



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No.** _____

FROM: City Administrator

SUBJECT: AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES FOR ENVIRONMENTAL SCIENCE SERVICES WITH MIG PLANNING AND ENVIRONMENTAL MANAGEMENT SERVICES TO CONDUCT STUDIES AND PREPARE THE NECESSARY CEQA ANALYSIS FOR A PROJECT AT 972 GOODRICH BOULEVARD

MEETING DATE: August 1, 2016

RECOMMENDATION:

It is recommended that the City Council authorize MIG Planning and Environmental Management Services to proceed with preparation of the necessary environmental documentation associated with improvements proposed at 972 Goodrich Boulevard, in the amount of \$49,500.

BACKGROUND:

Previously, staff requested the City Council to authorize the use of on-call service contracts. On-call service contracts provide flexibility and enhance the capacity of the City to deliver projects and programs. These professional service contracts reduce costs and expedite project schedules by reducing the time and effort to solicit multiple Requests for Proposals (RFPs) for various individual projects. On August 3, 2015, City Council authorized staff to issue a Request for Statement of Qualifications (RFQ/SOQ) for Various On-call Professional Services, including Environmental Science.

After reviewing all SOQ's, each submittal was ranked based on consistent and objective criteria, and an eligibility list in each category for all qualified firms was created. On January 5, 2016, the City Council adopted a resolution approving professional services agreements and establishing an eligibility list for various on-call professional services. These services included MIG Planning and Environmental Management Services as one of the highly ranked firms whose professional services agreement was approved by the City Council.

ANALYSIS:

Staff received plans requesting permission to rehabilitate an existing commercial building and allow for a medical office land use. Specifically, the project requires approval of a Conditional Use Permit and parking variance to establish a medical office land use within an existing 30,325-square-foot, two-story commercial office building located on a 1.42-acre site located at 972 Goodrich Boulevard. The project includes a proposal for remote parking on an off-site parking lot with shuttle service to handle additional parking that cannot be accommodated on-site.

It is recommended that the City Council authorize MIG Planning and Environmental Management Services to conduct and prepare the appropriate environmental analysis for this project, pursuant to the California Environmental Quality Act (CEQA) and per their existing on-call agreement. The cost for completing the subject work will be \$45,000 as described in the attached proposal. With the recommendation staff is requesting a 10 percent contingency to bring the total to \$49,500.

ALTERNATIVES:

1. Approve staff recommendation
2. Disapprove staff recommendation
3. Provide further direction to staff

FISCAL IMPACT:

The total authorization amount being requested is as follows:

Item	Amount
Environmental Science Services with MIG Planning and Environmental Management Services (per existing on-call PSA dated February 2, 2016)	\$45,000
Contingency (10%)	\$4,500
Total Authorization =	\$49,500

All fees discussed herein will be paid by the applicant of the proposed project. The City of Commerce will not incur any financial impact as a result of this action.

RELATIONSHIP TO STRATEGIC GOALS:

The issue before the Council is applicable to the following Council's strategic goal: *"Improve and maintain infrastructure and beautify our community"* as identified in the 2012 Strategic Plan.

Recommended by: Maryam Babaki, Director of Public Works & Development Services

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator

ATTACHMENT:

1. MIG Planning and Environmental Management Services Proposal for Consulting Services