

Agenda Report

October 4, 2010

TO: Honorable Mayor and City Council

FROM: Planning Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH PBS&J TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR A NOT TO EXCEED AMOUNT OF \$599,000 FOR THE UPDATE OF THE GENERAL PLAN LAND USE AND MOBILITY ELEMENTS

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into a contract with PBS&J, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, for professional consulting services for a not to exceed amount of \$599,000 to support the General Plan Land Use and Mobility Elements update.

BACKGROUND:

The City is ready to begin the next steps of the General Plan Land Use and Mobility Elements update. This includes developing, evaluating and selecting alternatives to address community priorities identified during the first phase of the update, drafting the policy document, and completing the Environmental Impact Report (EIR).

The current schedule condenses the work to the greatest extent possible but is constrained by the time required for technical work such as running the traffic model and evaluating impacts of potential alternatives. To expedite the EIR process, much of the EIR work will be completed concurrent with the technical planning work, rather than being completed sequentially.

Consultant Selection

In May 2010, the city issued a Request for Proposals (RFP) seeking a qualified consultant to assist in the next steps of the General Plan update. Staff distributed the RFP to 22 firms and also placed it on the City's website. All six firms that responded to the RFP were invited to interview with the evaluation committee, which included four staff members and three General Plan Update Advisory Committee (GPUAC) members.

The interviews focused on each team's qualifications and relevant prior experience in preparing comprehensive general plans. Based on the evaluation committee's scores, which are summarized in Attachment A, PBS&J was determined to be best qualified to perform the needed services.

Scope of Work and Timeline

The current schedule calls for developing alternatives in the summer and fall of 2010, presenting them to the community in early spring of 2011 and drafting policies for City Commission and City Council review in early summer 2011. The EIR work would begin concurrent with the alternatives phase and be completed by the end of 2011.

Key elements of the PBS&J's proposal include the following:

- Task 1 – Project Orientation;
- Task 2 – Public Workshop – confirm key planning issues or themes;
- Task 3 – Assist in Developing Land Use and Mobility Alternatives – includes a multi-day charrette to engage GPUAC, the Commissions and staff;
- Task 4 – Evaluate Comparative Impacts – includes technical support to prepare visual imagery using the City's new 3D model;
- Task 5 – Review Alternatives and Select a Preferred Plan – includes communitywide workshops to engage the full community;
- Task 6 – Preparing a Fiscal Impact Report; and
- Task 7 – EIR Preparation (part of FY 2012).

COUNCIL POLICY CONSIDERATION:

The Land Use and Mobility Elements of the General Plan were last updated 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:

The proposed action to enter into a contract for Professional Services for the General Plan update. There is no plan, policy or specific development project being considered as part of this action. This action will fund the future development of the General Plan which will include an EIR to accompany the adoption of the updated General Plan. Therefore, the activity is covered under the General Rule, Section 15061 (b)(3) which states that CEQA only applies to projects that have a potential to cause a significant effect on the environment. CEQA does not apply to this funding request as it will not cause a significant effect on the environment.

FISCAL IMPACT:

The total cost of the proposed contract is \$599,000. Of this total \$145,000 is available in the Planning Department's current operating budget, and \$254,000 is available in the General Fund non-departmental portion of the operating budget, for a combined amount of \$399,000. It is anticipated that the FY2012 operating budget for the Planning Department will include the balance of the contract amount \$200,000 to complete the EIR in that fiscal year.

Respectfully submitted,



STEVE MERMELL
Assistant City Manager

Prepared by:



Jason Mikaelian
General Plan Manager
Planning Department

Concurred by:



STEPHANIE DEWOLFE
Deputy Director
Planning Department

Approved by:



MICHAEL J. BECK
City Manager

Attachments:

Attachment A – Ranking Criteria and Evaluation Committee Scores
Attachment B – Consultant's Taxpayer Protection Amendment Form

ATTACHMENT A.

