



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

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**CITY COUNCIL STAFF REPORT**

Meeting: April 6, 2021

**Subject**

Consultant agreement for the Residential and Mixed-Use Residential Design Standards Work Program item for the fiscal year 2020-21 and associated budget modification.

**Recommended Action**

That the City Council adopt Resolution No. \_\_\_\_ (Attachment A) to:

1. Award a consultant agreement for the Residential and Mixed-Use Residential Design Standards Work Program item for the fiscal year 2020-21;
2. Authorize the City Manager to negotiate and execute a consultant agreement with RRM Design Group to provide these services to the City, for an amount not to exceed \$226,757; and
3. Approve Budget Modification #2021-114 to increase appropriations in 100-71-702 750-090 by \$75,757 for the residential and mixed-use residential design standards for the fiscal year 2020-21 Work Program.

**Discussion**

In response to recent housing State legislation, the City Council identified the adoption of Residential and Mixed-Use Residential Design Standards as a Work Program item for fiscal year 2020-21 (FY 20-21). The project goal is to create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.

Staff issued a Request for Proposals (RFP) for Residential and Mixed-Use Design Standards on October 9, 2020. Experienced planning and design consultants were invited to submit proposals between October 9, 2020 and October 30, 2020 to develop objective design standards for multi-family residential and mixed-use residential projects. Staff conducted a thorough review of proposals and is recommending RRM Design Group (RRM) as the lead consultant for this project. Since the contract amount is greater than \$175,000, the City Council approval is required to authorize the City Manager to execute the contract (see Attachment B).

**Sustainability Impact**

No sustainability impact.

**Fiscal Impact**

The Work Program item will be funded through the FY 20-21 General Fund. Council authorized \$200,000 from the FY 20-21 General Fund for project consultant, environmental review, and outreach for this Work Program item. However, the proposal exceeds the original estimate, therefore staff is requesting Budget Modification No. 2021-114 to increase project appropriations in 100-71-702-750-090 by \$75,757 to account for updated estimated consultant project costs, project noticing, including citywide postcards, and legal review fees. A 10% contingency is included in the consultant contract to allow for modifications to the scope of work, if needed. Increased appropriations will be funded from unassigned fund balance in the General Fund. A project breakdown is below:

<b>Item</b>	<b>Amount</b>
Work Program Budget (estimate)	\$200,000
Consultant (RRM) Contract	-\$226,757
Citywide Noticing – Newspaper Legal Ad; Postcard and Postage	-\$9,000
Legal Review Fees	-\$40,000
<b><u>Additional Appropriations Required</u></b>	<b>\$75,757</b>

The level of environmental review required for this project is unknown at this time, however, a mitigated negative declaration (MND) or an Environmental Impact Report (EIR) are not anticipated. Therefore, a nominal amount has been budgeted for preparation of an Initial Study to help identify the level of environmental review necessary. A future budget amendment may be necessary if a higher level of environmental review is required.

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Reviewed by: Albert Salvador, Acting Director of Community Development

Approved by: Dianne Thompson, Assistant City Manager

Attachments:

A - Draft Resolution

B - Contract, Scope of Work, & Fee Estimate