



Agenda Report

November 22, 2021

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AMENDMENT TO CONTRACT NO. 31806 WITH MICHAEL BAKER INTERNATIONAL INC TO INCREASE THE TOTAL NOT TO EXCEED AMOUNT FOR THE THREE-YEAR CONTRACT BY \$600,000 FROM \$400,000 TO \$1,000,000 FOR ENVIRONMENTAL COORDINATION AND PLANNING SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action 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 amend Contract 31806 with Michael Baker International Inc by increasing the contract amount by \$600,000 thereby increasing the not to exceed amount from \$400,000 to \$1,000,000 for continued Environmental Coordination and Planning services, for a three-year term;
3. Authorize the City Manager to extend the contract for up to two additional one-year periods not to exceed \$300,000, per year.
4. To the extent the contract amendment be considered a separate procurement subject to the Competitive Selection process, grant the proposed amendment for AECOM an exemption from the Competitive Section process pursuant to Pasadena Municipal Code (PMC) 4.08.049(B), contracts for which the City's best interests are served.

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.

Following a competitive selection process, on July 17, 2020, the City Council authorized a three-year contract to Michael Baker International Inc in the amount of \$400,000; and Infrastructure Engineers in the amount of \$200,000.

The not to exceed \$400,000 three-year contract amount with Michael Baker was based on a reduction of larger planning projects being submitted that typically require preparation and peer review of environmental documents, due to the pandemic. However, reduced staffing in the Design and Historic Preservation and Current Planning sections, consultant services were utilized to augment staff to assist with the review of plan checks, zoning entitlements, applications for certificates of appropriateness, design review, and historic resource evaluations; along with assisting staff with land use surveys for cannabis applications. In addition to increased use by other departments.

Michael Baker International Inc has provided quality personnel that work effectively under direction of City staff, preparing appropriate environmental documents and providing technical peer review of CEQA clearance documents in a timely manner. The consultant demonstrates 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.

The Department has identified an increasing need for environmental coordination and planning services including, but not limited to, assisting the community planning section with the accessory dwelling unit (ADU) ordinance and a housing ordinance for religious sites. To ensure that an appropriate level of expertise can be made available and provided to other City departments, the Planning Department recommends increasing the contract amount for Michael Baker International Inc.

There will be three sources of funding for the requested contract increase: utilization of up to \$200,000 from the Local Early Action Planning (LEAP) grant awarded by the State

Housing and Community Development Department (HCD), and the Building Services Funds (General Plan Maintenance Fee). Costs associated with the contract expenses for environmental services, peer review and preparation of environmental documents for projects, are to be paid by project applicants.

As such, staff is requesting an amendment to increase the three-year contract with Michael Baker International Inc by \$600,000 thereby increasing the total not to exceed amount from \$400,000 to \$1,000,000; this increase equates to an estimated expense of \$333,000, per year.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic plan goals of ensuring public safety and increasing conservation and sustainability. In addition, the contract award furthers the City's mission to deliver exemplary municipal services.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule). The contract award 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 will not have a fiscal impact to the City's General Fund. Funding for this action will utilize the LEAP grant from HCD, which is anticipated to offset approximately \$200,000 of contract expenses; the Community Planning Consultant Services account 20421004-811500-91178; and costs associated with contract expenses for additional environmental services will be paid by project applicants; which include other City departments. Funds are deposited into revenue account 10521003-661500 with contract expenses paid from 10521003-811500.

Respectfully submitted,



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