

RESOLUTION NO. 2017-029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER 2017-01 WITH DUDEK FOR PLANNING AND ENVIRONMENTAL SERVICES AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE APPROPRIATIONS AND INCREASE BUDGETED REVENUE TO ACCOUNT FOR DEVELOPER REIMBURSEMENTS

WHEREAS, the City entered into a Master Agreement with Dudek for Planning and Environmental Services on June 28, 2016, pursuant to City Council Resolution No. 2016-67 adopted on June 28, 2016;

WHEREAS, under the 2016 agreement and after a qualifications-based selection process, the City entered into a Task Order No. 2016-01 with Dudek for Planning and Environmental Services;

WHEREAS, Task Order 2016-01 has reached its funding limits;

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

WHEREAS, staff requested and has received a proposal from Dudek for continued planning and environmental services; and

WHEREAS, the City Council considered Task Order No 2017-01 at its duly noticed regular meeting of March 14, 2017.

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. 2017-01 by and between Dudek, a California Corporation, and the City of Rohnert Park, a municipal corporation, for Planning and Environmental Services in an amount not to exceed two hundred fifty thousand dollars (\$250,000).

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to take all actions to effectuate the Task Order for and on behalf of the City of Rohnert Park, including execution, if necessary, 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 upon receipt of developer reimbursements, the Finance Director is authorized to make appropriations and increase budgeted revenue as necessary to cover the costs of the Task Order.

DULY AND REGULARLY ADOPTED this 14th day of March, 2017.

CITY OF ROHNERT PARK

Pam Stafford for
Jake Mackenzie, Mayor

ATTEST:

JoAnne Buergler
JoAnne Buergler, City Clerk

Attachment: Exhibit A

AHANOTU AYE BELFORTE: AYE CALLINAN: AYE STAFFORD: AYE MACKENZIE: Absent
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

Dudek TASK ORDER NO. 2017-01

**CITY OF ROHNERT PARK
AND
Dudek**

AUTHORIZATION TO PROVIDE DEVELOPMENT REVIEW SERVICES

SECTION 1 – PURPOSE

The purpose of this Task Order is to authorize and direct Dudek 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 Dudek ("Consultant") hereto dated June 28, 2016.

SECTION 2 – SCOPE OF WORK

The items authorized by this Task Order are presented in Attachment "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 Attachment "B" for an amount not-to-exceed \$ 250,000.

SECTION 4 – TIME OF PERFORMANCE

The work described in SECTION 2 shall be completed by January 31, 2018 or as extended by the City Manager.

SECTION 5 – ITEMS AND CONDITIONS

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

Approved this 14th day March, 2017.

Signatures on Next Page

CITY OF ROHNERT PARK

DUDEK

Darrin Jenkins, City Manager (Date)
Per Resolution No. 2017-____ adopted by the
Rohnert Park City Council at its meeting of March 14, 2017.

Name, Title (Date)

DUDEK

Name, Title (Date)

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A SCOPE OF SERVICES

Planning and Environmental Review Services

A. Development Review Planning 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. Service covered under this section is for service that is reimbursed by private development and applicants under the City's cost recovery program. Tasks to be performed shall be specifically requested by City before and 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 EIR process, serving as primary contact between the City, the applicant and EIR consultant. Review and comment on the environmental documents on behalf of the Planning Division. Compile all EIR review comments completed by the various City departments and assist with the interdepartmental coordination of EIR-related comments as needed. Oversight and management of the EIR preparation; ensure routing of submittals to the appropriate departments and agencies; and provide EIR status/schedule updates. Ensure departmental files provide a legally-adequate EIR 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 Development Service Director.
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.

B. Biological Resources Studies, Permitting and Services

Consultant will provide biological 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. Service covered under this section is for service that will be reimbursed by private development and applicants under the City's cost recovery program. Tasks to be performed shall be specifically requested by City before and work is initiated and may include:

1. Biological Resources Assessments Review background information (soils, aerial photos, topographic maps, other environmental documents). Obtain report from the California Natural Diversity Data Base for special status species occurrences in the region. Perform query of the California Native Plant Society database for rare plants with potential to occur in the project area. Obtain a database report from the USFWS for special-status species with potential to occur in the project area and critical habitat. Conduct field survey of site to inventory vegetation types and wildlife habitat. Prepare a list of observed plants and animals. Prepare exhibits including habitat maps, species occurrence data, critical habitat, and ground photos. Identify the location of any special status species populations. Prepare Biological Resources Assessment report documenting results of research and field survey(s).
2. Special-status Plant and Animal Surveys Biologists will survey the site for the occurrence of special-status species according to applicable regulatory guidance for surveys within the Santa Rosa Plain Conservation Strategy Area. Prepare a list of species observed and field map locations of any rare plant populations or special-status animal species observed. Prepare exhibits to identify the locations of species mapped during the field survey. Incorporate the results of the survey into survey report include recommendations for appropriate mitigation strategies for any species identified.
3. Wetland Delineations and Verifications Wetland delineations will be conducted to the standards established by the San Francisco District Corps office. Obtain and evaluate background data, such as aerial photographs, soils maps, and other pertinent information. Conduct a wetland delineation according to the Corps' 1987 manual using the three parameter method described in the manual. Create a wetland delineation map showing the features identified as waters of the United States during the delineation site visit. Prepare a Wetland Delineation Report for submission to the U.S. Army Corps of Engineers. Work with the Corps to finalize verification of the Wetland Delineation map.
4. Resource Agency Consultation and Permitting Resource specialists will work on behalf of the City with applicable state and federal agencies to consult regarding Clean Water Act, Endangered Species Act and other regulations to obtain information and permits, as needed.
5. Other Work As directed.

EXHIBIT B FEE SCHEDULE

PLANNING & ENVIRONMENTAL SERVICES

Principal.....	\$210.00/hr
Environmental Specialist/Planner VI.....	\$195.00/hr
Environmental Specialist/Planner V.....	\$175.00/hr
Environmental Specialist/Planner IV.....	\$165.00/hr
Environmental Specialist/Planner III.....	\$155.00/hr
Environmental Specialist/Planner II.....	\$135.00/hr
Environmental Specialist/Planner I.....	\$125.00/hr
Analyst III.....	\$115.00/hr
Analyst II.....	\$105.00/hr
Analyst I.....	\$95.00/hr
Planning Assistant II.....	\$85.00/hr
Planning Assistant I.....	\$75.00/hr

OFFICE SERVICES

Technical/Drafting/CADD Services

Senior Designer.....	\$145.00/hr
Designer.....	\$135.00/hr
Assistant Designer.....	\$130.00/hr
GIS Specialist IV.....	\$155.00/hr
GIS Specialist III.....	\$145.00/hr
GIS Specialist II.....	\$135.00/hr
GIS Specialist I.....	\$125.00/hr
CADD Operator III.....	\$125.00/hr
CADD Operator II.....	\$120.00/hr
CADD Operator I.....	\$105.00/hr
CADD Drafter.....	\$95.00/hr
CADD Technician.....	\$85.00/hr

SUPPORT SERVICES

Technical Editor III.....	\$145.00/hr
Technical Editor II.....	\$130.00/hr
Technical Editor I.....	\$115.00/hr
Publications Specialist III.....	\$105.00/hr
Publications Specialist II.....	\$95.00/hr
Publications Specialist I.....	\$85.00/hr
Clerical Administration II.....	\$85.00/hr
Clerical Administration I.....	\$80.00/hr

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates.

Annual Increases – Unless identified otherwise, these standard rates will increase 3% annually.