



Agenda Report

March 20, 2017

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 22304 WITH MICHAEL BAKER INTERNATIONAL TO INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT BY \$250,000 FROM \$600,000 TO \$850,000 FOR CONTRACT PLANNING 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); and
2. Authorize the City Manager to amend Contract No. 22304 with Michael Baker International to increase the contract amount by \$250,000, thereby increasing the total not-to-exceed amount from \$600,000 to \$850,000.
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to P.M.C Section 4.08.049(B), contracts for which the City's best interest are served.

BACKGROUND:

The City's Planning & Community Development Department contracts with Michael Baker International for planning entitlement and environmental processing services. The original contract was awarded by City Council on June 8, 2015 following a competitive selection process through a Request for Proposals. The contracted services include: review and processing of all types of development applications including General Plan Amendments, Zone Changes, Specific Plans, Specific Plan Amendments, Subdivision Maps, Design Reviews, Conditional Use Permits, Text Amendments and other planning work as the need may arise. The firm also prepares Initial Studies, manages the preparation of Environmental Impact Reports, peer reviews CEQA documentation, and gives oral presentations before the City Council, Commissions, and other groups as assigned.

This contract amendment is sought to continue the professional planning/case planning services through June of 2019 and increase the not-to-exceed contract amount of \$600,000 which originally was intended to cover three fiscal years with \$200,000 available each year.

Currently, the Planning Division has six vacancies for professional planners. Recruitments are ongoing and a competitive marketplace has contributed to staff turnover for promotional opportunities elsewhere. This contract amendment is not meant to result in short or long term replacement of any vacant FTEs, but rather to ensure that appropriate resources are available to process cases until such time as staff vacancies are filled.

Michael Baker International has proven to provide seasoned and quality contract planning staff to handle the caseload and type accustomed in the City of Pasadena. The firm's personnel work collaboratively and effectively under direction of City staff and can augment any of the three Planning Sections as needed. The City's best interests are served through this contract amendment by ensuring no interruption or disruption to the Department's core function of providing customer service.

COUNCIL POLICY CONSIDERATION:

The proposed contract amendment 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 amendment with Michael Baker International has a fiscal impact of up to \$250,000. Funds are available in the department's FY17 operating budget.

Respectfully submitted,



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