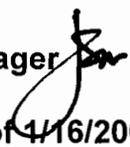


**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Barry K. Hogan, Deputy City Manager 

DATE: December 26, 2007 (CC Meeting of 1/16/2008)

SUBJECT: Consider Approval of an Agreement with BonTerra Consulting to Prepare an EIR for the Moorpark Civic Center Campus Master Plan and Resolution Amending the Fiscal Year 2007/08 Budget to Fund the Plan

BACKGROUND

The City has been working on a design of a new city hall for the last year. Development of the whole Civic Center Campus is expected to be a multi-phased project with the first phase being the development of a new city hall and council chambers. Subsequent phases would include street improvements to High Street and Moorpark Avenue, a reconfiguration of the existing parking lot, remodeling of the Administration Building, a new library, and the potential for other civic and/or governmental uses. Now that the expected future uses on the Civic Center Campus have been generally defined, the environmental documentation can begin. Staff anticipates that an environmental impact report (EIR) will be needed for this project. On October 5, 2007 staff sent a request for proposal (RFP) to prepare this EIR to four environmental consultants:

- BonTerra Consulting
- UltraSystems
- ESA
- Sirius Environmental

A copy of the RFP is attached. A pre-proposal meeting was held; three of the four consultants attended, Sirius Environmental could not make the mandatory pre-proposal meeting and therefore did not submit a proposal. The City received three proposals on or prior to the deadline for submittal of November 5, 2007.

DISCUSSION

Each consultant is well qualified to perform the scope of work outlined in the attached RFP. Two major issues are expected to be historic resources and traffic. The overall time frame for the completion of the EIR is expected to take 10 to 12 months. Below is a table comparing the total costs from each of the firms.

Consultant	Cost of Work Tasks	Contingency	Total Cost
BonTerra	\$289,172.00	\$20,000.00 (7%)	\$309,172.00
ESA	\$254,420.00	\$25,442.00 (10%)	\$279,862.00
UltraSystems	\$245,083.00	0.00 (0%)	\$245,083.00

A committee comprised of the Assistant City Manager, Deputy City Manager and the Planning Director met to review the proposals. The Committee felt that the BonTerra Consulting proposal presents the best combination of resource allocation and expertise, based on the critical project issues. The project team includes an architectural firm with a strong background in historic resources, a traffic consultant very familiar with Moorpark's downtown traffic issues, and a team leader with strong experience in past EIRs in Moorpark, most recently having prepared the North Park Village Specific Plan EIR. Although the BonTerra Consulting proposal has the highest estimated cost, staff feels that there are areas in which cost can be reduced based upon better refinement of the tasks.

FISCAL IMPACT

The cost of an EIR for the Civic Center Campus should be included in the overall cost of development. Funds have not been specifically budgeted and a budget amendment is needed. A budget amendment is attached for Council consideration.

STAFF RECOMMENDATION (Roll Call Vote)

1. Select BonTerra Consulting to prepare the Civic Center Master Plan EIR and authorize the City Manager to sign the agreement at a cost not to exceed \$309,172.00, subject to final language approval of the City Manager and City Attorney.
2. Adopt Resolution No. 2008-_____ to fund the EIR preparation.

Attachments:

1. Budget Resolution
2. Request for Proposals

RESOLUTION NO. 2008- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FY 2007/2008 BUDGET BY ALLOCATING \$309,172 FROM THE ENDOWMENT FUND RESERVE BALANCE (2800) TO THE CITY HALL IMPROVEMENT FUND BUDGET FOR PROFESSIONAL SERVICES RELATED TO A CIVIC CENTER CAMPUS MASTER PLAN ENVIRONMENTAL IMPACT REPORT

WHEREAS, on June 20, 2007, the City Council adopted the budget for Fiscal Year 2007/2008; and

WHEREAS, a staff report has been presented to said Council requesting a budget amendment allocating \$309,172.00 to the City Hall Improvement Fund Budget from the Endowment Fund Reserve Balance for professional services associated with the proposed Civic Center Campus Master Plan Environmental Impact Report (EIR) ; and

WHEREAS, a budget amendment is required to fully fund the proposed report.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That a budget amendment in the amount of \$309,172.00 in General Funds as described in Exhibit "A" attached hereto, is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original Resolutions.