Consultant Firm (and assembled team)	Experience (out of 40 possible points)	Proposal (30)	Cost (20)	Local Business (5)	Small or Micro Business (5)	TOTAL (100)
1. PBS & J (team included: Stanley R. Hoffman Associates for fiscal analysis, Cityworks Design for urban design and Fehr & Peers for mobility)	39	27	15	2.5	2.5	86
2. Hogle-Ireland (team included: Torti Gallas and Partners, Inc. for urban design, aECON for fiscal analysis, Christopher A. Joseph Associates for technical studies for EIR and Fehr & Peers for mobility)	35	24	14	5	2.5	81
3. DC&E (team included: Keyser Marston Associates for fiscal analysis, Bonterra Consulting for the EIR and Fehr & Peers for mobility)	37	22	14	2.5	2.5	78
3. Dyett & Bhatia (team included: The Arroyo Group for urban design, Rosenow Spevacek group, Inc. for fiscal analysis, PCR Services Corporation for the EIR and Fehr & Peers for mobility)	32	22	16	2.5	5	78
5. Raimi + Associates (team included: Moule & Polyzoides for urban design, Roncon for the EIR and Fehr & Peers for mobility)	31	19	10	2.5	2.5	65
6. The Planning Center (team included: Fehr & Peers for mobility)	30	16	13	0	2.5	62

EXHIBIT B

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:
Post, Buckley, Schuh & Jernigan, Inc., d/b/a PBS&J


2. Type of Entity:
 non-government nonprofit 501(c)(3), (4), or (6)

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

Directors: Robert J. Paulsen, Benjamin P. Butterfield
Officers: Max D. Crumit, Co-President,
L. Dean Fox, Co-President,
Randy L. Larson, Co-President
Robert J. Paulsen, Chairman
Donald J. Vrana, Exec. Vice President, Treasurer
Wayne J. Overman, Exec. Vice President, Chief Operating Off.
Cecilia R. Green, Executive Vice President
Benjamin P. Butterfield, General Counsel, Secretary

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

The PBSJ Corporation (Parent Company)
Post, Buckley, Schuh & Jernigan, Inc., d/b/a PBS&J
is a wholly owned subsidiary of The PBSJ Corporation.
All stock of The PBSJ Corporation is owned by employees.
No shareholder owns more than 4% of the outstanding shares.

Prepared by: Michael W. McFall 

Title: Senior Vice President

Phone: 916.325.4800

Date: June 14, 2010

**CORPORATE RESOLUTION
OF
POST, BUCKLEY, SCHUH & JERNIGAN, INC.**

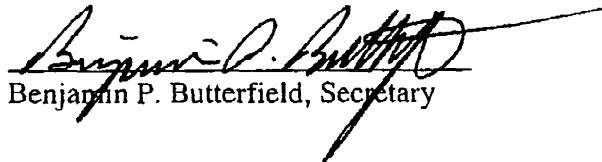
RESOLVED, that the below named officers are authorized to execute documents on behalf of Post, Buckley, Schuh & Jernigan, Inc., d/b/a PBS&J:

Max D. Crumit	Co-President
L. Dean Fox	Co-President
Randy L. Larson	Co-President
Wayne Overman	Executive Vice President
Donald J. Vrana	Executive Vice President/Chief Financial Officer/Treasurer
Cecilia R. Green	Executive Vice President
Thomas F. Barry, Jr.	Senior Vice President
Larry A. Boatman	Senior Vice President
John R. Brandvik	Senior Vice President
Benjamin P. Butterfield	Senior Vice President/General Counsel/Secretary
David J. Carter	Senior Vice President
Richard M. Grubel	Senior Vice President/Assistant Secretary
Avinash Gupta	Senior Vice President
Lawrence H. Héntz, Jr.	Senior Vice President
Mark A. Isaak	Senior Vice President
Robert S. Lawson	Senior Vice President
Michael W. McFall	Senior Vice President
Barry J. Schulz	Senior Vice President
Benton L. Rudolph	Vice President

FURTHER RESOLVED, that the following named officers are authorized to attest to the signatures of officers executing documents on behalf of Post, Buckley, Schuh & Jernigan, Inc., d/b/a PBS&J:

Benjamin P. Butterfield	Senior Vice President/General Counsel/Secretary
Richard M. Grubel	Senior Vice President/Assistant Secretary
Rene De los Rios	Assistant Secretary
C. Ernest Edgar	Vice President/Assistant Secretary
James Robert Steele	Vice President/Assistant Secretary

This resolution is adopted as of February 18, 2010 and remains in effect until a succeeding resolution is adopted.


Benjamin P. Butterfield, Secretary

Corporate Seal