

TO: TOWN COUNCIL
FROM: TOWN PLANNER
RE: APPROVE BIDDING PLANNING CONSULTANT SERVICES

ISSUE

The draft Park, Recreation & Open Space Master Plan requires CEQA review in order to disclose any potential significant environmental effects of the plan, plan alternatives, and the means by which possible environmental damage may be reduced or avoided. An environmental analysis (Initial Study/Mitigated Negative Declaration) is required for the adoption of this updated Master Plan.

RECOMMENDATION

Authorize sending out requests for proposals for professional service contracts for environmental work.

Council will approve final contracts for services at subsequent meetings.

MONEY

The cost of consultant planning services will come from the Planning Department consultant budget that currently has \$36,400 dollars.

CEQA

Contracts for planning services do not require CEQA review because it is self-evident that such services will not have an environmental impact.

DISCUSSION

The Town Park, Recreation & Open Space Committee, as well as the Planning Commission have reviewed and approved the draft Park, Recreation & Open Space Master Plan for Council's consideration. Prior to the Town adopting this updated Master Plan, CEQA will need to be complied with. A Mitigated Negative Declaration will most likely be the required environmental document in order to comply with CEQA, although the analysis conducted in the Initial Study will determine the exact environmental document (EIR?). The information in the MND will provide decision makers with necessary insight to guide policy development, ensuring the plan's policies will address and provide the means to avoid potential impacts to the environment. Future projects that comply with the Master Plan may be found to be exempt from further environmental analysis.

Following is a draft letter requesting proposals and a preliminary list of consultants for the particular services to be solicited.

DRAFT LETTER REQUESTING SERVICES

_____ date _____ 2011

_____ firm name _____

_____ address _____

_____ city, state zip _____

RE: REQUEST FOR PROPOSALS TO DO AN ENVIRONMENTAL ANALYSIS AND ACCOMPANYING C.E.Q.A. DOCUMENT

The Town of Loomis, County of Placer seeks consultant services to conduct an environmental analysis and the required CEQA document for the Town's draft Park, Recreation & Open Space Master Plan.

The Town of Loomis will be the lead agency in coordinating the environmental analysis and accompanying CEQA document. Submit qualifications and a proposal indicating a cost estimate range and timing (7 bound copies and 1 loose original that can be duplicated) to:

Matt Lopez, Town Planner
Town of Loomis
P. O. Box 1330
Loomis, CA 95650

Proposals must be received by _____ PM _____, _____, _____ . Direct questions to: Matt Lopez, Town Planner at 916-652-1840.

Sincerely,

Perry Beck, Town Manager

PRELIMINARY CONSULTANT LIST

ENVIRONMENTAL

Adrienne Graham
4533 Oxbow Drive
Sacramento, CA 95864

North Fork Associates
110 Maple Street
Auburn, CA 95603

LSA Associates, Inc
4200 Rocklin Road, Suite 11B
Rocklin, CA 95677

AECOM
2022 J Street
Sacramento, CA 95811