

RESOLUTION NO. 2018-064

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER 2018-01 WITH M-GROUP TO PROVIDE URBAN AND ENVIRONMENTAL PLANNING AND STAFF AUGMENTATION SERVICES AND RELATED ACTIONS IN AN AMOUNT NOT TO EXCEED \$150,000

WHEREAS, the City entered into a Master Agreement and Task Order No. 2017-01 with M-Group for general planning services on September 12, 2017, pursuant to City Council Resolution No. 2017-113 adopted on September 12, 2017;

WHEREAS, Task Order 2017-01 has reached its \$100,000 funding limits;

WHEREAS, planning and environmental review projects are proceeding with additional consulting services required;

WHEREAS, staff requested and has received a proposal from M-Group for continued urban and environmental planning and staff augmentation services, which will support the City's work; and

WHEREAS, the City Council considered Task Order No 2018-01 at its duly noticed regular meeting of May 8, 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize the City Manager to execute Task Order No. 2018-01 by and between M-Group, a California corporation, and the City of Rohnert Park, a municipal corporation, for various private and public development projects for planning, environmental, urban design, and other services as needed in an amount not to exceed one hundred fifty thousand dollars (\$150,000), in substantially similar form to the Task Order attached hereto and incorporated by this reference as Exhibit "A," subject to minor modifications by the City Manager or City Attorney.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions and execute any documents necessary to effectuate Task Order 2018-01 for and on behalf of the City of Rohnert Park.

BE IT FURTHER RESOLVED that upon receipt of developer reimbursements, the Finance Director is authorized to make appropriations and increase budgeted revenue as necessary to cover the costs Task Order.

DULY AND REGULARLY ADOPTED this 8th day of May, 2018.

CITY OF ROHNERT PARK

ATTEST:

Caitlin Saldanha
Caitlin Saldanha, Assistant City Clerk

Pam Stafford
Pam Stafford, Mayor

Attachments: Exhibit A

AHANOTU: Absent BELFORTE: Absent MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (3) NOES: (0) ABSENT: (2) ABSTAIN: (0)

EXHIBIT A TO RESOLUTION

M –Group TASK ORDER NO. 2018-01

CITY OF ROHNERT PARK AND M-GROUP

**AUTHORIZATION TO PROVIDE URBAN AND ENVIRONMENTAL PLANNING AND
STAFF AUGMENTATION SERVICES**

SECTION 1 – PURPOSE

The purpose of this Task Order is to authorize and direct **M-Group** to proceed with the work specified in Section 2 below in accordance with the provisions of the MASTER AGREEMENT between the City of Rohnert Park ("City") and **M-Group** ("Consultant") hereto dated September 12, 2017.

SECTION 2 – SCOPE OF WORK

The items authorized by this Task Order are presented in Exhibit "A" - Scope of Services.

SECTION 3 – COMPENSATION AND PAYMENT

Compensation shall be as provided in the MASTER AGREEMENT between the parties hereto referenced in SECTION 1 above. The total cost for services as set forth in SECTION 2 shall be actual costs (time and materials) based on Consultants' standard labor charges in accordance with the provisions of the MASTER AGREEMENT and as shown in Exhibit "B" – Fee Schedule, in an amount not-to-exceed **\$150,000**.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by **December 31, 2019**, or as extended by the City Manager or the Director of Development Services.

SECTION 5 – ITEMS AND CONDITIONS

All items and conditions contained in the MASTER AGREEMENT for consultant services between City and Consultant are incorporated by reference.

Approved this _____ day of May, 2018.

CITY OF ROHNERT PARK

M-Group

Darrin Jenkins, City Manager (Date)
*Per Resolution No. 2018-____ adopted by the Rohnert
Park City Council at its meeting of May _____, 2018*

By: Heather Hines, Principal (Date)

ATTEST:

APPROVED AS TO FORM

City Clerk

City Attorney

EXHIBIT A SCOPE OF SERVICES
Urban and Environmental Planning and Staff Augmentation Services

Consultant will provide contract staffing services to assist the City of Rohnert Park staff with the project management and entitlement processing tasks for development projects under review at the City. Services covered under this section is for service that is reimbursed by private development and applicants under the City's cost recovery program or work on small special projects. Tasks to be performed shall be specifically requested by City before work is initiated and may include:

1. Environmental Document Preparation and Management Provide oversight and direction to project applicants and environmental consultants throughout completion of the environmental review processes, serving as primary contact between the City, the applicant and environmental consultant. Review and comment on the environmental documents on behalf of the Planning Division. Compile all environmental review comments completed by the various City departments and assist with the interdepartmental coordination of environmental related comments as needed. Oversight and management of the environmental document preparation; ensure routing of submittals to the appropriate departments and agencies; and provide environmental review status/schedule updates. Ensure departmental files provide a legally-adequate administrative record. Complete or review environmental documentation to ensure compliance with CEQA and other state regulations.
2. Application Review and Coordination Assist staff in ongoing processing and management of the applications; update and organize all project files; review and comment on all project submittals; and be responsible for scheduling regular meetings on an individual and group basis between City staff, applicant and other agencies as needed to ensure steady progress of the application processing. This would include communication and coordination with each of the City departments and agencies in a manner that will provide consistent responses and direction to the project applicant.
3. Development Agreement Provide support to City staff with Development Agreement negotiations and completion of draft DAs.
4. Staff Report Preparation Prepare staff reports for Park and Recreation Commission, Planning Commission and City Council hearing, resolutions, conditions of approval and findings, as directed by the Director of Development Services or her designee.
5. Public Hearing Preparation Prepare public presentation materials, including staff reports and exhibits for the Commission and Council hearings.
6. Annexation Prepare annexation applications and coordinate process through LAFCO.
7. Project Implementation Review and provide input on all supporting plans, programs and actions to ensure that the project is consistent with City policies and environmental mitigation requirements. Coordinate update of Specific Plan, General Plan Diagram and Zoning Map to reflect final decision on development projects.
8. Other Work As directed.

M-GROUP 2018 RATE SHEET

M-GROUP STAFF	HOURLY RATE
Admin Analyst Planning Tech	\$75
Assistant Planner Assistant Urban Designer Social Media Coordinator	\$90
Associate Planner Associate Urban Designer Associate Environmental Planner	\$115
Historic Preservation Specialist	\$130
Senior Planner Senior Urban Designer Senior Environmental Planner Project Manager	\$140
Principal Planner Principal Environmental Planner Director of Urban Design	\$160
Principal	\$200-250

* Hourly rates are subject to annual adjustment.

* Sub-consultants include a 10% administration fee