



AGENCY: City Council
MEETING DATE: January 25, 2021
DEPARTMENT: CDD/PW
PRESENTED BY: C. O'Neal
EMAIL ADDRESS: coneal@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Approving Contract Amendment with Metropolitan Planning Group, DBA M-Group for Adjunct Planning Services for Multiple Planning Projects and Authorizing City Manager to Execute Contract (Amount Not To Exceed \$46,146.00; Multiple Account Numbers)

ISSUE:

Since July of 2020, the Community Development Department has remained understaffed, an issue which initially arose from the budget cuts due to the COVID-19 Pandemic. Despite staffing challenges, there were numerous planning project applications submitted in various phases of completeness in the queue. Without sufficient staff reviewers, the City solicited the assistance of LACO Associates, Inc (LACO) as described in the staff report of January 11, 2021, and additionally sought adjunct planning services from Metropolitan Planning Group, DBA M-Group for hourly waged planning services for three other projects. At the time of the initial contracting with M-Group, the scope of services and costs quoted by the Consultant was less than \$25,000 (Attachment 1) and thus executed by the City Manager under purchasing authority identified by §3.20.040 of the Municipal Code.

M-Group has agreed to take on a variety of planning projects for the City including the Parents and Friends - Cypress Street residential structures, the Caltrans ADA project, and the Dollar General Design Review. Once the planning staff had an opportunity to fully review the content of each project, M-Group provided City staff with a scope of work and budget for each project (Attachments 2-5). Having a clearer understanding of the needs and work associated with each project, M-Group's contract for all three current projects now totals \$46,146.00, an additional \$21,146 over the initial not to exceed amount of \$25,000.

Per the purchasing authorization and duties established by the aforementioned Municipal Code Section §3.20.040, staff is seeking City Council's authorization for the City Manager to execute the amended contract.

ANALYSIS:

M-Group is providing a full scope of planning services as follows and more thoroughly detailed in Attachments 2-5.

1. **Dollar General:** Consultant shall complete review of the Dollar General project (251 South Franklin Street), which is a development proposal requesting Design Review/Site & Architectural Review for a new approximately 9,100 square foot retail store on a one-acre corner parcel. Tasks included in the total expected cost include Project Management, Technical Review, Report and Document Preparation, Presentation, and Meeting Attendance. The total expected cost for planning services

for these tasks is \$16,170. (Scope of Planning Services Attachment 2). As this project additionally requires an initial study for reviewing compliance with CEQA, the consultant separated out the cost of these services in a separate proposal. The total expected cost for planning services for this task is \$9,966 (Attachment 3).

2. **Caltrans ADA:** Consultant shall complete review of the Caltrans State Route 1 Americans with Disabilities Act (ADA) Project, which is a project sponsored by the State Department of Transportation to upgrade State Route 1 between mile markers 59.80 and 62.10 with ADA improvements including sidewalk, retaining wall, curb cuts and accessible ramps. The applicant requests a Coastal Development Permit. Tasks in the total expected cost include Project Management, Technical Review, Environmental Review, Report and Document Preparation, Presentation, and Meeting Attendance. The total expected cost for planning services for these tasks is \$6,960.
3. **Parents and Friends-Cypress Street residential structures:** Consultant shall complete review of the Parents & Friends Project, which proposes to demolish two buildings, the house and an outbuilding, on APN 18-090-12 at 350 Cypress Street. A third building, the Mendocino Coast Pharmacy (and a small shed), will be retained. Three residential buildings with four bedrooms and three bathrooms each are proposed for construction on the west approximate two-thirds of the lot. These are to serve as group homes for aging, disabled adults. The applicant requests a Coastal Development Permit. Tasks included in the total expected cost include Project Management, Technical Review, Environmental Review, Report and Document Preparation, Presentation, and Meeting Attendance. The total expected cost for planning services for these tasks is \$13,050.

RECOMMENDED ACTION:

Approve Contract Amendment with Metropolitan Planning Group, DBA M-Group for Adjunct Planning Services for Multiple Planning Projects and Authorize City Manager to Execute Contract (Amount Not to Exceed \$46,146.00; Multiple Account Numbers).

ALTERNATIVE ACTION(S):

1. Request further contract amendment and approve contract with M-Group for planning services for the aforementioned Planning Projects.
2. Deny contract amendment and recommend alternate means for processing aforementioned planning permits.

FISCAL IMPACT:

This project is funded directly by applicants, through Developer Deposit Accounts (DDAs) thus any real expenses incurred by the City for managing the consultant, preparing and distributing notices on behalf of the applicant, or other services rendered by either city staff or consulting staff are invoiced to the applicant. The sum total of the consultants proposed services are shown in the table below.

Project	Amount
Dollar General- Planning	\$ 16,170.00
Dollar General- CEQA	\$ 9,966.00
Caltrans	\$ 6,960.00
Parents and Friends	\$ 13,050.00
Total	\$ 46,146.00

GREENHOUSE GAS EMISSIONS IMPACT:

Processing the contract amendment is not expected to have any greenhouse gas emission impacts.

CONSISTENCY:

In accordance with the Fort Bragg Municipal Code §3.20.040, the City Manager is designated as the Purchasing Officer for the City and delegated authority for approving contracts for professional services up to the amount of \$25,000. As this professional services agreement is now expected to exceed the allowed threshold, staff is seeking Council authorization to proceed accordingly.

IMPLEMENTATION/TIMEFRAMES:

If the contract amendment is approved by Council, an amendment will be circulated and signed by both parties. In the meantime, the consultants are preparing the initial phases of two of the three projects, excluding Dollar General, as work on that item will first require completion of traffic study as presented in another agenda item. A full tentative timeline for each of these projects has not been devised yet, as many project variables are yet to be determined, however additional information about the projects can be found on the City's Community Development Active Planning Permit Application Page: <https://city.fortbragg.com/486/Active-Planning-Permit-Applications>.

ATTACHMENTS:

1. M-Group Initial Proposal
2. Dollar General Scope of Work – Planning
3. Dollar General Scope of Work – Environmental
4. Caltrans ADA Scope of Work
5. Parents and Friends Scope of Work
6. Resolution Accepting Amended Contract with M-Group
7. Amended Contract

NOTIFICATION:

1. Geoff I. Bradley, M-Group
2. John Wojtila, Zaremba Group, LLC
3. Jen Gagnon, California Department of Transportation
4. Kash Boodjeh, K. Boodjeh Architects, kboodjeh@gmail.com