



# City of Del Mar Staff Report



TO: Honorable City Council Members

FROM: Kathleen Garcia, Planning and Community Development Director  
Via Scott W. Huth, City Manager

DATE: February 1, 2016

SUBJECT: CEQA Consultant Contract Modification for RECON Environmental Inc.  
(RECON) for the City Hall/Town Hall Project

## REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute a Task Order with RECON in an amount not to exceed \$28,443, including contingencies, for preparation of Technical Studies and an Addendum to the certified Environmental Impact Report (EIR) for the City Hall/Town Hall project.

## DISCUSSION/ANALYSIS:

On April 6, 2015, the City Council approved a task order for RECON to prepare the CEQA documentation, plus additional visual assessments, traffic studies, noise assessments, meetings and photographic inventories necessary for the City Hall/Town Hall project. RECON has completed this task order and the EIR has been certified.

At the January 19, 2016 City Council meeting, the City Council directed staff to assess the potential environmental impacts of an unrestricted in/out driveway at the parking garage along 10<sup>th</sup> Street. RECON's consultant team will be able to evaluate the technical aspects as necessary and provide the associated CEQA documentation, which at this time is anticipated to be an Addendum to the Certified EIR. If, after review of the technical studies, an Addendum is not the appropriate method of CEQA documentation, staff will return to the City Council for revised direction.

Staff is requesting that the City Council authorize the City Manager to negotiate and enter into a task order with RECON for the further Technical Studies and CEQA documentation in an amount not to exceed \$28,443. This budget includes the work program (\$23,443) and a contingency of \$5,000 for unexpected consequences, to be authorized by the City Manager only if necessary.

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## City Council Action:

FISCAL IMPACT:

The amount allocated for this task order is included in the FY 2015-2016 and 2016-2017 Operating and Capital Budget (Revised) and requires no additional appropriation.

ENVIRONMENTAL IMPACT:

This action is to authorize the preparation of Technical Studies and an Addendum to the certified EIR for the Del Mar City Hall/Town Hall project.

PRIOR CITY COUNCIL REVIEW:

On June 20, 2011, the City Council authorized staff to circulate a Request for Qualifications (RFQ) to provide on-call CEQA consulting services. On September 12, 2011 and October 3, 2011, the City Council directed the City Manager to enter into agreements with the qualified firms. On September 2, 2014, the City Council renewed these contracts for a period of three years. On April 6, 2015, the City Council selected RECON out of the qualified on-call consultants based upon their proposal.

ATTACHMENTS:

Attachment A – RECON Proposal of January 26, 2016



An Employee-Owned Company

January 26, 2016

Ms. Kathleen Garcia  
City of Del Mar  
1050 Camino Del Mar  
Del Mar, CA 92014

Reference: **Proposal for Extended Environmental Support Services  
Del Mar City Hall/Town Hall Project (RECON 7786)**

Dear Ms. Garcia:

RECON Environmental, Inc. (RECON) is submitting the following proposal for environmental services for the Del Mar City Hall/Town Hall Project approved by City Council on January 19, 2016. The extended services include assistance on the project development and the compliance with the California Environmental Quality Act (CEQA), additional technical analysis by STC Traffic to include modeling and documentation for circulation and access, responses to any technical correspondence and CEQA determinations, and project meeting and management time. This includes preparation and attendance at up to two (2) additional City Council or Design Review Board meetings as requested by the City Planning Director and conference calls, emails, and meetings with City staff. The following provides a cost breakdown for the RECON effort and the subconsultant costs:

Tasks	Staff	Principal	Senior Project Manager	Senior Technical	Associate	Production	Graphics / GIS	Labor Hours	Labor Cost
		B. Herdes	A. Muto	B. Maddux (Noise)	G. Kazmer				
Hourly Rates		\$202.00	\$178.00	\$177.00	\$144.00	\$81.00	\$94.00		
Project Development		-	22	5	-	-	-	27	\$4,712
CEQA Documentation		2	16	-	8	5	4	35	\$5,185
Hearings		2	10	-	-	-	-	12	\$2,184
Project Coordination and Meetings		2	10	-	-	-	-	12	\$2,184
Responses to Comments and Determinations		-	10	4	-	-	-	14	\$2,488
<b>Subcontractors</b>									
STC Traffic - Access and Circulation Evaluation									\$6,440
<b>Expenses</b>									\$250
<b>Total Labor and Expenses</b>									<b>\$23,443</b>
<b>Contingency (Not included in Total)</b>									<b>\$5,000</b>

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Copies of the scope and cost estimate for STC Traffic are included as attachments to this letter for further clarification of scope and cost breakdown. The City Council authorization of this request would allocate the proposed budget of \$23,443 for the scope of work summarized within this letter. A contingency amount of \$5,000 is not included in the total cost; however, if authorized, such contingencies would only be included with a prior written scope and cost by RECON submitted to the City, and written authorization by the City Manager.

Please contact me if you have any questions or wish to discuss this proposal further.

Sincerely,

A handwritten signature in black ink, appearing to read "Alyssa Muto". The signature is fluid and cursive, with the first name being more prominent than the last.

Alyssa Muto  
Project Manager

AMM:clp

Attachment

**From:** Dawn Wilson [mailto:dawn.wilson@STCTraffic.com]  
**Sent:** Tuesday, January 26, 2016 9:44 AM  
**To:** Alyssa Muto  
**Subject:** Traffic Analysis

Alyssa,

As a follow up to the City Council decision on January 19th, 2016, to explore unrestricted access/egress options at the parking garage on 10th Street, STC will complete the following tasks:

- Attend up to 20 hours of meeting including 2 DRB/City Council Meeting and 2 coordination meetings with staff, community members and other stakeholders.
- Conduct the technical analysis
- Prepare summary report in a Technical Memorandum of the technical analysis

The budget to complete these tasks is as follows:

Meetings & Coordination -  $\$195 * 20 = \$3,900$   
Technical Analysis & Graphic Support -  $\$110 * 16 = \$1,760$   
Technical Memorandum -  $\$195 * 4 = \$780$

TOTAL = \$6,440

Please let me know if you would like us to proceed with this task.

**Dawn L. Wilson, PE TE**  
**STC Traffic, Inc.**  
2794 Loker Avenue West, Suite 102  
Carlsbad, CA 92010

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