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Staff Report

To: Lemoore City Council
From: Holly Smyth, Chief Planner
Date: March 2, 2006
Subject: General Plan Request for Proposal Update

Item # 8

Discussion:

Since the February 7th Council meeting, staff has talked with several consultants regarding the General Plan update and may have two firms interested in submitting proposals on the project. We believe that carrying out the existing land use survey, handling various public noticing and mailing activities, and coordinating the Citizen Participation process can be handled by staff to provide approximately \$40,000 in cost savings as they are not very technical in nature but are time consuming. One ballpark cost estimate we recently received which included staff conducting portions of the general plan was for \$370,000. A copy of the proposal is included for your reference to show the specific detailed scope of work.

Three different approaches can be used to update the general plan as follows:

- ? City staff can update several of the elements in house and subcontract for specific technical elements (i.e. Transportation, Noise, and possibly the Land Use elements as well as the Environmental Impact Report)
- ? One consultant can be the lead consultant for the entire project with sub-consultants used for technical components listed above
- ? One consultant can carry out the entire project

Staff recommends the second approach by sending out a new Request for Proposal (RFP) that more specifically delineate City staff tasks to save the City money and do not delineate the budget amount available for the project. Consultants will be given 30 days to submit a proposal, and if proposals are still not received an extension should be given as determined by staff. If Council wishes, a Councilmember can be appointed to sit on the rating and ranking committee to review the submittals RFP's and negotiate work tasks can be pursued.

Budget Impact:

None at this time, however, cost adjustments will probably have to be made in the 2006/07 City and RDA budgets after a firm is selected and costs have been finalized.

Recommendation:

Direct staff to modify the General Plan RFP to include specific activity to be accomplished by City staff and re-release, provide extensions if needed and bring back for awarding at the City Council meeting in May. If the Council also desires to have input during the rating and ranking process, a Councilmember should be appointed immediately.