PASSED AND ADOPTED this 16th day of January, 2008.

Patrick Hunter, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

Attachment: Exhibit A- Budget Amendment

CC ATTACHMENT 1

000350

EXHIBIT A
Budget Revision

A. Fund Allocation:

Fund No.	Fund Name	Amount
2800.5500	Endowment Fund Reserve Balance	\$309,172.00

B. Budget Appropriations:

BUDGET NUMBER	BUDGETED	REVISION	NEW BUDGET
2800.2100.2007.9601	\$0.00	\$309,172.00	\$309,172.00

Approved as to form: 

October 5, 2007

**REQUEST FOR PROPOSALS
(RFP)**

ENVIRONMENTAL SERVICES

FOR

**THE CIVIC CENTER CAMPUS SPECIFICALLY
CONSTRUCTION OF A NEW CITY HALL
AND OTHER CIVIC FACILITIES
IN THE CITY OF MOORPARK**

**BARRY K. HOGAN
DEPUTY CITY MANAGER
CITY OF MOORPARK
799 MOORPARK AVENUE
MOORPARK, CA. 93021
805-517-6233**

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Attachments:

1. Location Map
2. Site Plan
3. Historical Resource Information
4. City CEQA Procedures

I. INTRODUCTION

The City of Moorpark is requesting proposals for the preparation of an Initial Study and Environmental Impact Report and supporting documentation for the project described below.

II. BACKGROUND

The project is a multi-phased development of the Civic Center Campus. The City of Moorpark is planning on constructing a Civic Center Campus including but not limited to a City Hall, Community Center, Active Adult Center, Library, Post Office, Teen Center, City Park, Amphitheater and associated parking to serve the citizens of Moorpark. Currently the City is in the process of preparing plans for a new City Hall. Part of this project involves the acquisition of the northwest corner of High Street and Moorpark Avenue and the widening of both High Street and Moorpark Avenue and the extension of High Street westerly of its current termination. Due to the complexity of the project, it has been determined that the City should retain an individual or firm (hereafter "consultant") with expertise and experience in the preparation of environmental documents, including Initial Studies pursuant to the California Environmental Quality Act (CEQA) to prepare an Initial Study, Environmental Impact Report, and supporting documentation for this project.

Presently, the Civic Center Campus has a total of 32,956 ± square feet of building in five structures, specifically the City Library (7,800 ± square feet), the Active Adult Center/Community Center (9,256 ± square feet), the Administration Building (8,000 ± square feet), the Development and Community Services Building (5,800 ± square feet), and the File/Employee Lounge (2,100 ± square feet). It is anticipated that the Development and Community Services Building, which are modular buildings, would be removed once the new City Hall is constructed. The existing Library is also anticipated to be removed in later phases of the Campus development and a new Library constructed. The existing Civic Center Campus encompasses a total of 6.53± acres of land. The historic site at the corner of High Street and Moorpark Avenue is 0.341± acres and the adjacent western parcel of land which the City will acquire is 8.84± acres of land. Overall when all of the land is assembled the Campus will encompass 15.37± acres of land.

It is the City's intent to construct a new City Hall in the near future. The project is a multi-phased development of the Civic Center Campus.

- Phase 1 – City Hall Construction: Phase 1 would include grading of the new City Hall site; construction of the new City Hall and associated parking on to the west of the new building and on the south side of the extension of High Street; the reconfiguration of the existing Civic Center Campus (City Hall, Active Adult/Community Center, and Library) parking lot; removal and possible relocation of the existing playground; removal all of the temporary modular commercial offices; widen Moorpark Avenue from Casey Road to High Street to provide for an extended left turn pocket for southbound traffic, a right turn only lane into the Moorpark Avenue driveway for the Campus and

right turn only lane from Moorpark Avenue at High Street; widen, reconstruct, and extend High Street west of the intersection of High Street and Moorpark Avenue to provide a left turn pocket for northbound traffic, a right turn only lane for southbound traffic and two lanes, one in either direction for east and westbound traffic; upgrading of the traffic signal at High Street and Moorpark Avenue with left turn arrows and synchronization of this signal with Casey Road and Poindexter signals on Moorpark Avenue; installation of a raised landscaped median in Moorpark Avenue from Casey Road to High Street; and undergrounding or relocation of the overhead utility lines from the site and the acquisition of the property at the northwest corner of High Street and Moorpark Avenue.

