



STAFF REPORT

AGENDA ITEM NO: 8g

MEETING DATE: November 18, 2019

To: Honorable Mayor and City Council

Date: November 18, 2019

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

Subject Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Amendment to the Professional Services Agreement with MIG for Preparation of an Update of the City's General Plan and Zoning Ordinance to Extend the Term of the Agreement and Increase the Contract Amount by \$75,075 to Cover Expenses Related to the General Plan Update, Climate Action Plan Update, and Environmental Impact Report (EIR)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute an amendment to the Professional Services Agreement with MIG to increase the contract amount and extend the term of the Agreement for preparation of an update of the City's General Plan, Zoning Ordinance, Climate Action Plan, and Environmental Impact Report (EIR).

BACKGROUND

The City adopted a new General Plan in January 2019 and a new Climate Action Plan (CAP) in September 2019. The combined effort, which also includes an update to the Zoning Ordinance, is known as "Envision Burlingame." MIG was selected through a competitive process to provide consulting services for the project, and the City Council approved a Professional Services Agreement with MIG on January 5, 2015. The term of the agreement was extended on September 19, 2016. Work on the Zoning Ordinance is ongoing, with public hearings anticipated in mid-2020.

DISCUSSION

The City entered into an Agreement for Professional Services with MIG to perform the consulting services required for the General Plan and Zoning Ordinance Update, as well as preparation of the required environmental review document, in an amount not to exceed \$1,320,281.00.

Of the total budget, \$491,770 is funded from a Strategic Growth Council Sustainable Communities Grant, and the remainder is from the General Fund. The City Council had allocated a total of \$1,000,000 from the General Fund in FY 2013 and FY 2014 to provide a total budget of \$1,491,770.

MIG has submitted a request to amend the Agreement for Professional Services to account for changes and additions to the Scope of Work on this project (attached). The changes are to account for:

- Additional public meetings, hearings, and edits encountered in the review and adoption of the Draft General Plan;
- Additional unanticipated work performed for the Climate Action Plan;
- Preparation of an online version of the General Plan (“ePlan”) to provide greater accessibility to community members and interested parties; and
- Additional coordination and project management involved in the adoption of the General Plan, Climate Action Plan, and Environmental Impact Report.

Contract Amendment #2 includes a total budget increase of \$75,075, changing the total budget from \$1,320,281 to \$1,395,356. At the same time, the term of the Agreement for Professional Services would be extended to June 30, 2020, to cover the anticipated duration of the Zoning Ordinance Update.

Attached is the draft Amendment to Agreement for Professional Services with MIG to extend the term and budget to perform the planning and environmental review services required for the General Plan, Climate Action Plan, and Zoning Ordinance Update. Because the cost of the original agreement exceeds \$100,000, Council approval of the amendment is required. Additionally, the resolution ratifies the payment of any balances due to MIG between the previous termination date of the agreement and the date of the City Council’s action to approve the amendment.

The proposed resolution (attached) includes amendments to the scope of work and budget.

FISCAL IMPACT

Of the total budget, \$491,770 is funded from a Strategic Growth Council Sustainable Communities Grant, and the remainder is from the General Fund. The City Council allocated a total of \$1,000,000 from the General Fund in FY 2013 and FY 2014 to provide a total budget of \$1,491,770. The difference between the total budget of \$1,491,770 and the \$1,320,281 budget specified in the agreement with MIG is \$171,489, providing a contingency for unanticipated expenses encountered over the duration of the project.

Exhibits:

- General Plan and Zoning Ordinance Update – Contract Amendment #2
- Resolution
- Executed Agreement for Professional Services with MIG
- Draft Amendment to Agreement for Professional Services with MIG
- City of Burlingame General Plan and Zoning Ordinance Update Work Program As Amended October 29, 2019 (Exhibit A)