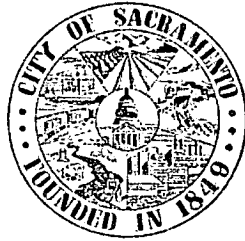


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DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SACRAMENTO, CA

ADMINISTRATION  
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ENVIRONMENTAL SERVICES  
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PLANNING  
ROOM 200, 95814-2998  
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APPROVED  
BY THE CITY COUNCIL

MAR 1 1994

OFFICE OF THE  
CITY CLERK

February 22, 1994

CITY COUNCIL  
SACRAMENTO, CALIFORNIA

HONORABLE MEMBERS IN SESSION

**SUBJECT:** REPORT ON THE MIDTOWN NEIGHBORHOOD PRESERVATION  
TRANSPORTATION PLAN (NPTP) - ESTABLISH ENVIRONMENTAL  
REVIEW PROCESS. (PN:SH31)

**LOCATION AND COUNCIL DISTRICT:** Midtown Area (bounded by C, L, 16th, & 29th  
Streets), District 3

**RECOMMENDATION**

Staff recommends approval of the attached resolution which establishes the composition of the  
consultant selection committee.

**CONTACT PERSONS:** Environmental Services: Fred Buder, 264-7602  
Planning Division, Scot Mende, 264-5894

**FOR CITY COUNCIL MEETING OF:** February 22, 1994

CONTINUED

FROM 2-22-94  
TO 3-1-94

**Midtown Neighborhood Preservation  
Transportation Plan  
February 22, 1994**

**SUMMARY:**

This report outlines the process for continuing with the implementation of the Midtown NPTP. The report describes the methodology for proceeding with the environmental document for the Midtown NPTP including establishing a consultant selection committee.

The completion of the entire environmental review process is estimated to take approximately one year. This time period includes the time to select a consulting firm, and the time for the consultant to complete preparation of the entire environmental document for consideration by the City Council (please see Exhibit A, Schedule for Completion of EIR).

**COMMITTEE/COMMISSION ACTION:**

None.

**BACKGROUND:**

On September 21, 1993, the City Council received a report on the Midtown NPTP. The report outlined the results of the traffic study prepared for the proposed project, and recommended a project description for eventual implementation. This status report also outlined the potential alternatives to be examined in an EIR for the project. The City Council chose to proceed with the environmental review and to include a wide range of alternatives in the discussion and analysis of potential environmental impacts.

The Environmental Services Division is preparing the scope of work for the EIR. The general areas of potentially significant impacts were identified in the environmental initial study presented to the City Council in September, 1993. The specific scope of work requires detailed input from the City's Fire, Police, and Public Works Departments, as well as from the Planning staff.

The Environmental Services Division recommends the use of the same selection committee structure for selection of the EIR consultant as was done for selection of the consultant to prepare the NPTP Traffic Report. Previously, in preparation for the selection of a consultant for the NPTP Traffic Report, the City established a selection committee which included representatives from Regional Transit, the Planning Commission, and the Midtown Traffic Steering Committee, as well as staff from the Planning, Transportation, and Environmental Services Divisions. This committee also advised the Planning Division staff and the Public Works staff on the contents of the scope of work to be sent with the Request for Proposals (RFP).

**Midtown Neighborhood Preservation  
Transportation Plan  
February 22, 1994**

This report recommends that the City Council utilize the same committee to provide input before distribution of the Request for Proposals to interested consulting firms. This committee will then review the proposals, interview firms, and select a consulting firm to prepare the EIR. It is estimated that the committee would meet twice during this process. The first meeting would be to review the City's draft scope of work for the EIR. The committee would then meet to interview the consultants, review the proposals, and select a consultant for the project. This recommendation for consultant selection would then be forwarded to the City Council along with the request to authorize a contract for consultant services.

The actual cost for the consultant preparation of the EIR will be determined upon receipt of proposals and subsequent negotiation with the selected consultant. As part of a recommendation for approval of a final consultant contract by the City Council, additional funds needed in the project will be proposed for transfer from the Neighborhood Traffic Control Program (PN:TF21) which had an unspent balance of \$90,776 on February 10, 1994.

The September 1993 staff report examined the potential for installation of several initial improvements identified in the NPTP Traffic Report. These initial improvements typify some of the items which may be included in the NPTP, but which do not require environmental evaluation. The staff recommendation was for the City Council to approve the installation of several initial improvements prior to the eventual implementation of the NPTP.

The Midtown Traffic Steering Committee is in the process of reviewing the list of potential initial improvements. Once the Steering Committee chooses the measures which they would like to have the City install as initial improvements, the final list will be presented to the City Council with a request to authorize installation of the measures. No action is required on this item at this time.

**FINANCIAL CONSIDERATIONS:**

The consultant's preparation of the EIR is anticipated to cost approximately \$90,000, including the cost of Environmental Services Division time for oversight of the project's progress. As of February 10, 1994, the Midtown Neighborhood Preservation Transportation Program project (PN:SH31) had an unspent balance of \$31,080 from Gas Tax and Transportation Sales Tax funds.

**POLICY CONSIDERATIONS:**

Approval of the above actions will take the Midtown NPTP to the next stage of implementation. These actions will implement the City Council's decision in September 1993 to proceed with the

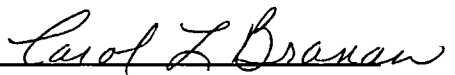
**Midtown Neighborhood Preservation  
Transportation Plan  
February 22, 1994**

environmental review for the project. These actions will be consistent with the goals of the Midtown NPTP as adopted by the City Council in 1992.


