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Staff Report

To: Lemoore City Council
From: Holly Smyth, Chief Planner
Date: April 26, 2006
Subject: General Plan Request for Proposal Update

Study Session # 2
Regular Session 8

Discussion:

Four general plan proposals were submitted to staff by Dyett & Bhatia, HDR, Michael Brandman Associates and Pacific Municipal Consultants (PMC) to conduct the 2030 Lemoore General Plan update. The Review Committee, consisting of John Murray, Ed Martin, Lisa Elgin, and myself, reviewed the submitted proposals and prepared individual rating and ranking sheets. Rating categories included the following items:

- Cost in relation to the services offered
- Quality of the proposal and the clear demonstration of the firm's understanding of the City's overall goals
- High level of professional competence and proven track record in General Plan preparation by assigned personnel
- High level of professional competence of subcontracts
- Public facilitation capabilities and experience working with the public in formulating goals
- References and completion timeliness
- Ability to produce a high quality document that is readable, can be implemented, includes high quality graphics and utilizes the City's GIS and internet capabilities.

The committee met on Tuesday April 25th to review and discuss the proposals and viewpoints. The committee recommended that three of the consultants, Dyett & Bhatia, Michael Brandman Associates and PMC be interviewed on Monday afternoon, May 1, 2006.

Consultant work products will be collected during the interviews and available for review all day Tuesday, May 1, 2006 in City Council Chambers along with their proposals for any person wanting to review them.

During the study session staff will go over the highlights of the proposals, background of the consultants, make a recommendation on which consultant to use (following interviews), and answer questions of Council. At the 7:30 session, Council should award the contract for services to update the 2030 Lemoore General Plan.

Budget Impact:

Budgets of the top three firms ranged from \$330,000 to \$747,403. It is anticipated that during the interviews, the committee will discuss the costs for services with the consultant (in some cases altering the scope) so that the underlying comparison between the consultants becomes more closely aligned. Staff will bring a budget cost for the preferred consultant with revised costs as appropriate. Costs for services will be included in the General Fund and RDA budgets in the 2006/07 fiscal year, less what is intended to be spent during the current fiscal year.

Recommendation:

Approve the General Plan Committee's recommended consultant at the 7:30 session and authorize the City Manager to execute necessary contracts to begin the work as soon as possible.

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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 #

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.

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Staff Report

Study Session
Item # 2

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

Discussion:

On December 20, 2005 the Planning Department released a Request for Qualifications and Proposals (RFP) to update the Lemoore 2030 General Plan (as shown on the attachment) to 55 consultants. Staff held an informational meeting on January 3, 2006 to discuss the overall City goals, objectives, and anticipated issues in which seven consultants attended and a question and answer summary was made available to all (as shown on the attachment). The RFP and the questions and answers from the January 3rd meeting were both posted on Lemoore's website as soon as they were available. The deadline for submitting proposals was January 31, 2006 and none were received.

Five letters were received from consultants stating that they would not be submitting a proposal due to their heavy workload which would not allow an adequate amount of time for the task at hand. During the informational meeting, one of the largest concerns seemed to be the \$233,000 budget being inadequate. However, staff confirmed that the cost was not too far off from the City of Dinuba's general plan update costing \$225,000 (with a population of 16,844) or the City of Corcoran's update costing \$150,000 (with a population of 14,458).

Over the next few weeks, staff would like to talk to some of the consultants to discuss any impediments to submitting a proposal and review other options and bring back possible solutions to the March 7th City Council meeting.

Budget Impact:

None at this time, however the budget for the general plan update may have to be increased to accommodate the task.

Recommendation:

Direct staff to review possible options to carry out the General Plan update and bring back a recommendation to the March 7, 2006 City Council meeting.

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