

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: KRISTINAE TOOMIANS, SENIOR PLANNER
PLANNING AND ECONOMIC DEVELOPMENT
SUBJECT: PROFESSIONAL SERVICES AGREEMENT – CARITAS VILLAGE
ENVIRONMENTAL IMPACT REPORT

AGENDA ACTION: RESOLUTION

RECOMMENDATION

The Planning and Economic Development Department recommends that the Council, by resolution, (1) waive the competitive selection process and approve a professional services agreement with Stantec Consulting Services, Inc., of Walnut Creek, California for preparation of the Caritas Village Environmental Impact Report in an amount not to exceed \$355,779 to be paid by project applicant; and (2) amend the fiscal year (FY) 2018-19 budget to recognize revenue of \$355,779 and appropriate \$355,779 for the contracted services.

EXECUTIVE SUMMARY

The proposed Caritas Village encompasses one city block, plus two lots on the southeast corner of an adjacent block, totaling approximately 2.28 acres, bordered by A, Morgan, Sixth, and Seventh Streets in downtown Santa Rosa. The project will include the following: 1) demolishing the existing Catholic Charities facilities and residential buildings on the Project site; 2) constructing the Caritas Center, which is a three-story, 41,290 square foot building comprised of a 23,206 square foot emergency housing shelter for up to 52 families, a 6,071 square foot day center, 2,300 square feet of transitional housing for up to 20 program participants and 9,713 square feet of ancillary office/service/medical facilities; 3) constructing Caritas Homes Phase 1, which is a four-story, 69,100 square foot residential apartment building with 91 units; and 4) constructing Caritas Homes Phase 2, which is a four-story, 47,000 square foot residential apartment building with 48 units. The project has received initial comments from the Design Review Board and Cultural Heritage Board through the Conceptual Design Review Process, has had a Neighborhood Meeting and a Pre-Application meeting with City staff. Entitlement permits were submitted on September 10, 2018. Due to the size and anticipated potential environmental impacts, both the applicant and City staff agree that an Environmental Impact Report (EIR) should be prepared. Pursuant to City Code section 3-08.100(D), and supported by familiarity with the project area, the ability to reuse and reference existing studies, and a budget, timeline, and

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scope of work deemed acceptable by the Planning and Economic Development Department, staff recommends that the Council grant a waiver of competitive bidding, award a PSA in substantially the form as Attachment 1 to Stantec Consulting Services, Inc. subject to City Attorney approval to form, and authorize the mayor to sign the Professional Services Agreement. All funds necessary to prepare the EIR will be provided by the applicant, Catholic Charities and Burbank Housing. The FY 2018-19 adopted budget does not include the revenue or expenditure for this proposed EIR development, therefore a budget amendment is necessary to recognize the additional revenue and appropriate the funds for this proposed expenditure.

BACKGROUND

On March 22, 2018, a Neighborhood Meeting was held at City Hall to provide an opportunity for surrounding property owners to learn about the conceptual project and provide comments. Approximately 50 people attended the meeting.

On April 19, 2018, the Design Review Board and Cultural Heritage Board provided comments through the Concept Design Review process for a conceptual version of the project, which included: demolish the existing Catholic Charities facilities and residential buildings on the project site; constructing a 41,290-square-foot emergency housing shelter; constructing a 69,100-square-foot, four-story building with 91 affordable residential apartment units; and, constructing a 47,000-square-foot, four-story building with 48 affordable residential apartment units.

On September 10, 2018, a new project was submitted for the following: 1) demolishing the existing Catholic Charities facilities and residential buildings on the Project site; 2) constructing the Caritas Center, which is a three-story, 41,290 square foot building comprised of a 23,206 square foot emergency housing shelter for up to 52 families, a 6,071 square foot day center, 2,300 square feet of transitional housing for up to 20 program participants and 9,713 square feet of ancillary office/service/medical facilities; 3) constructing Caritas Homes Phase 1, which is a four-story, 69,100 square foot residential apartment building with 91 units; and 4) constructing Caritas Homes Phase 2, which is a four-story, 47,000 square foot residential apartment building with 48 units.

The applicant proposes: 1) a General Plan Amendment from Medium Density Residential and Retail and Business Services to Transit Village Mixed Use; 2) a Specific Plan Amendment to include all parcels within the Courthouse Square Sub-Area of the Downtown Station Area Specific Plan; 3) a Rezoning from Multi-Family Residential (R-3) and Commercial Neighborhood (CN) to Transit Village Mixed (TV-M); 4) a Minor Conditional Use Permit to allow an emergency shelter and transitional housing; 5) a Housing Concession for height under the Housing Allocation Plan; 6) a Parking Reduction to allow a parking ratio of 0.3 spaces per unit for residential uses; 7) a Parcel Map to reconfigure property lines and create three parcels; 8) a Sign Permit to allow on-site signage; and 9) Preliminary and Final Design Review.

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On March 22, 2017, the applicant submitted the Pre-EIR Administration fees necessary for staff to begin the Request for Proposal process for the preparation of an EIR for the proposed Caritas Village.

On August 17, 2018, the Planning & Economic Development Department prepared a Request for Proposal for the preparation of an EIR for the proposed Caritas Village.

On September 17, 2018, Stantec Consulting Services, Inc. submitted a scope of services, schedule and budget for the preparation of an EIR for the proposed Caritas Village.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

1. The proposed Professional Service Agreement involves the preparation of the Caritas EIR, which includes all required meetings, project management, acquisition of technical documents, and publishing of environmental documents as outlined in the attached scope of work and schedule.
2. The total cost for preparation of the EIR is \$355,779, all of which will be paid for by the proposed development project applicant. The applicant will also be providing the City with 15% of the total budget for staff's administrative review of the EIR. In accordance with Council Policy 600-01 (Professional Services) and City Code section 3-08-110 (Award Authority), when a contract or purchase exceeds \$100,000, approval must be granted by the City Council.
3. City Code section 3-08-100(D), Competitive Bidding, allows the awarding authority to grant a waiver of competitive bidding, exempting the professional services provider from the competitive bidding provisions of the City Code based on considerations of the scope and quality of work to be provided. After carefully considering responses from five environmental consultant firms, staff chose Stantec Consulting Services, Inc. due to their ability to prepare a substantive document within the necessary timeframe. For these reasons staff finds that Stantec Consulting Services, Inc. would be the preferred preparer of the Caritas EIR.
4. The FY 2018-19 adopted budget does not include the revenue to be received from the applicant nor does it include the anticipated expenditure. In order for this project to continue, a budget amendment is needed.

FISCAL IMPACT

Funding for the preparation of the EIR will be provided in its entirety by Catholic Charities and Burbank Housing. The proposed budget amendment will recognize the anticipated revenue of \$355,779 and appropriate an amount of \$355,779 necessary to pay for the contracted services. There is no impact to the General Fund from this budget amendment.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Professional Services Agreement with Stantec Consulting Services

CONTACT

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