



# REPORT TO COUNCIL

City of Sacramento **10**

915 I Street, Sacramento, CA 95814-2604

www.CityofSacramento.org

Consent

**May 19, 2009**

**Honorable Mayor and  
Members of the City Council**

**Title: Agreements: On-Call Biological Consultant Services List for Park Planning  
and Development Services**

**Location/Council District: Citywide**

**Recommendation:** Adopt a **Resolution:** 1) approving the On-Call Biological Consultant Services List for Park Planning and Development Services for professional biological consulting services for a period of one fiscal year (FY2009/10); 2) authorizing the City Manager or his designee to renew the list for up to two additional fiscal years; 3) authorizing the City Manager or his designee to execute one-year professional service agreements with options to renew for up to two additional one-year terms with a) Analytical Environmental Services; b) North State Resources; c) Michael Brandman Associates; and d) Foothill Associates in a cumulative amount not to exceed \$35,000 per consultant, per fiscal year; and, 4) authorizing the City Manager or his designee to execute all documents necessary to renew the professional services agreements for up to two additional one-year terms.

**Contact:** Dana Allen, Senior Planner, 808-2762; J.P. Tindell, Park Planning and Development Manager, 808-1955

**Presenters:** Not applicable

**Department:** Parks and Recreation

**Division:** Park Planning & Development Services

**Organization No:** 19001121

## **Description/Analysis**

**Issue:** The purpose of this report is to establish an On-Call Biological Consultant Services List for Park Planning and Development Services for professional biological consulting services and to enter into professional services agreements with each of the consultants. Developing this on-call list will support the mission of the Department of Parks and Recreation staff to deliver park projects throughout the City in a timely manner by obtaining consultant services for



expertise not possessed by City staff. Background information and a description of biological consulting services are provided in Attachment 1 (page 4).

**Policy Considerations:** This action is consistent with Sacramento City Code Chapter 3.64 and complies with existing policies regarding professional service agreements and API 47.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by the CEQA [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

**Sustainability Considerations:** The On-Call Biological Consultant Services List has been reviewed for consistency with the goals, policies, and targets of the City Sustainability Master Plan (SMP) and the Parks and Recreation Sustainability Plan. If approved, the recommended actions will advance implementation of these plans by limiting, to the extent feasible, the wasteful and inefficient conversion of open space to urban uses and by placing a high priority on acquiring and preserving open space lands for recreation, habitat protection and enhancement, flood hazard management, public safety, water and agricultural resources protection, and overall community benefit.

**Rationale for Recommendation:** It is in the best interest of the City to approve the establishment of an On-Call Biological Consultant Services List for Park Planning and Development Services for the following reasons:

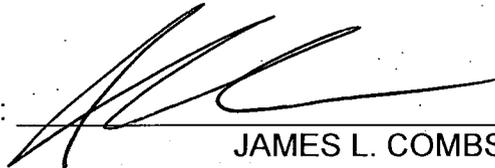
- In-house staff expertise does not currently include biological services
- developing a list for biological consulting services will aid in cost effective and efficient delivery of professional biological consulting services;
- having a list of on-call biological consultants will enable our landscape architects to proactively address any biological concerns on a project site before potential biological impacts occur, and possibly incorporate avoidance or beneficial measures into the park project;
- having a list of four on-call biological consultants will expedite the environmental review process; and
- having a list of four on-call biological consultants will create a competitive environment to establish shorter schedules, better quality services, and more consistent services.

Firms were selected through a competitive, qualifications-based selection process. The selection criteria included the firm's previous experience with park projects, the firm's approach to projects, typical methods proposed to accomplish work, overall team qualifications, availability, the firm's ESBG/SBE percentage, and the firm's location where work is to be performed.

**Financial Considerations:** Each professional service agreement shall have a not-to-exceed amount of \$35,000 per consultant for services provided in FY2009/10 as identified in Exhibit A (page 7). Each agreement will be executed as soon as possible for FY2009/10, pending approval of the proposed FY2009/10 budget, for the full amount identified in Exhibit A; however, purchase orders encumbering funds under these agreements will not be opened until projects are identified. Funding for each purchase order will be provided for in the Capital Improvement Project (CIP) budgets as projects are identified. Consultants may have multiple assignments in a given fiscal year. The maximum amount for all consultants within one fiscal year would be \$140,000.

**Emerging Small Business Development (ESBD):** All four firms selected for the On-Call Biological Consultant Services List for Park Planning and Development Services are ESBD certified.

Respectfully Submitted by:



JAMES L. COMBS  
Director, Parks and Recreation

Recommendation Approved:



RAY KERRIDGE  
City Manager

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**Attachment 1****Background Information**

The Department of Parks and Recreation's Park Planning and Development Services (PPDS) Division solicited the professional services of consultant firms with expertise in biological consulting. The Request for Qualifications (RFQ) was advertised between January 26 and February 20, 2009. Nine firms submitted their qualifications to be considered for the on-call list. The nine firms were reviewed and ranked by PPDS and the Environmental Manager of Development Services during the month of March. Of the nine firms that submitted proposals, four were selected as primary consultants.

