



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 12, 2017

TO: The Mayor and Members of the City Council

SUBMITTED BY: Holly Smyth, Planning Director
Mike Roberts, Public Works Director

SUBJECT: Municipal Resources Group (MRG) Contract Amendment No. 3 for Planning, Building, and Engineering Project Management Services

RECOMMENDED ACTION:

Adopt a resolution authorizing the City Manager to execute Contract Amendment No. 3 with Municipal Resources Group for an additional \$75,000, for a total contract amount not to exceed \$300,000 (which started as \$75,000, with 2 additional \$75,000 amendments already approved for an existing \$225,000) for continued project management consulting services on development funded projects & programs, general plan related updates, planning related field inspections and conditions of approval verifications, and engineering special assignments as needed to finish out the 2017/18 Fiscal Year.

FISCAL IMPACT OF RECOMMENDATION:

The requested allocation of an additional \$75,000 for the extension of MRG's consulting services is anticipated to be either entirely reimbursable by development funded projects & programs, general plan update fees, building permit fees or from gas tax funds on engineering special assignments. As such, this contract extension will have no impact on the City's General Fund. Accounts that will likely be utilized to fund the proposed \$75,000 contract extension include the following: the City's General Plan Update Fee which is an impact fee collected on all building permits issued in the City, infrastructure funding such as grants utilized to manage the Regional Intermodal Transportation Center or gas tax, and planning application fees and deposits collected from developers that are used to pay for the City's cost to review development projects, and building permit fees.

DISCUSSION:

The City's current contract with MRG for an amount of \$75,000 was originally approved by the City Council in November, 2014 for the purpose of providing a range of services to the City, including planning, property management, and property transfer services. This contract was amended in October 2015 with an additional \$75,000 being allocated. The contract was amended again in February 2017 for an additional \$75,000 for a total of \$225,000. Those earlier services

were provided to the City by the MRG consultant Alan Wolken. In June 2016, Victor Carniglia of MRG replaced Alan Wolken, and Mr. Carniglia is now working for the City under the existing contract.

MRG consultants have the advantage of bringing to a local jurisdiction many years of relevant, progressively responsible municipal experience (over 35 years of such experience in the case of Mr. Carniglia). This assistance has proven to be very beneficial in assisting the City's Planning and Public Works Departments in carrying out day to day, as well as longer range tasks that otherwise would not have been able to be completed in a timely manner, particularly taking into account current staffing levels. Examples of tasks that the City expects MRG to perform under this contract amendment include the following:

- Continue to serve as the Project Manager over the City's comprehensive update of its Circulation Element to ensure successful completion and adoption. Once complete, overseeing a consultant contract to prepare the Transportation Impact Fee Study will also stem from this update.
- Continue to provide Project Manager Services to assist the Planning Director process development applications (which are paid by developer fees) by providing project review and coordination of necessary services to ensure that current and anticipated project applications are reviewed and processed in a comprehensive and timely manner. This currently includes the Bayfront Waterfront applications and the Lorenzeni Auto Service/Mini Storage projects but may include others.
- Continue to provide review on completed portions of the Muir Pointe subdivision prior to final occupancies being issued and ensuring that all the conditions of approval are met for the overall project under the Building Division services.
- Provide Project Manager oversight on the completion of the Queen Anne CEQA documentation, bill-of-sale and relocation of the City-owned structure.
- Begin preparation of the General Safety Element Update and Hazard Mitigation Plan, which will assist the City in qualifying for specific grant funding programs related to improving community safety.
- Perform other planning related tasks as needed at the direction of the Planning Director.
- Prepare competitive grant applications and perform the administrative follow up needed to qualify the City to receive grant funding to implement pedestrian/bike improvements as available funding opportunities are presented.
- Provide ongoing staff assistance working with the East Bay Regional Park District to ensure the City receives the appropriate reimbursements for the Bay Trail and other related projects.
- Provide ongoing coordination for continued progress in the development and ultimate completion of the Hercules Intermodal Transit Center.
- Provide assistance the Public Works Director by performing tasks needed to resolve key

issues as they arise.

It is anticipated that this will be the final amendment of the existing contract and that a new contract would be considered for services starting in 2018/19.

ATTACHMENTS:

Attachment 1 – Resolution

Attachment 2 – Contract Amendment No. 3 for Consulting Services with MRG

Attachment 3 – Scope of Services

Financial Impact

Description:

Consulting services for development funded projects or programs (for Waterfront, Lorenzeni, and other projects), general plan related updates, planning related field inspections, and engineering special assignments with specific line item expenses fluctuating dependent upon actual tasks completed.

Funding Source:

Development Deposit Account Funds

General Plan Update Fund

Building Permit Fees

Sewer Fund

Traffic Development Impact Fee Fund

Gas Tax Fund

Measure J Fund

Budget Recap:

Total Estimated cost:	\$	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		