**MBE/WBE:**

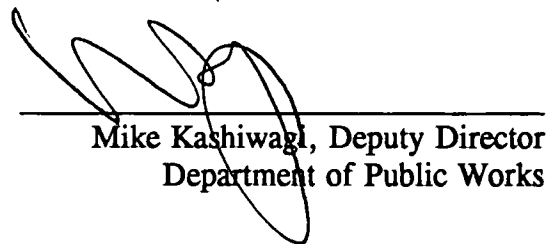
Contracts for the installation of interim improvements will be subject to the City's contracting procedures. The consultant selection process for the EIR will follow the City's procedure for seeking women and minority-owned business enterprises for the preparation of the EIR. The RFP will be sent to qualified consulting firms on the City's list of MBE/WBE firms.

Respectfully Submitted:


  
\_\_\_\_\_  
Carol Branan, Manager  
City Environmental Services

Approved:

  
\_\_\_\_\_  
Dianne Guzman, AICP, Director  
Department of Planning and Development

  
\_\_\_\_\_  
Mike Kashiwagi, Deputy Director  
Department of Public Works

Recommendation Approved by:

  
\_\_\_\_\_  
William H. Edgar  
City Manager

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Handwritten scribble or signature.





**EXHIBIT B**  
**WORK PROGRAM - EIR PREPARATION**

The general process for preparation of the environmental document is outlined below, with specific notes about the selection committee's anticipated involvement in that process detailed at each appropriate step.

**Work Program - EIR Preparation**

**1. Prepare Draft RFP & Draft Scope of Work.**

City Environmental Services, with the assistance of other City divisions, prepares preliminary drafts of these documents.

**2. Establish Selection Committee.**

The City Council establishes the Consultant Selection Committee. The committee meets to review the preliminary RFP and Scope of Work to offer comments on the details of the documents.

**3. Review & Send RFP.**

City Environmental Services prepares revised RFP documents and sends to the committee members to receive final input on the content of the RFP and Scope, prior to sending the RFP to consulting firms.

**4. Select Consultant.**

The committee members review the proposals submitted by interested consultants. The committee meets to narrow down the list, if necessary, and to chose a small group of finalists to be interviewed before the full committee. Following a panel interview, the committee selects a consultant.

**5. City Council Authorize Contract with Consultant.**

The committee's selection is presented to the City Council with a request to authorize the contract and a final cost figure for consultant services.

**6. Prepare EIR.**

The consultant will prepare all components of the Draft and Final EIR, with review by City Environmental Services.

**7. Certify EIR/Adopt NPTP.**

Final action by the City Council.





**RESOLUTION NO.**

94-119 APPROVED  
BY THE CITY COUNCIL

ADOPTED BY THE SACRAMENTO CITY COUNCIL

MAR 1 1994

OFFICE OF THE  
CITY CLERK

ON DATE OF \_\_\_\_\_

**RESOLUTION DIRECTING STAFF TO ESTABLISH A SELECTION COMMITTEE  
FOR THE SELECTION OF A CONSULTANT TO PREPARE THE  
ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE MIDTOWN  
NEIGHBORHOOD PRESERVATION TRANSPORTATION PLAN (NPTP)**

WHEREAS, the City Council, on September 21, 1993, directed staff to prepare an EIR for the Midtown Neighborhood Preservation Transportation Plan (NPTP) and to report back regarding a work program for compiling the EIR;

BE IT HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. That the staff of the Planning and Development Department, Environmental Services Division and Planning Division are hereby directed to establish a consultant selection committee for the scoping of an RFP and the selection of a consultant to prepare an EIR for the Midtown NPTP. The committee shall include the following representation:

Midtown Traffic Steering Committee,  
Regional Transit,  
City Planning Commission representative,  
City Environmental Services,  
City Planning Division,  
City Transportation Division;

2. The staff of the Department of Planning and Development, Environmental Services Division and Planning Division are hereby directed to contact the groups and agencies listed to participate in the consultant selection process.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**RESOLUTION NO.** *94-120*

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**APPROVED**  
BY THE CITY COUNCIL

*MAR 1 1994*

OFFICE OF THE  
CITY CLERK

**RESOLUTION APPROVING ESTABLISHMENT OF A CAPITAL IMPROVEMENT PROJECT AND TRANSFER OF FUNDS FOR THE MIDTOWN NEIGHBORHOOD PRESERVATION TRANSPORTATION PLAN (NPTP) (PN: SH-31)**

WHEREAS, the City Council has directed the Environmental Services Manager to request consultant proposals for the preparation of the Environmental Impact Report (EIR) for the Midtown Neighborhood Preservation Transportation Plan (NPTP), and;

WHEREAS, the Environmental Services Division has prepared an initial estimate of costs for the preparation of the environmental document in the amount of \$90,000, and;

WHEREAS, the existing fund for implementation of the Midtown NPTP requires the addition of funds to provide for the preparation of the EIR,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

1. That the 1993/94 Capitol Improvement Program is hereby amended by transferring \$54,020 from the Neighborhood Traffic Control Program (201-500-TF21-4820) to the Transportation Sales Tax Contingency Reserve Fund (201-710-7012-4999).
2. That the 1993/94 Capital Improvement Program is further amended by transferring \$54,020 from the Transportation Sales Tax Contingency Reserve Fund (201-710-7012-4999) to the Midtown Neighborhood Preservation Transportation Plan (201-500-SH31-4802).

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_