- Phase 2 – New Library: Phase 2 would include the construction of a new City Library; demolition of the existing library after occupancy of the new library.
- Phase 3 – New Post Office: Phase 3 would include the construction of a new post office and parking facility on approximately one acre west of the City Hall site. It would include a store front for customer service, administrative offices, mail storage and sorting, customer and employee parking, and parking and storage for postal route vehicles. The anticipated size of the facility would be 10,000 ± square feet.
- Phase 4 – Remodeling of Administration Building: Phase 4 includes interior remodeling and some exterior reconstruction of the administrative building into a civic use such as the expansion of the community center or leaseable office space.
- Phase 5 – Construction of Additional City Hall Parking, Teen Center, Amphitheater, City Park, and Detention Basin to meet NPDES Requirements: Phase 5 would include the construction of additional parking adjacent and east of the new City Hall, construction of additional 10,000 to 15,000 square feet of office space and related parking, a 10,000 square foot Teen Center and associated recreation area, construction of an amphitheater for outdoor entertainment with a minimum five (5) acre City Park and construction of a Detention Basin to meet the NPDES requirements for the Civic Center Campus.

It should be noted that while Phase 1 will be the first increment of development in the Civic Center Campus the remaining phases may not necessarily be constructed in the order given above.

III. SCOPE OF SERVICES

The environmental services requested from the City include the preparation of an Initial Study, Environmental Impact Report, and all necessary background studies and other supporting documentation for the development of the proposed Civic Center Campus and specifically the City Hall project, consistent with the California Environmental Quality Act and State CEQA Guidelines, the City's CEQA Procedures, and industry standards. This shall include identification of and consultation with all responsible and trustee agencies,

completion of any necessary technical studies and analysis consistent with CEQA, the State CEQA Guidelines, and the City's CEQA Procedures, determination of the significance of the environmental effects for the proposed project based on the City's General Plan and Municipal Code, past practice of the City, and Sections 15064, 15064.5, and 15065 of the State CEQA Guidelines, identification of feasible mitigation measures and alternatives where significant impacts are identified, and determination of significance after mitigation. The City's Initial Study checklist shall be used as a framework for the preparation of the Initial Study. A location map, plans, information of the building on the California Register, and City's CEQA Procedures are attached.

IV. LIMITATIONS

1. All reports and pertinent data or materials shall be the sole property of the City of Moorpark and may not be used or reproduced in any form without the explicit written permission of the City.
2. The proposer should expect to have access only to the public records and public files of local government agencies in preparing the proposals or reports. No compilation, tabulation, or analysis of data, definition or opinion, etc., should be anticipated by the contractor from the agencies, unless volunteered by a responsible official of those agencies.
3. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to procure or contract for services or supplies. The City reserves the right at its sole discretion to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and to submit such price, technical or other revisions of their proposals as may result from negotiations.
4. The City has the authority to terminate its contract with the private expert at any time during the period of the study if it is found by the City that the private expert's performance is not satisfactory.
5. Contract payments will be made on the basis of satisfactory performance by the Consultant as determined by the City. Final payment to the private expert will only be made when the City has received the specified number of copies of the final report in form deemed satisfactory by the City.
6. Responses to this RFP should contain a statement as to what contractual arrangements – if any – exist or have any time in the past existed between the responding firm and the applicant.
7. The City is not liable for any costs incurred by the Consultant or their sub-consultants in preparing the proposal.

