SUBJECT: AUTHORIZATION TO NEGOTIATE CONTRACT FOR CONSULTANT SERVICES FOR THE UPDATE TO THE GENERAL PLAN

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT

COMMENT: On November 16, 2004, the City Council authorized the distribution of the Request For Proposals (RFP) to prospective consultants for the update to the Land Use and Circulation Elements of the General Plan. The RFP’s were subsequently distributed and the City received three (3) proposals. To assist in the process of evaluating the prospective consultants, the Council also appointed a Selection Committee made up of a cross section of the Council, staff and representatives from the community. The Committee evaluated each of the proposals and conducted interviews with two of the firms that chose to interview. The third firm bowed out of the process due to scheduling conflicts and workload issues.

The Committee ranked the firms in the following order:

1. Dyett and Bhatia
2. Design, Community and Environment

As a result of the process, the Committee is recommending that the City Council authorize Staff to negotiate a contract with Dyett and Bhatia. In the event a mutual agreement cannot be reached, the Committee requests that Staff be allowed to move to the second firm Design, Community and Environment. Both firms are qualified to perform the requested services.

The evaluation process also resulted in a request from the Committee that the Council approve expanding the scope of the work to include an economic analysis to evaluate future growth in jobs and how it ties into the designation of future land uses and other aspects of the General Plan. This would likely lead into the preparation of an Economic Development Element of the General Plan, but is not envisioned as a part of this effort. Further, the Committee is recommending that the Council expand the scope of work to include the preparation of the Noise Element which serves in conjunction with the Land Use and Circulation Element in the development of new goals, policies and objectives for dealing with noise generating uses as the City grows.

In the FY 2004/2005 budget, the City Council approved an appropriation of $250,000 as the first FY appropriation for the General Plan Update. An additional appropriation will be requested in the FY 2005/2006 budget. The contract with the successful consultant will be structured around the financial resources dedicated to the project, in essence, there will be milestones built into the contract that defines
work based on the allotted amount of funds. In the event additional funds are not
available in the FY 2005/2006 budget, the work will be structured in the contract to
cease at a logical stopping point coordinated with budget resources.

RECOMMENDATION: That the City Council:

1. Approve the expanded scope of work to include the preparation of
an Economic Impact Analysis;

2. Approve the expanded scope of work to include the preparation of
the Noise Element Update in conjunction with the Land Use and
Circulation Element Updates;

3. Authorize staff to negotiate a contract with Dyett and Bhatia for
the General Plan Update;

4. Authorize staff to negotiate a contract with the next highest
ranked firm (Design, Community, and Environment) in the event
a contract cannot be negotiated with Dyett and Bhatia;

5. Authorize the Mayor to sign all contract documents; and

6. Authorize staff to make payments up to 100% upon satisfactory
completion of the work.