

City of Brisbane

Agenda Report

TO: Honorable Mayor and City Council

FROM: Community Development Director via City Manager

SUBJECT: **Consultant Selection- CEQA and EIR Review Training**

DATE: Meeting of May 7, 2012

City Council Goals:

To provide for effective and efficient delivery of City services (Goal #1)
To encourage community involvement and participation. (Goal #15)

Purpose:

To provide city boards and commissions and the public with training regarding the California Environmental Quality Act (CEQA) and environmental impacts reports so all parties can effectively participate in the review of the forthcoming Baylands draft environmental impact report (DEIR).

Recommendation:

That the City Council authorize the City Manager to execute a contract with ICF International to perform CEQA training for the community and city boards and commissions as generally outlined in the attached scope of work.

Background:

The City Council has long been committed to ensuring that the City's Baylands planning and environmental review processes are inclusive and afford the community maximum opportunities for constructive and active participation. As the publication of the Baylands DEIR is approaching, the City Council has expressed its desire to help prepare the community at large and the city's boards and commissions for the challenging task of reviewing the DEIR. This training will take place prior to publication of the DEIR. The public education component includes explaining the overall EIR process, providing assistance in how to understand and efficiently review such a voluminous technical document, and providing guidance in how to prepare effective and meaningful input when commenting on the EIR. Another significant component of the scope is to provide assistance to city boards and commissions to help them understand their roles in the EIR

review process and better perform their duties. Training will be accompanied by educational materials which will remain available as an ongoing resource.

Discussion:

In February, 2012 the City Council authorized staff to solicit requests for proposals (RFPs) from qualified firms to provide CEQA training. In consultation with the Mayor and Mayor Pro Tem, the RFP was developed and sent out to a select number of firms. Specific CEQA training elements identified in the RFP included a community-wide CEQA training session and focused training sessions for the City Council, Planning Commission, Park and Recreation Commission, Open Space and Ecology Committee, and Brisbane Baylands Community Advisory Group (BBCAG). These training sessions will be tailored to each of the respective audiences, in that each group has a distinct role in the process. The scope of work also included the preparation of educational and reference materials to be maintained as an ongoing resource for the community during the EIR review process.

The City received 5 proposals and an interview panel composed of the Mayor and Mayor Pro Tem, Planning Commission Chairman, city staff and city EIR consultant interviewed all 5 candidates the week of April 30. While all five firms interviewed were highly qualified, it was the consensus of the selection panel that **ICF International** (ICF) provided the best combination of CEQA expertise, meeting facilitation skills and capacity to create educational materials to fulfill the City's training goals. The selection panel therefore recommends the selection of ICF to perform the desired CEQA training. ICF's proposal is attached for reference, along with a biography of the firm and team members who will perform the training.

Based on the dialogue with the selection panel, staff anticipates the scope of work will be clarified and slightly modified to ensure that it best meets the City's needs. In consideration of scheduling issues and the desire to commence implementation of this work program at the earliest possible opportunity, it is recommended that the City Council direct city staff to work with the consultant to finalize the work scope and authorize the City Manager to execute the consultant agreement once the scope of work is finalized. The scheduling and outreach for training will commence immediately upon contract execution.

Fiscal Impact:

As indicated in the proposal the proposed budget is \$30,048. This amount may be subject to change based upon modifications to the final work scope. All costs associated with this contract will be borne by Universal Paragon Corporation (UPC), the project applicant.

Measures of Success:

That city boards and commissions and the community at large are prepared to engage in the Baylands draft EIR review process in a productive and effective manner.

Attachments:

ICF Proposal/Scope of Work



John Swiecki, Community Development Director



Clay Holstine, City Manager



April 6, 2012

John A. Swiecki, AICP
Director, Community Development Department
City of Brisbane
50 Park Place
Brisbane, CA 94005

SUBJECT: Request for Proposal to Perform CEQA Training – City of Brisbane

Dear Mr. Swiecki:

The City of Brisbane is undertaking the important objective of offering California Environmental Quality Act (CEQA) training to the community, City advisory bodies, the City Council and the Planning Commission to ensure that the community is prepared to engage in the EIR process for the Baylands development project, providing critical and effective review, and meaningful input. ICF Jones & Stokes, Inc. (an ICF International company hereafter referred to as ICF) formed our team to help the City successfully and efficiently achieve this objective. For over 25 years, ICF has delivered top-quality environmental training to state and federal agencies, local and regional governments, and private organizations. We provide a combination of subject knowledge and teaching experience unmatched by our competitors. We are passionate about the value of public involvement and the benefits of providing people with the knowledge and tools to become more informed citizens, and we are very excited by the potential to work with the City of Brisbane on this project.

Key advantages of the ICF Team:

- ICF thought leaders literally “wrote the book” on CEQA and NEPA: *The CEQA Deskbook: A Step-by-Step Guide on How to Comply with the California Environmental Quality Act* is an industry standard for assisting environmental professionals with CEQA compliance.
- Expertise translating complex, scientific issues into layperson’s terms.
- Experience with controversial, complex projects, passionate proponents and opponents.
- Instructors and facilitators who are working practitioners in the field.