the scope of the plan amendment program, to review the schedule, and to identify major issues. At this meeting, GRC Redevelopment Consultants will tour the existing Project Areas and with Agency staff and others as appropriate. This tour will be with an eye towards identifying potential blight-related issues.	\$2,500
1.2	Prepare and Maintain Program Schedule - The project production schedule will be finalized and maintained as part of this task. The schedule will contain all major steps required to complete the project.	\$1,500
1.3	Strategy Memorandum - This memorandum is intended as a generalized evaluation of current conditions in the Northwest Pasadena Project Area, plan amendment issues, an evaluation of different scopes and approaches to the. The project scope can be refined at this point. Costs include preliminary data collection and base mapping.	\$3,500
Sub-Total		\$7,500
2.0	<i>Amendment Area Identification and Selection</i>	
2.1	Designate Survey Area - GRC Redevelopment Consultants will prepare staff reports and maps necessary for the City Council to adopt survey area boundaries. If possible, the staff reports will be prepared on standard City forms.	\$2,500
2.2	Survey Area Report - This brief study is intended as a generalized evaluation of current conditions in the Survey Area, maps, land uses, redevelopment issues, financial capacity, schedule, and program goals. This report is intended as background material for the Preliminary Plan.	\$4,000
2.3	Section 33328.1 Report - The recently-adopted SB1206 added Section 33328.1 to the CRL. This new section requires the County auditor controller to send a fiscal impact report to the State Department of Finance. When the Agency transmits its Section 33327 notice that the plan is being prepared, it must now transmit to the Department of Finance an estimate of the change in the number of residents and school children in the Amendment Area. The school districts must also provide a projection of school facilities needs. Report preparation should begin at the time the Survey Area is adopted, with report preparation lead times being between 30 and 60 days.	\$3,500

2.4	Preliminary Plan – The Preliminary Plan is a brief document that sets the initial boundaries, goals and objectives of the proposed Redevelopment Plan Amendment. This document is adopted by the Planning Commission, but is circulated under the authority of the Agency.	\$4,000
2.5	Legal Description – Because territory is being added to the Existing Project Areas, a legal description of the land to be added must be prepared by a civil engineer. The budget for this item includes civil engineering costs and GRC's review costs.	\$7,500
Sub-Total		\$21,500
3.0	Plan Preparation	
3.1	Preliminary Report – The CRL requires a preliminary report for all redevelopment plan amendments that add territory, that merge project areas, or increase financial limits. This report will detail economic and physical conditions in the Amendment Area, the proposed programs to implement the Redevelopment Plan Amendment, and the manner in which the proposed programs and projects will alleviate blight. The financial feasibility of the proposed redevelopment program also must be documented. For the merger, the preliminary report must document remaining blight in at least one of the project areas to be merged, and the nexus between the merger and eliminating blighting conditions. The test here is not for prevalent blight, but significant remaining blight. Information in the Preliminary Report will include: <ul style="list-style-type: none"> • The results of a parcel-by-parcel survey. • Evaluation of assessor's data for the area. • Evaluation of real estate sales value trends as compared to the City as a whole. • Data relative to public facilities needs and shortfalls, along with the financial and property value impacts. • Environmental hazards and pollutants data as available. • Financial projections. • Continuing blight conditions in the Existing Project Areas. • Other information required by the CRL. The Preliminary Report should be circulated at least 90 days before the joint public hearing.	\$35,000
3.2	Report to State Department of Finance and Housing and Community Development Department – SB1206 requires that the Agency to send what is tantamount to a Section 33352 Report to City Council and a notice of the public hearing to the State Department of Finance and Department of Housing and Community Development at least 45 days before the public hearing. GRC will prepare the notice and transmit it and the Draft Report to City Council to the State.	\$3,000
3.3	Redevelopment Plan Amendment – The amended plan will ultimately, be adopted by the City Council as the official Amended Redevelopment Plan for the Merged Project Area.	\$4,000

