



Agenda Report

July 27, 2020

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH MICHAEL BAKER INTERNATIONAL AND ADVANCED APPLIED ENGINEERING (dba INFRASTRUCTURE ENGINEERS) TO PROVIDE ENVIRONMENTAL COORDINATOR AND PLANNING SERVICES FOR THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the actions proposed herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3); and
2. Authorize the City Manager to enter into a contract for Environmental Coordination and Planning services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 for an amount not to exceed \$400,000 or three years, whichever occurs first, with Michael Baker International; and
3. Authorize the City Manager to enter into a contract for Environmental Coordination and Planning services following a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047 for an amount not to exceed \$200,000 or three years, whichever occurs first, with Infrastructure Engineers; and
4. Authorize the City Manager to extend each contract for up to two additional one-year periods not to exceed \$200,000 per contract, per year.

BACKGROUND:

The City's Planning & Community Development Department 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.

Environmental clearance is most often administered through the City's Zoning Administration, but is needed throughout the Division and across all City departments which includes professional planning and case processing services, on an as-needed basis. For example, projects which require oversight of environmental clearance may include infrastructure improvements, private development projects, and upgrades to park facilities.

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

Currently, the City does not have an in-house planner with specialized technical expertise in environmental compliance, including expert knowledge in CEQA and the preparation of Environmental Impact Reports. Most recently, the City has maintained environmental consulting services with Michael Baker International, through a previous Request for Proposals (RFP) process completed in 2015. As of June 30, 2020, the City's purchase order with Michael Baker International was exhausted. Thus, requiring a new RFP process.

A Request for Proposals for environmental review services was issued on June 17, 2020 with two (2) proposals received by the proposal due date.

To be considered for selection, proposals were to demonstrate significant experience in assisting cities with one or more types of environmental review for a variety of projects, and provide all services necessary for environmental review of projects including, but not limited to commercial, residential, and mixed-use. In addition, firms were to provide availability of an assigned Project Manager to ensure project compliance with local, State, and Federal regulations; demonstrate experience in coordinating with inner-agency project reviews and the supervision of related environmental documents; and, have experience with presenting to City Commissions, City Council, and the public.

Given the City's need for environmental consulting services has significantly increased over the past year, and so that an appropriate level of expertise can be made available and provided to other City departments, the Planning Department recommends award of contract to both firms, Michael Baker International and Advanced Applied Engineers (dba Infrastructure Engineers), to use on an as-needed basis. Both firms demonstrate the necessary experience and comprehensive knowledge of local, State, and Federal regulations with the ability to prepare appropriate environmental documents per the requirements established in CEQA and NEPA. However, based on the past work products it is anticipated that Infrastructure Engineering would be used primarily as technical peer reviewer for CEQA clearance documents. Therefore, it is recommended that the contract amounts will be varied.

As such, it is recommended that individual contracts be awarded to both firms for an initial three year term with two optional one-year renewals subject to City Manager approval.

COUNCIL POLICY CONSIDERATION:

The proposed contract awards further the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3). The contract awards are 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 contracts with Michael Baker International and Advanced Applied Engineering (dba Infrastructure Engineers) for environmental consultant services will be funded from the Planning & Community Development Department consultant services accounts, appropriated for FY 2021.

Respectfully submitted,



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