The purpose of the Professional Services Agreements is to provide the City with an on-call list of biological consultants that will provide services for park projects. This list eliminates the need to follow a consultant selection process for each individual project that requires biological review and streamlines the analysis process by pre-qualifying biological consultants. Having an on-call list will allow staff to be more proactive and responsive to conserving and preserving natural habitat through landscape design.

Firms were recommended for approval based on the following criteria listed:

- Quality and responsiveness
- Experience in area of park projects
- Knowledge of City of Sacramento
- Availability
- Approach to working relationships
- Location of work to be performed
- EBE/SBE Certified

The terms of the proposed Agreements are one year from the date of the approved City Council's resolution. The City may opt to extend the contract period for two additional one-year terms, for a total of three years.

**RESOLUTION NO. 2009-**

Adopted by the Sacramento City Council

May 19, 2009

**APPROVING THE AGREEMENTS FOR THE ON-CALL BIOLOGICAL CONSULTANT SERVICES LIST FOR PARK PLANNING AND DEVELOPMENT SERVICES**

**BACKGROUND**

- A. On January 26, 2009, the Department of Parks and Recreation released a Request for Qualifications for on-call professional biological consultant services for Park Planning and Development Services. The document was advertised on the City's Internet site and the City's Office of Small Business Development's website.
- B. As a result of the City's competitive, qualifications-based selection process, a total of four firms are being placed on the On-Call Consultant Services List based on the firm's previous experience with park projects, approach to projects, typical methods proposed to accomplish work, overall team qualifications, location of work to be performed, and ESD/SBE percentage.
- C. The project management services will be used by the City on an as-needed basis for a period of one fiscal year (FY2009/10) with two options to continue for one additional year each.
- D. The approval of the list is necessary to continue to meet the Department's sustainability goals and targets.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The On-Call Biological Consultant Services List for Park Planning and Development Services for professional biological consulting services for a period of one fiscal year (FY2009/10) is approved.
- Section 2. The City Manager or his designee is authorized to renew the list for up to two additional fiscal years.
- Section 3. The City Manager or his designee is authorized to execute one-year professional service agreements with options to renew for up to two additional one-year terms with a) Analytical Environmental Services; b) North State Resources; c) Michael Brandman Associates; and d) Foothill Associates in a cumulative amount not to exceed \$35,000 per consultant,

per fiscal year.

Section 4. The City Manager or his designee is authorized to execute all documents necessary to renew the professional services agreements for up to two additional one-year terms.

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Exhibit A -- On-Call Biological Consultant Services List for Park Planning and Development Services

**EXHIBIT A**  
**On-Call Consultant Biological Consultant Services List**  
**for Park Planning and Development Services**

| <b>FIRM NAME</b>                  | <b>AMOUNT OF AGREEMENT PER FISCAL YEAR</b> | <b>ESBE/SBE</b> |
|-----------------------------------|--|-----------------|
| Analytical Environmental Services | \$35,000                                   | Yes             |
| North State Resources             | \$35,000                                   | Yes             |
| Michael Brandman Associates       | \$35,000                                   | Yes             |
| Foothill Associates               | \$35,000                                   | Yes             |

**Firms Evaluated**  
**for RFP Biological Consulting Services**

| <b>Firm</b>                       | <b>Address</b>  | <b>Possible Points out of 65</b> | <b>Ranking</b> |
|-----------------------------------|---|----------------------------------|----------------|
| Analytical Environmental Services | 1801 7 <sup>th</sup> Street, Ste. 100, Sacramento, CA 95811 | 60.3                             | <b>1</b>       |
| North State Resources             | 1321 20 <sup>th</sup> Street, Sacramento, CA 95814          | 60                               | <b>2</b>       |
| Michael Brandman Associates       | 2000 O Street, Ste. 200, Sacramento, CA 95811               | 59                               | <b>3</b>       |
| Foothill Assoc                    | 590 Menlo Dr., Ste. 1, Rocklin, CA 95765                    | 58                               | <b>4</b>       |
| Sycamore                          |   | 56                               | <b>5</b>       |
| North Fork                        |   | 55                               | <b>6</b>       |
| EDAW                              |   | 53                               | <b>7</b>       |
| Dudek                             |   | 50                               | <b>8</b>       |
| Natural Investigations Co.        |   | 36                               | <b>9</b>       |

**Scoring System**

|   |           |
|---|-----------|
| <b>A. QUALIFICATIONS:</b>   | <b>25</b> |
| a. Background/Qualifications of firm  |           |
| b. Qualifications/experience of firm  |           |
| c. Location of office where work will be performed                          |           |
| <b>B. ABILITY TO PROVIDE SERVICES IN A TIMELY MANNER:</b>                   | <b>20</b> |
| a. Available staff/resources  |           |
| b. Prior experience providing services under similar "on-call" arrangements |           |
| c. Willingness to sign standard City consultant agreement                   |           |
| <b>C. REFERENCES</b>  | <b>15</b> |
| <b>D. ESBD/DBE PARTICIPATION (score 0 or 5)</b>                             | <b>5</b>  |
| <b>TOTAL POINTS POSSIBLE:</b>   | <b>65</b> |