

Agenda Report

April 8, 2024

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH MICHAEL BAKER INTERNATIONAL FOR A NOT-TO-EXCEED AMOUNT OF \$1,000,000 FOR THREE YEARS WITH TWO OPTIONAL ONE-YEAR EXTENSIONS, 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 action proposed herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Michael Baker International, Inc. for environmental coordinator and planning services in an amount not to exceed \$1,000,000 for an initial three-year term;
3. It is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served; and
4. Authorize the City Manager to extend the contract for up to two additional one-year periods in the amount not to exceed \$500,000 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. This includes the preparation of Initial Studies, managing the preparation of Environmental Impact Reports, and peer review of CEQA documentation. In addition, these services may also include the 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.

On July 27, 2020, following a competitive selection process, the City Council authorized a three-year contract to Michael Baker International, Inc. in the amount of \$400,000. Subsequently, in November 2021 the contract was amended to increase the amount by \$600,000 for a total not-to-exceed amount of \$1,000,000 and each one-year extension not to exceed \$300,000. In September of 2023, the City Manager approved the first amendment, a one-year time extension not to exceed \$300,000, to continue services through September 2024. However, due to the high-volume of project oversight and continuous staffing shortages within the Planning Division, contract funds will be expended prior to the expiration of the contract.

Michael Baker International, Inc. has demonstrated a comprehensive knowledge of local, State, and Federal regulations and ability to prepare appropriate environmental documents per the requirements established in CEQA and NEPA. They have provided services to multiple departments throughout the city and have demonstrated comprehensive knowledge of Pasadena's processes.

Based on Michael Baker International, Inc.'s expertise in performing these unique services, record of providing quality personnel that work effectively under the direction of City staff, and the organization's commitment to continue to provide the same level of service, it is in the City's best interest to grant the proposed contract and exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

As such, it is recommended that a new contract be awarded to Michael Baker International, Inc. in the amount of \$1,000,000 for an initial three-year term, with two optional one-year extensions not to exceed \$500,000 per year, subject to City Manager approval.

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:

Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3). The contract award is covered by the commonsense exemption 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 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,




JENNIFER PAIGE, AICP
Director of Planning & Community
Development Department

Prepared by:



Lauren Tessier
Management Analyst I

Reviewed by:



Kristen Johnston
Management Analyst V

Approved by:



MIGUEL MÁRQUEZ
City Manager