



Office of the City Manager

CONSENT CALENDAR
April 2, 2013

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Eric Angstadt, Director, Planning and Development
Subject: Contracts: Environmental and Planning Services

RECOMMENDATION

Adopt 12 Resolutions authorizing the City Manager to approve contracts and any amendments with the following firms for planning and environmental review services for a total contract period of three years:

1. Donaldson Associates in an amount not to exceed \$500,000; and
2. Amy Skews-Cox in an amount not to exceed \$500,000; and
3. Colette Meunier in an amount not to exceed \$1,000,000; and
4. Rincon Consultants Inc. in an amount not to exceed \$500,000; and
5. Urban Planning Partners, Inc. in an amount not to exceed \$1,000,000; and
6. LSA Associates, Inc. in an amount not to exceed \$1,000,000; and
7. URS Corporation in an amount not to exceed \$1,000,000; and
8. The Planning Center/DC&E in an amount not to exceed \$1,000,000; and
9. Contestoga-Rovers & Associates in an amount not to exceed \$1,000,000; and
10. Environmental Science Associates in an amount not to exceed \$1,000,000; and
11. TetraTech, Inc. in an amount not to exceed \$500,000; and
12. AEM Consulting in an amount not to exceed \$500,000.

FISCAL IMPACTS OF RECOMMENDATION

None. The total amount that each contractor may be paid varies from \$500,000 - \$1,000,000 as indicated above and in each resolution over a three-year period depending on the size and scope of services provided. However, the contract will not be exercised unless an applicant requests expedited processing of a Use Permit or other discretionary zoning application, or an Environmental Impact Report or other technical environmental review is required. No work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

Once the City does receive funds from an applicant, the funds will be 1) deposited into a Permit Service Center Fund revenue code 833-8501-328.15-01, and 2) the same amount will be encumbered into the contractor's Purchase Order using expenditure

code 833-8502-463.30.38. Since these receipts are considered as pass-throughs, a revenue budget for expedited permitting is set at \$175,000 per year and a baseline expenditure budget is set for the same amount. In the event that our receipts exceed \$175,000 in the fiscal year, an amendment to the Annual Appropriations Ordinance will be requested in order for us encumber those payments into the contractor's Purchase Order.

The Contract Management System numbers are: CMS No. B7YJ5 (Donaldson Associates), CMS No. HV1JZ (Amy Skewes-Cox), CMS No. MRSGF (Colette Meunier), CMS No. P2HLH (Rincon Consultants, Inc.), CMS No. E1UXE (Urban Planning Partners, Inc.), CMS No. G1WKN (LSA Associates, Inc.), CMS No. AN61G (URS Corporation), CMS No. AAE3B (The Planning Center/DC&E), CMS No. ATSUF (Contestoga-Rovers & Associates), CMS No. MXAZE (Environmental Science Associates), CMS No. JWTKD (Tetra Tech, Inc.), and CMS No. TQ8CV (AEM Consulting).

CURRENT SITUATION AND ITS EFFECTS

The City has used environmental and planning consultants since 2005 for the following services:

1. Expedited processing of applications. When applicants request expedited processing, the City either pays staff overtime or uses consultants. In either case, the applicant pays the cost for the service. When consultants are used, City staff remains actively involved with the projects and coordinates closely with the consultants; application fees are also charged to cover staff time.
2. Environmental analysis as required by CEQA or NEPA, or other technical environmental documents. The Planning Department uses consultants for complex environmental analysis. EIR firms have varied technical expertise in areas including remediation, hydrology, geotechnical, biology, etc.

Staff distributed a Request for Proposal (RFP) in July 2012 (Spec No. 13-10686-C). 35 firms responded to the RFP. The following criteria were considered in reviewing the proposals.

- Understanding of the City's needs and issues to be addressed; completeness and responsiveness of the proposal to the issues affecting the City of Berkeley.
- References and qualifications of the firm's project manager and technical personnel, specifically prior history in the successful completion of similar projects.
- Demonstrated ability to respond on short notice and to completion of study tasks on time and within budget.

Staff reviewed the proposals and determined that the following consultants are the best qualified to provide planning and environmental services. Six of the firms (those marked with an asterisk in the list below) currently have contracts with the City that are expiring, or previously had contracts that expired. Six additional firms are recommended because they are larger firms that provide additional technical expertise

needed by the City, including in the following areas: NEPA analysis, remediation, hydrology, geotechnical, biology, etc. The recommended maximum amounts per contract listed below are based on staff analysis of potential need. No work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

Individual Practitioners:

1. Donaldson Associates * (NTE \$500,000)
2. Amy Skews-Cox * (NTE \$500,000)
3. Colette Meunier * (NTE \$1,000,000)

Larger Firms:

4. Rincon Consultants Inc. (NTE \$500,000)
5. Urban Planning Partners, Inc.* (NTE \$1,000,000)
6. LSA Associates, Inc.* (NTE \$1,000,000)
7. URS Corporation (NTE \$1,000,000)
8. The Planning Center/DC&E * (NTE \$1,000,000)
9. Contestoga-Rovers & Associates (NTE \$1,000,000)
10. Environmental Science Associates * (NTE \$1,000,000)
11. Tetra Tech, Inc. (NTE \$500,000)
12. AEM Consulting (NTE \$500,000)

The individual practitioners that are recommended have a track record of processing entitlement applications for the City quickly and efficiently. They also can partner with other planners as needed for large projects or if an Environmental Impact Report is required. The larger firms recommended for environmental and planning services have experience with working on environmental documents in Berkeley or with settings similar to Berkeley; their experience matches the scope and complexity typical for the applications the City receives.

