



Office of the City Manager

CONSENT CALENDAR
May 7, 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: Technical Planning Services

RECOMMENDATION

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

1. JWC Urban Design in an amount not to exceed \$250,000; and
2. Architecture+History in an amount not to exceed \$250,000; and
3. Knapp Architects in an amount not to exceed \$250,000; and
4. Pacific Legacy, Inc. in an amount not to exceed \$250,000; and
5. Tim Kelley Consulting in an amount not to exceed \$250,000; and
6. RCC Consultants, Inc. in an amount not to exceed \$500,000; and
7. Cotton Shires & Associates, Inc. in an amount not to exceed \$500,000; and
8. Square One Productions in an amount not to exceed \$500,000.

FISCAL IMPACTS OF RECOMMENDATION

None. The total amount that each contractor may be paid varies from \$250,000 - \$500,000 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 technical planning services are 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. RVDUU (JWC Urban Design), CMS No. AHW7L (Architecture & History), CMS No. ELYDN (Knapp Architects), CMS No. TSQZI (Pacific Legacy, Inc.), CMS No. CQPNU (Tim Kelley Consulting), CMS No. P1GHP (RCC Consultants, Inc.), CMS No. T2PB3 (Cotton Shires & Associates, Inc.), CMS No. QVX4F (Square One Productions).

CURRENT SITUATION AND ITS EFFECTS

The City has used planning consultants since 2005 for expedited processing of applications and environmental analysis. In addition to services that can be provided by EIR firms, it is helpful to have contracts with consultants that have specific technical expertise in areas such as noise, air quality, historic preservation, geotechnical review, visual simulation, and wireless analysis.

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 needed technical expertise. The three firms marked with an asterix below currently have contracts with the City that are expiring. Contracts are recommended with five new firms that provide historic preservation services to give the City multiple options when these services are needed. The other specialty contracts that are recommended are for continued geotechnical and cellular/wireless analysis from existing contractors and a new service to provide visual analysis through photosimulation.

The recommended maximum amounts per contract 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.

Historic Preservation

1. JWC Urban Design * (NTE \$250,000)
2. Architecture+History (NTE \$250,000)
3. Knapp Architects (NTE \$250,000)
4. Pacific Legacy, Inc. (NTE \$250,000)
5. Tim Kelley Consulting (NTE \$250,000)

Cellular/wireless analysis

- 6. RCC Consultants, Inc. * (NTE \$500,000)

Geotechnical

- 7. Cotton Shires & Associates, Inc. * (NTE \$500,000)

Visual Simulation

- 8. Square One Productions (visual analysis) (NTE \$500,000)

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. A second RFP was issued in July 2006; contracts were approved with 10 consultants in 2007 and 2008. Based on the 2011 RFP, the City Council recently approved new contracts for environmental and planning services.

The contracts establish the parameters for future project-specific work and hourly rates. The process works as follows. When technical assistance is needed, the contracts will already be in place. In general, 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 provide environmental and technical services for nearly eight years. Consultant support is needed because staff does not have expertise in technical subjects. A significant amount of staff time is saved with pre-approved contracts.

ALTERNATIVE ACTIONS CONSIDERED

Contracts could be handled on a case-by-case basis.

CONTACT PERSON

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

Attachments:

1. Resolution: JWC Urban Design
2. Resolution: Architecture+History
3. Resolution: Knapp Architects
4. Resolution: Pacific Legacy, Inc.
5. Resolution: Tim Kelley Consulting
6. Resolution: RCC Consultants, Inc.
7. Resolution: Cotton Shires & Associates, Inc.
8. Resolution: Square One Productions

RESOLUTION NO. -N.S.

CONTRACT: JWC URBAN DESIGN 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 JWC Urban Design, 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. RVDUU; 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 JWC Urban Design for environmental and planning services for a total contract period of three years in amount not to exceed \$250,000.

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: ARCHITECTURE+HISTORY 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 Architecture+History 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. AHW7L; 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 Architecture+History for environmental and planning services for a total contract period of three years in amount not to exceed \$250,000.

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: KNAPP ARCHITECTS 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 Knapp Architects 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. ELYDN; 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 Knapp Architects for environmental and planning services for a total contract period of three years in amount not to exceed \$250,000.

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: PACIFIC LEGACY, 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 Pacific Legacy, 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. TSQZI; 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 Pacific Legacy, Inc. for environmental and planning services for a total contract period of three years in amount not to exceed \$250,000.

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: TIM KELLEY 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 Tim Kelley 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. CQPNU; 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 Tim Kelley Consulting for environmental and planning services for a total contract period of three years in amount not to exceed \$250,000.

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: RCC 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 RCC 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. P1GHP; 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 RCC 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: COTTON SHIRES & 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 Cotton Shires & 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. T2PB3; 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 Cotton Shires & Associates, 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: SQUARE ONE PRODUCTIONS 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 Square One Productions 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. QVX4F; 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 Square One Productions 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.