V. PROPOSAL CONTENT/FORMAT

The organization of the proposal shall follow this general outline:

1. Introduction - An overall introduction to the proposal, the contents of which be determined by the particular requirements of the consultant.
2. Project Team – The following information should be included in identifying the proposed project team that will work on the scope of services:
 - Principal(s) of firm, project team members and how long proposed project team has worked together.
 - Experience of firm in providing requested scope of services, specifically referencing similar consulting services to other agencies, particularly in Ventura County, along with contact person for an agency that may provide information regarding the consultant's work. Particular concern is with the project teams experience in historical structures and work with the California Historical Resources Agency.
 - A listing of other projects and references that the Consultant believes would further support their qualifications for this assignment.
 - A listing of the consultant's current projects and clients. Please note that the City's contract requirements do not allow the Consultant to have clients that currently are processing development projects in the City of Moorpark or have had projects in the City of Moorpark processed within the last year.
 - A listing of all consultants/subconsultants the Consultant proposes to utilize on this project. The City reserves the right to approve or reject any member of the Consultant team, including subconsultants proposed by for this project. After the proposal deadline, substitution of members of the Consultant team, including subconsultants, may only be made by permission of the City. Experience of each member of the Consultant team, including subconsultants, should be identified, along with a list of relevant projects/references demonstrating their qualifications for this work.
 - A listing of any pending or previous litigation over the past five years related to your firm's work on environmental documentation.
3. Study Plan - The following information should be covered in this section:
 - A description of the overall program being submitted including an explanation of the basic purpose and general focus of the work.
 - An explanation of the role of the consultant as related to the role of the City including primarily any division of work between the consultant and City staff.
 - A thorough explanation of the consultant's proposed course of action. Reference should be made to the requirements of this RFP and an explanation given of how the consultant proposes to meet these requirements.
 - An itemized description of the products to be produced, including the proposed time periods for City staff review of draft documents and estimates

for meetings with City staff for the discussion of suggested changes to the drafted sections.

4. Performance Schedule – The Consultant shall provide a proposed schedule of performance. The City’s goal is for the Final EIR to be certified within one year of contract execution
5. Schedule of Costs - This section shall detail the scheduling of the various studies and work items described in the study plan and shall define both the total and detailed costs in performing the total study as well as its major projects and/or end products including a budget indicating expenditures for personnel and materials for each work item. This section shall have all subject tasks and sub-tasks listed, along with minimum time estimates applied to each as well as billing rates and total costs per task and sub-task. A total “not-to-exceed” cost shall be identified for the entire proposed scope of services.
6. Program Management - An explanation of the program management system to be used shall be identified, detailing the operating procedures to be employed and any other management methods to be used to assure that that project is completed within the scheduled time frame and that quality will be maintained in the required products.
7. Statement of Offer and Signature
 - The proposal shall be signed by an individual authorized to bind the proposer, and shall contain a statement to the effect that the proposal is a firm offer for a 60-day (or more) period.
 - The proposal shall also provide the following information: name, title, address and telephone number of individuals(s) with authority to negotiate, and contractually bind the company and also who may be contacted during the period of proposal evaluations.
 - The offer shall include a “not-to-exceed” cost for the entire proposed scope of services

VI. DUE DATE

A pre-proposal meeting will be held on October 17, 2007 to answer any questions relative to the project and its development phases. **Attendance at the pre-proposal meeting is required in order to submit a proposal.** The Consultant shall submit three (3) copies of the Proposal on paper and one (1) electronic copy to:

Barry K. Hogan, Deputy City Manager
City of Moorpark
799 Moorpark Avenue
Moorpark, CA. 93021

TO BE RECEIVED NO LATER THAN 5:00 P.M., NOVEMBER 5, 2007

VII. PROPOSAL EVALUATION AND SELECTION

Three paper copies and one electronic copy of the Proposal must be **received before 5:00 P.M., November 5, 2007.**

All proposals properly received before the aforementioned date and time will be evaluated by a Review Committee. The firms will be ranked and interviews will be scheduled with the top-ranked firms, if determined necessary. The firm ranked as the most qualified to provide the requested services may be invited to negotiate a final agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm. The City reserves the right to conduct additional interviews after the cost proposals are opened.