



COUNTY OF HUMBOLDT

For the meeting of: 1/9/2024

File #: 24-52

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Agreement with EMC Planning Group for preparation of an Environmental Impact Report (EIR) for the McKinleyville Town Center Ordinance

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Director of Planning and Building to execute the professional services agreement with EMC Planning Group upon proof of County Business License application; and
2. Authorize the Director of Planning and Building to amend the agreement, as may be required, following review and approval by County Counsel and Risk Management.

SOURCE OF FUNDING:

The funds to be used are part of the budget for the 2023/2024 budget and will largely come from the General Fund. Two landowners have agreed to participate in the funding of the EIR.

DISCUSSION:

The Planning and Building Department is requesting approval and authorization to sign an agreement with EMC Planning Group for the preparation of an Environmental Impact Report (EIR) for the McKinleyville Town Center Ordinance. The proper steps have been followed to allow the County to enter this agreement with EMC Planning Group to allow completion of the EIR for McKinleyville Town Center Ordinance.

On August 22, 2023, your Board authorized issuance of a Request for Proposal (RFP) PLN2023-03 to prepare an EIR for the McKinleyville Town Center. That authorization included the ability for the Planning and Building Department to select a consultant and return to the Board for approval of a Professional Services Agreement.

In response to the RFP, five (5) proposals were received. Each was evaluated for the consultant's understanding of the project, ability to undertake the EIR, schedule and cost. The costs associated with

the work ranged from \$273,000 to over \$500,000. After reviewing the five proposals the selection committee found the proposal by EMC Planning Group demonstrated they have experience with similar projects, understand the goals of the McKinleyville Town Center and have the technical expertise to complete the work. In addition to providing a very good proposal, EMC Planning Group also presented the most competitive cost. Based on this EMC was chosen as the consultant to prepare the EIR.

After discussions with EMC and refinement of the scope of work, the cost of the EIR is \$256,104.70. At the staff's request, a contingency has been included in the amount of \$25,610.47 to address any unexpected costs such as an abnormally large number of public comments on the Draft EIR. The scope of work reflects an appropriate level of work for the consultant with staff retaining work that is more effectively done by staff. The cost and schedule are appropriate for a project of this scale. The largest single cost is the traffic analysis. This results from the desire of the McKinleyville Municipal Advisory Committee wanting to see design alternatives for Central Avenue evaluated. The cost of the traffic analysis was similar in all the 5 proposals.

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

This project will be funded from a combination of sources. The primary source of funding (\$200,000) is provided by the General Fund allocation for the McKinleyville Town Center. Approximately \$10,000 of this has been used for wetland delineation. Staff is proposing to use \$50,000 out of a \$200,000 budget allocation for the Multifamily Rezone Project which is included in the 2023/2024 budget. The EIR work for the Multifamily rezone will not commence this calendar year. In addition, two property owners, Ann Pierson and Life Plan Humboldt have agreed to each contribute \$33,000. This provides a total operating budget of \$306,000.00. Total EIR cost with contingency is \$281,715.17. There are sufficient funds available without placing an additional demand on the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework priority of providing for and maintaining infrastructure

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Staff shall return to the Board with a phased approach presented by EMC Planning Group.

ATTACHMENTS:

1. Professional Services Agreement with EMC Planning Group Inc.

PREVIOUS ACTION/REFERRAL:

File #: 24-52

Board Order No.: D-18

Meeting of: 8/22/2023

File No.: 23-1107