



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: September 15, 2025

To: Honorable Mayor and City Council

Date: September 15, 2025

**From: Neda Zayer, Community Development Director – (650) 558-7253
Catherine Keylon, Senior Planner – (650) 558-7250**

Subject: Adoption of Resolutions Authorizing the City Manager to Execute Individual Professional Services Agreements for On-call Planning Services, Each for a Not-to-Exceed Amount of \$1,000,000 and a Five-Year Term.

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions authorizing the City Manager to execute individual Professional Services Agreements for on-call planning services for a not-to-exceed amount of \$1,000,000 each and a five-year term with:

- David J. Powers and Associates, Inc.;
- Environmental Science Associates (ESA);
- ICF Jones & Stokes, Inc.; and
- M-Group

BACKGROUND

The Community Development Department - Planning Division issued a Request for Qualifications (RFQ) to establish an On-Call Planning Services Consultant List. The consultants on the list would provide various professional and technical services required for the review of development projects including environmental review, historic review, design review consultation, and planning staffing services.

The City utilizes consultants to prepare required environmental documents under the California Environmental Quality Act (CEQA) and historic resources studies for development projects or the City's capital improvement projects. Staff has historically executed individual contracts with consultants each time these types of services are required for a project. Depending on the cost of the service, a Request for Proposal process would be needed, which is often the case, adding additional time and processing to the project. The On-Call Planning Services Consultant List would simplify and expedite this process by developing standing contracts to engage the consultants in the specialized work needed. A task order would be completed for each project that would define the scope of work, and the cost would be covered by the Applicant/Developer.

In addition, one firm was selected to also provide planning staffing services that could be used when needed during staff shortages, workload backlogs, or specialized projects. This type of

service would be far more limited on an as-needed basis, and the cost would be budgeted for by the Community Development Department through the budgeting process. Currently, there is no plan for use of this service, but rather, the contract is in place should it be needed in the future.

On May 12, 2025, the RFQ was released, and seven consultant firms submitted a Statement of Qualifications. Internal staff reviewed the submittal packets and conducted interviews. Four firms were selected through the process to be placed on the on-call list:

- David J. Powers & Associates
- Environmental Science Associates (ESA)
- ICF Jones & Stokes
- M-Group

The consultants selected are highly qualified firms who have done work for the City of Burlingame in the past, as well as many other jurisdictions in the Bay Area and State of California.

Staff is requesting approval to enter into a Professional Services Agreement with each of the above-mentioned firms for a five-year contract term and a not-to-exceed amount of \$1,000,000. The \$1,000,000 amount is intended to be able to cover multiple projects, if needed, without additional amendments to the contracts.

FISCAL IMPACT

Funding for the environmental and historic review services will be reimbursed by the Applicant/Developer through a pass-through account for each project over the five-year period.

The planning staffing services that could be used when needed during staff shortages, workload backlogs, or specialized projects would be budgeted for by the Community Development Department through the budgeting process. Currently, there is no plan for use of this service, but rather, the contract is in place should the need arise in the future.

Exhibits:

- Resolution for David J. Powers
- Professional Services Agreement for David J. Powers & Associates
- Resolution for ESA
- Professional Services Agreement for ESA
- Resolution for ICF
- Professional Services Agreement for ICF Jones & Stokes
- Resolution for M-Group
- Professional Services Agreement for M-Group