STAFF REPORT

To: Honorable Mayor and City Council

Date: September 3, 2019

From: Kevin Gardiner, Community Development Director – (650) 558-7253

Subject: Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to a Professional Services Agreement with Circlepoint to Perform Environmental Review Services Related to the Proposed Development of a New 150-Unit Apartment Building at 1095 Rollins Road

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a $14,781 Amendment to a Professional Services Agreement with Circlepoint for environmental review services related to the development of a new six-story, 150-unit residential apartment building proposed at 1095 Rollins Road, Burlingame.

BACKGROUND

The City of Burlingame received an application from The Hanover Company on September 14, 2018 for Environmental Review, General Plan Amendment, Rezoning, Design Review, Conditional Use Permit, Density Bonus, and Vesting Tentative and Final Map for a new six-story, 150-unit residential apartment building at 1095 Rollins Road.

The project is subject to environmental review pursuant to the California Environmental Quality Act (CEQA).

DISCUSSION

The Community Development Department circulated a Request for Proposals (RFP) to three environmental consultants qualified to provide environmental review services for development projects. After reviewing the proposals, staff selected Circlepoint to perform the environmental review required for the proposed apartment development. Final selection of the CEQA consultant was based on the consultant's previous experience preparing CEQA documents in Burlingame in a timely and efficient manner. In addition, Circlepoint provided the lowest bid at $93,135. This original contract amount was under $100,000 and therefore did not require City Council approval to proceed; the contract was executed on February 28, 2019.

The Planning Commission reviewed the project for environmental scoping on January 28, 2019, and an environmental review kick-off meeting was held with the applicant, City staff, and Circlepoint on March 6, 2019. The environmental document preparation is currently underway.

Following these meetings and as the project has been analyzed, it was determined that additional technical studies are required, and that additional project management was needed. A budget augment was requested in the amount of $14,781 to cover the additional studies and project management. This augmentation brought the environmental review budget to a total of $107,916, exceeding the $100,000 City Council threshold for review of contracts. Therefore, staff is requesting City Council approval to authorize the City Manager to execute an Amendment to the Professional Services Agreement with Circlepoint for $14,781, bringing the overall contract amount to $107,916.

Environmental review is a duty imposed on the lead agency under state law, but such review is funded by the development applicant. Therefore, although the contract is with the City of Burlingame, the applicant will pay $107,916 to the City to cover the costs of the environmental review. To date, the applicant has paid $93,135, which is held in an account and paid to Circlepoint on a monthly basis as services are rendered.

Attached is an Amendment to the Agreement for Professional Services with Cirlepoint to perform the environmental review services for the proposed project, in an amount not to exceed $14,781 for additional environmental review services detailed in the August 14, 2019 budget amendment requested by Circlepoint. Because the amendment brings the total cost of the agreement to $107,916, City Council approval is required.

FISCAL IMPACT

Funding for the project's environmental review is provided by the project applicant. Therefore, there will be no fiscal impact to the City's budget.

Exhibits:

- Proposed Resolution
- Circlepoint Contract Amendment No 1, for 1095 Rollins Road CEQA - dated August 14, 2019
- Original Executed Agreement