	<p>This document should be prepared and circulated with the Preliminary Report to provide the broadest public information possible.</p> <p>Task Budget Notes The Agency has an option here: it can merge the existing redevelopment plans into a single document, or it can just add a cover sheet to the existing plans to state the areas have been merged. In any event, additional plan text will have to be prepared for the territory additions. GRC Redevelopment Consultants will draft an updated redevelopment plan in close coordination with Agency counsel.</p>	
3.4	<p>Relocation Method and Owner Participation Rules – The CRL requires the Agency to adopt these two documents prior to the adoption of a redevelopment plan. GRC Redevelopment Consultants recommends that the Agency’s existing Relocation Method and Owner Participation Rules be adopted by reference for the Amendment Area. GRC will assist Agency Counsel as necessary.</p>	\$750
3.5	<p>Taxing Agency Consultations – Affected taxing entities, including the County, special districts and the school districts should be offered the opportunity to meet with Agency staff to discuss any questions or concerns. Initial meetings with County CAO, the appropriate Supervisor’s staff, and school districts may be appropriate to avoid any misunderstandings late in the adoption process. Consultation meetings often identify issues between agencies early on and allow for resolution of any issues.</p>	\$5,000
Sub-Total		\$47,750
4.0	Environmental Documentation	
4.1	<p>Initial Study and Notice of Preparation – The CRL appears to require environmental impact reports for major redevelopment plan amendments, including the addition of territory. Given the long-term nature of a redevelopment program, the EIR will be a programmatic in nature and will look at cumulative effects of redevelopment. The initial study and notice of preparation are the first step in the EIR process.</p>	\$3,500
4.2	<p>Screencheck EIR – This first draft of the EIR will be delivered to staff for its review and amendment prior to public distribution. The Screencheck EIR will be a substantially complete version of the Draft EIR. This proposal assumes that the Draft EIR will assess the following subjects:</p> <ul style="list-style-type: none"> • Land Use • Housing • Historic Resources • Employment • Traffic and Circulation • Air Quality 	\$31,200

	<ul style="list-style-type: none"> • Water Conservation • Public Services • Utilities • Cumulative Impacts 	
4.3	Draft EIR – Staff comments and changes will be incorporated into the environmental documents, and it will then be transmitted to the State, the City, taxing entities, and responsible agencies for a 45-day review period.	\$4,000
4.4	Final EIR – After the end of the 45-day review period, GRC Redevelopment Consultants will prepare the final EIR document, along with responses to public comments and a mitigation monitoring program.	\$6,500
4.5	Specialist Studies – Special studies, including but not limited to traffic, circulation and air quality, may be required as part of the Draft EIR. The need for these studies will be determined as a result of responses to the notice of preparation, or as a recommendation resulting from the initial study. This proposal sets aside an allowance for such studies.	\$15,000
Sub-Total		\$60,200
5.0	Community Outreach and Meetings	
5.1	Public Outreach – GRC will assist the Agency in its outreach efforts, including assistance in preparing two or more newsletters describing the proposed amendment, attendance at up to three community meetings, presentations as appropriate, and Merged Advisory Body elections.	\$5,500
5.2	City Council, Agency and Planning Commission Meetings – GRC Redevelopment Consultants will attend all necessary City Council, Agency and Planning Commission meetings. This proposal anticipates five City Council or Redevelopment Agency meetings, two Planning Commission meetings, and four Merged Advisory Body meetings.	\$8,500
Sub-Total		\$14,000
6.0	Plan Adoption	
6.1	Planning Commission Review – The Planning Commission is required to review the proposed Redevelopment Plan amendment and make appropriate findings and recommendations prior to the amended Plan's being heard by the City Council. GRC will prepare a staff report and resolution for this item, and will be available to make a presentation to the Planning Commission.	\$1,500
6.2	Report to the City Council – This final report is an expanded version of the Preliminary Report, and will address the material required in CRL Section 33352. In essence, the Report to City Council is a record of the plan adoption process. Besides the technical information relative to blighting conditions, community impacts, financial feasibility, the manner in which the plan will	\$12,000

	reduce the incidence of blight, the Report to City Council will contain a five-year implementation plan, summaries of community meetings and discussions with taxing entities.	
6.3	Joint Public Hearing – Besides attendance at the joint public hearing, GRC Redevelopment Consultants will provide all resolutions and ordinances adopting the Redevelopment Plan. This item also includes responding in writing to written objections to the proposed Redevelopment Plan submitted at or before the Joint Public Hearing.	\$6,500
6.4	Final Transmittals – GRC Redevelopment Consultants will provide all final transmittals for recording the newly adopted Project Area pursuant to SB1809. GRC also will prepare revised recording statements as necessary pursuant to SB1809.	\$1,500
6.5	Project Management and Coordination – This item is to allow for costs associated with project team coordination and project management.	\$5,000
	Sub-Total	\$26,500
	Total – Labor	\$177,450
	Expenses	
	Report Production and Printing	\$1,500
	Travel, Database and Miscellaneous	\$2,500
	Total Expenses	\$4,000
	Grand Total	\$181,450

ATTACHMENT D

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:

GRC Redevelopment Consultants, Inc.

2. Type of Entity:

non-government nonprofit 501(c)(3), (4), or (6)

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

Ernest W. Glover, President

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

Contractor/Organization:

Ernest W. Glover - 100% equity

Prepared by: Ernest W. Glover

Title: President

Phone: (714)234-1122

Date: February 8, 2008