



## Staff Report

**TO:** City Council  
**FROM:** Carole Kendrick, Planning Manager  
**DATE:** May 16, 2023  
**SUBJECT:** Award of Contracts for On-Call Planning and Environmental Services

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**Description** Selection of six (6) consulting firms to provide on-call planning and environmental services to further enhance the level of customer service.

### **Background and Analysis:**

The City of Beaumont released a request for proposals (RFP) for on-call planning and environmental services on February 16, 2023, with a scope that includes the preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, peer review of applicant submitted CEQA documents, and extension of staff services. The RFP was released in consistency with Chapter 3.02 of the Beaumont Municipal Code regarding procurement of professional services.

On May 2, 2023, the City received 24 proposals from a variety of professional firms to provide the requested services and the RFP was accessed by 195 firms. A panel consisting of the Deputy City Manager, Planning Manager, and the two (2) Assistant Planners reviewed and rated all of the proposals consistent with Beaumont Municipal Code Section 3.02.040.

Due to the high volume of proposals received, the panel identified 14 firms for possible consideration based on a cursory review of the proposals. Upon further review of the remaining proposals, the panel selected eight (8) firms for oral interviews.

The oral interviews consisted of evaluations based on the following criteria:

- Understanding scope of services (15%)
- Demonstrated professional skills and credentials (15%)
- Related experience (20%)
- Approach to performing services (15%)
- Familiarity with City, County and State procedures (15%)
- References/Satisfaction of previous clients (10%)
- Quality of proposal (5%)

- Cost of services (5%)

The panel, based on a combination of the evaluation, scoring and oral interviews, is recommending six (6) firms that were presented to the RFP sub-committee. Staff is recommending the following six (6) consultants to provide on-call planning and environmental services for the City:

- Kimley-Horn
- Placeworks
- Psomas
- MIG
- The Altum Group
- Chambers Group, Inc.

Currently, the Planning Department utilizes two (2) on-call firms that include Placeworks and the Chambers Group, Inc. These firms have successfully provided peer review services for all current and advanced planning projects, prepared CEQA documents for Capital Improvement Projects (CIP) and provided staff with technical support on CEQA related questions.

Staff is recommending an expansion of on-call service providers to further enhance customer service by having a variety of firms that can peer review based on cost and timing. The RFP included extension of Planning staff in areas other than environmental document review or preparation. As needed, the consultant may be requested to provide Planning project review services for private land development projects within the city, in an effort to maintain a high level of customer service.

Section 3.02.060 indicates that City Council approval is required for all contracts for professional services when the cost of services is \$75,000 or more. The contracts that are proposed for recommendation are for Planning and CEQA services that are paid with pass-through fees collected from the project applicant and include a 20% administration fee that is collected by the City to manage the review.

Extension of staff services, if needed, will also be a pass-through fee paid by the applicant for deposit-based applications. CEQA document preparation for City sponsored projects is the only service that will include an expenditure subject to City Manager or City Council approval, depending on the amount. Staff has in the past utilized environmental firms to prepare CEQA documents for various Capital Improvement Projects (CIP) including Fire Station #106, the Pennsylvania Avenue widening and the Second Street extension.

These firms demonstrated the most efficient approach, responsiveness, and ability to provide quality Planning services to the City. Staff believes that having six (6) on-call service providers will allow the City flexibility to meet the current Planning needs as well as provide competitive, high-quality results.

**Fiscal Impact:**

Staff estimates that the cost to prepare the staff report is approximately \$300. These contracts are funded primarily by fees paid by applicants as part of their project (pass through). The City retains a 20% administrative fee for peer review services.

Occasionally a consultation is needed outside of a project, should that cost go above the signing authorization of the City Manager, it would be brought before the City Council for purchase order approval.

**Recommended Action:**

Approve the on-call services contracts with Kimley-Horn, Placeworks, Psomas, MIG, the Altum Group and Chambers Group, Inc.

**Attachments:**

- A. Request for Proposals for On-Call Planning Services
- B. Proposal Kimley-Horn
- C. Proposal Placeworks
- D. Proposal Psomas
- E. Proposal MIG
- F. Proposal Altum Group
- G. Proposal Chambers Group, Inc.