

REPORT TO CITY COUNCIL

DATE: DECEMBER 14, 2005

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

**BY: MIKE KAMINO, DIRECTOR
PLANNING AND COMMUNITY DEVELOPMENT**

**SUBJECT: SELECTION OF P&D CONSULTANTS TO PREPARE THE CITY'S
GENERAL PLAN UPDATE AND ENVIRONMENTAL IMPACT
REPORT, AND APPROVAL OF AGREEMENT WITH P&D
CONSULTANTS TO CONDUCT PHASE I OF THE CITY'S GENERAL
PLAN UPDATE**

The purpose of this item is to seek City Council approval to select P&D Consultants to prepare the City's General Plan Update and Environmental Impact Report (EIR), and to enter into a Professional Services Agreement with P&D Consultants to complete Phase I of the General Plan Update process. Under the contract, work would be performed on a time and materials basis, for a not-to-exceed fee of \$60,000. This amount has been budgeted by the Planning and Community Development Department for the 2005-06 fiscal year, and is to be allocated from the General Fund.

The Planning and Community Development Department distributed a Request for Proposals to prepare the General Plan Update and the related Environmental Impact Report in July 2005. The update will focus on two General Plan elements, Land Use and Transportation, with other elements updated for consistency, as necessary. Two proposals were received, including that of P&D. The proposals of both firms were carefully reviewed, and both firms were interviewed, each on two occasions. P&D Consultants was determined to be the most qualified, especially considering the level of expertise of the key staff assigned to the project. Both firms were comparable in estimated costs to prepare the General Plan Update and EIR. P&D Consultants, formerly known as Cotton/Beland/Associates, prepared the City's current General Plan in 1993, and P&D is well-known for its work developing General Plans for numerous jurisdictions. P&D's office is located in Pasadena.

The General Plan Update and EIR is expected to be a multi-year process. In July 2005, a General Plan Update Survey was distributed to all households in the City. About 950 of the total roughly 7,200 surveys mailed were completed and returned to the City. Phase I of P&D's work includes analyzing the results of the survey; conducting "stakeholder" interviews with key members of the community to gain a broad understanding of the issues of concern to residents; identifying baseline issues; and conducting a joint meeting with the City Council, Planning Commission and General Plan Advisory Committee (GPAC) to further define the

key issues that should be addressed in the General Plan. This meeting would be open to the public for comment as well. Phase I also includes a series of meetings with the GPAC and City staff, as needed. Phase I is anticipated to be completed by June 2006. Staff met with the GPAC on November 21, 2005 and presented the scope of work for the Phase I program.

Phase II of the project is expected to commence with the beginning of the 2006-2007 fiscal year. The exact scope of Phase II will be determined once some Phase I work has been completed, and City staff can better gauge the efforts that would be needed in the latter phase. The City would enter into a separate agreement with P&D once the Phase II scope of work and costs are identified. At this time, it is expected that Phase II would include preparation of a series of technical reports on issues that will be explored in the General Plan, writing of the policies and text of the General Plan, and preparation of the EIR.

The agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends the City Council approve the selection of P&D Consultants to prepare the City's General Plan Update and EIR, and approve the attached Professional Services Agreement with P&D Consultants for Phase I work in the not-to-exceed amount of \$60,000.

Attachment

- Agreement (with Exhibits A and B)