



## **PUBLIC WORKS DEPARTMENT**

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3354 • FAX: (408) 777-3333  
CUPERTINO.ORG

### **CITY COUNCIL STAFF REPORT**

Meeting: September 15, 2020

#### Subject

Approve and authorize the City Manager to execute a Master Agreement between the City of Cupertino and Starbird Consulting, LLC to provide environmental consulting services on various Capital Improvement Program (CIP) projects.

#### Recommended Action

Approve a Master Agreement between the City of Cupertino and Starbird Consulting, LLC and authorize the City Manager to execute a Master Agreement in the amount not-to-exceed \$400,000 for a term of three years with an option to extend for an additional period of up to two years.

#### Description

The recommended Master Agreement will allow staff to utilize environmental consulting services for existing projects and, on an as-needed basis, support the delivery of future CIP projects. The Consultant will provide documentation and clearances that meet the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements, archaeological surveys, air quality evaluations, traffic study and impact reporting, biological assessment and monitoring and other environmental services.

#### Background

Compliance with CEQA is required for all CIP projects and necessitates specialized expertise and capabilities. In order to effectively and efficiently carry out CIP projects during the current and future fiscal years, on-call environmental consulting services are necessary.

#### Discussion

Anticipating the need for on-call environmental consulting services, a qualifications-based selection process was completed in March in accordance with State and City codes. In response to a Request for Qualifications issued by the City on January 8, 2020, Statements of Qualification were received from firms within the Bay Area. These were evaluated for relevant skills and experience, resulting in a list of 12 qualified consultants.

It is recommended that Starbird Consulting, LLC be awarded a Master Agreement. Starbird Consulting, LLC was selected for the firm's experience with CIP projects, depth and breadth of skills, accessibility of the firm, ability to perform, and knowledge of various types of projects environmental requirements and procedures.

The Master Agreement defines a maximum compensation to be authorized under the agreement. No funds are encumbered by the Master Agreement. Project specific services are authorized on a project-by-project basis by the issuance of a Service Order, and those services are funded directly from the appropriate project budget. In this way, the costs for environmental services for any given project are charged to the relevant project, for which funds are already appropriated in each project budget. There is no fiscal impact caused by approving the recommended agreement.

Through the proposed Master Agreement, Public Works Project Managers can quickly bring required environmental expertise to a project team as needed, further enabling staff to effectively and efficiently deliver capital projects.

Sustainability Impact

No sustainability impact

Fiscal Impact

No appropriation is required for this action. Budget required for environmental review is budgeted within each CIP project. Subject to Council approval of this Master Agreement between the City and Starbird Consulting, LLC, the requisite funds will be encumbered from each CIP project budget.

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Prepared by: Michael Zimmermann, Capital Improvement Program Manager

Reviewed by: Roger Lee, Director of Public Works

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A – Draft Master Agreement for Environmental Services with Starbird Consulting, LLC