4

REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

CONSENT
June 26, 2007

Honorable Mayor and
Members of the City Council

Title: Agreement: Mitigated Negative Declaration Preparation for Development Projects

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** 1) authorizing the City Manager to execute individual Master Services Agreements (MSA) with a) Environmental Stewardship and Planning, Incorporated (ESP), b) Jones and Stokes Associates, c) RBF Consulting, and d) Camp Dresser & McKee, Inc. (CDM) in an amount not to exceed $100,000 per year for a two year period to provide the City with an "On-Call list of environmental consultants that will provide Mitigated Negative Declaration preparation for development projects ; and 2), authorizing the City Manager to execute an additional one year term for a total not to exceed three years and all costs be reimbursed by the applicants.

Contact: Dana Allen, Senior Planner, (916) 808-2762; Lezley Buford, Principal Planner, (916) 808-5935

Presenter: Not Applicable

Department: Development Services

Division: Planning

Organization No: 4881

Description/Analysis

Issue: Environmental Planning Services (EPS) evaluates each discretionary action under the California Environmental Quality Act for private development projects and City-wide projects. If it is determined that a Mitigated Negative Declaration be prepared, the staff of EPS prepares the document in-house. Currently, the EPS division is under staffed and anticipating a senior planner going on maternity leave soon. With an increasing workload and the current staffing scenario, the pressure of preparing documents in-house in a timely manner has increased. Under direction from EPS, environmental consultants hired to prepare the Mitigated Negative Declarations can prepare these documents often in less time with special expertise and software applications for the evaluation of project impacts. An on-call agreement with four environmental

consultants for two years will allow for expedited and streamlined processing of Mitigated Negative Declarations for time-sensitive and complex projects that would otherwise consume EPS in-house staff time.

Policy Considerations: Consulting out the Mitigated Negative Declaration preparation will help streamline the review of entitlements and other development applications.

Committee/Commission Action: None.

Environmental Considerations: Under the California Environmental Quality Act (CEQA) Guidelines, administration of a Master Services Agreement does not constitute a project and is therefore exempt from review under CEQA Section 15061 (b) (3).

Rationale for Recommendation: The City has interviewed and established a list of consultants to expedite the environmental documentation process. Expanding the number of available consultants will create a competitive environment to establish shorter schedules, better quality, and a faster environmental review. Four consultants have been chosen in anticipation of the need for environmental documentation for the Department.

Financial Considerations: Approving the Master Services Agreements will not result in any additional expense to the City. All costs associated with consultant services will be funded from the individual project applicants for their development proposals. The total cost for services under the Master Services Agreement will not exceed $100,000 annually per firm. This contract is On-Call and the consultant may not be called by the City to perform any services described in this contract agreement.

Emerging Small Business Development (ESBD): Of the fourteen firms that submitted proposals six are certified with the Emerging and Small Business Development Program (ESBD) with the City of Sacramento or State of California. Of the four firms that were chosen for the Master Services Agreement, Environmental Stewardship and Planning, Inc. is certified. Department of Development Services current ESBD utilization rate is 38%.

Respectfully Submitted by: David W. Kwong

David Kwong
Planning Manager

Approved by: _____
William A. Thomas
Director of Development Services

Recommendation Approved:

_____
for Ray Kerridge
City Manager

Table of Contents:

	Report	Pg	1
Attachments			
1	Background	Pg	4
2	Resolution	Pg	5

Attachment 1

BACKGROUND – RFP Process

The Development Services Department, Planning Division, solicited the professional services of consultant firms with expertise in Mitigated Negative Declaration preparation for environmental documents and project planning and design. The Request for Proposal (RFP) was advertised in April 2007 and fourteen firms submitted their qualifications to be considered for the On-Call list. The fourteen firms were reviewed and ranked by City staff during the month of May. The review panel made up of Development Services Environmental Planning staff made the final selection. Of the fourteen firms that submitted proposals, four were selected as primary consultants.

The purpose of the Master Services Agreements is to provide the City with an "On-Call" list of environmental consultants that will provide environmental services for development projects. This program eliminates the need to follow a consultant selection process for each individual project. This consultant process streamlines the study/analysis process by pre-qualifying consultants, which would allow staff to be more responsive to the increasing volume of private and other development projects citywide.

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

-Quality and responsiveness
-Experience in area of specialties
-Knowledge of City of Sacramento
-Availability
-Approach to working relationships
-EBE/SBE Certified

The terms of the proposed Agreements are 2 years from the date of the execution. The City may opt to extend the contract period for an additional 3 years for a total of five years.

Attachment 2

RESOLUTION NO.

Adopted by the Sacramento City Council

MASTER SERVICES AGREEMENTS FOR MITIGATED NEGATIVE DECLARATION PREPARATION ON-CALL SERVICES

BACKGROUND

A. The purpose of the Master Services Agreements is to provide the City with an "On-Call" list of environmental consultants that will provide Mitigated Negative Declaration preparation for development projects. This program eliminates the need to follow a consultant selection process for each individual project. This consultant process streamlines the study/analysis process by pre-qualifying consultants, which would allow staff to be more responsive to the increasing volume of private and other development projects citywide.

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

-Quality and responsiveness
-Experience in area of specialties
-Knowledge of City of Sacramento
-Availability
-Approach to working relationships
-EBE/SBE Certified

C. The terms of the proposed Agreements are 2 years from the date of the execution. The City may opt to extend the contract period for an additional 3 years for a total of five years.

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

Section 1. The City Manager is authorized to execute Master Services Agreements for Mitigated Negative Declaration Preparation On-Call Services with Environmental Stewardship and Planning, Incorporated (ESP), Jones and Stokes, RBF Consulting, and Camp Dresser & McKee, Inc. (CDM) for a period of two years for an annual amount not to exceed amount of $100,000 for each agreement; and

Section 2. The agreements provide for initial terms of two years, with the option to extend for additional one year terms, up to total agreement terms of three

years (including the initial terms and all extensions). The City Manager may authorize such extensions for the annual not to exceed amount specified above.