Approval of the contracts will expand the Planning Department's pool of general planning consultants to meet the increasing volume of applications, and will expand expertise as described above. The increasing technical nature of review of development applications (i.e. analysis of hazardous soils conditions and air quality) requires outside expertise. It is advantageous to have more firms on contract to meet demand, provide options, and ensure availability.

BACKGROUND

The Planning Department developed a "stable" of consultants eight years ago because the process to hire a consultant for an individual project takes three to five months, which delays the timely completion of Environmental Impact Reports and does not allow expedited permit processing. Staff distributed the first Request for Proposals in November 2004. Twenty-two firms responded and, on March 8, 2005, the City Council authorized the City Manager to approve contracts with four firms. On June 14, 2005, the City Council authorized the City Manager to approve contracts with six additional

firms. Based on a second RFP issued in July 2006, contracts were approved with 10 consultants in 2007 and 2008.

The contracts establish the parameters for future project-specific work and hourly rates. The process works as follows. When an EIR is needed or when an applicant requests that the City utilize a consultant for expedited processing or assistance with environmental review, the contracts will already be in place. The City releases a "Letter RFP" for a specific project to a minimum of two consultants under contract. The consultants respond with a project-specific proposal that includes an overview of the approach to the project, staff assignments, an estimate of time allocation for the various tasks as required in the scope of work, and a not-to-exceed cost based on hourly charges as stipulated in the contract. The City then selects a consultant and the Planning Director issues a Notice to Proceed. Staff work closely with the consultants and approve all work prior to distribution.

RATIONALE FOR RECOMMENDATION

The Planning Department has improved customer service by using on-call consultants to expedite projects and provide environmental or technical services for nearly eight years. Consultant support is needed because staff does not have expertise in technical subjects, the time or expertise to prepare EIRs, or adequate resources to expedite applications upon request. The number of use permit applications, including large projects, has recently increased.

The Housing Department uses consultants for NEPA compliance and will be assisted by having environmental consultants available on an as-needed basis. A significant amount of staff time is saved with pre-approved contracts.

ALTERNATIVE ACTIONS CONSIDERED

Staff could expedite projects by moving them ahead of other applications with earlier submittal dates, or contracts could continue to be handled on a case-by-case basis.

CONTACT PERSON

Wendy Cosin, Deputy Director, Planning and Development, 981-7402

Attachments:

1. Resolution: Donaldson Associates
2. Resolution: Amy Skews-Cox
3. Resolution: Colette Meunier
4. Resolution: Rincon Consultants Inc.
5. Resolution: Urban Planning Partners, Inc.
6. Resolution: LSA Associates, Inc.
7. Resolution: URS Corporation
8. Resolution: The Planning Center/DC&E
9. Resolution: Contestoga-Rovers & Associates
10. Resolution: Environmental Science Associates
11. Resolution: TetraTech, Inc.
12. Resolution: AEM Consulting

RESOLUTION NO. -N.S.

CONTRACT: DONALDSON ASSOCIATES FOR PLANNING AND ENVIRONMENTAL
REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Donaldson Associates is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. B7YJ5; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Donaldson Associates for environmental and planning services for a total contract period of three years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: AMY SKEWS COX FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Amy Skews Cox is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. HV1JZ; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Amy Skews Cox for environmental and planning services for a total contract period of three years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: COLETTE MEUNIER FOR PLANNING AND ENVIRONMENTAL
REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Colette Meunier is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. MRS GF; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Colette Meunier for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: RINCON CONSULTANTS, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Rincon Consultants Inc. is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. P2HLH; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Rincon Consultants Inc. for environmental and planning services for a total contract period of three years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: URBAN PLANNING PARTNERS, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Urban Planning Partners, Inc. is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. E1UXE; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Urban Planning Partners, Inc. for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: LSA ASSOCIATES, INC. FOR PLANNING AND ENVIRONMENTAL
REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that LSA Associates, Inc. is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. G1WNK; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with LSA Associates, Inc. for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: URS CORPORATION FOR PLANNING AND ENVIRONMENTAL
REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that URS Corporation is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. AN61G; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with URS Corporation for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: THE PLANNING CENTER/DC&E FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that The Planning Center/DC&E is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. AAE3B; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with The Planning Center/DC&E for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: CONTESTOGA-ROVERS & ASSOCIATES FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Contestoga-Rovers & Associates is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. ATSUF; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Contestoga-Rovers & Associates for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: ENVIRONMENTAL SCIENCE ASSOCIATES FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Environmental Science Associates is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. MXAZE; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Environmental Science Associates for environmental and planning services for a total contract period of three years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: TETRA TECH, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that Tetra Tech, Inc. is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. JWTKD; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Tetra Tech, Inc. for environmental and planning services for a total contract period of three years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. -N.S.

CONTRACT: AEM CONSULTING FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, the City has used environmental and planning consultants since 2005 to provide expedited processing of development applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to demand given limited staff resources; and

WEREAS, 35 firms responded to a Request for Proposal (RFP) that was released in July 2012 (Spec No. 13-10686-C); and

WHEREAS, Staff reviewed the proposals and determined that AEM Consulting is one of the best qualified to provide the services that are needed; and

WHEREAS, the contract has been entered in the Citywide contracts database and assigned CMS No. TQ8CV; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with AEM Consulting for environmental and planning services for a total contract period of three years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.