



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 11/17/2020

ITEM NO: 4

DATE: November 12, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute Agreements for Environmental Consultant Services with EMC Planning Group, Inc. and Raney Planning and Management, Inc.

RECOMMENDATION:

Authorize the Town Manager to execute agreements for environmental consultant services with EMC Planning Group, Inc. (Attachment 1) and Raney Planning and Management, Inc. (Attachment 2).

BACKGROUND:

The Town's environmental consultants provide services and expertise to support staff in the review of development projects. These services include recommendations on the level of environmental review required for compliance with the California Environmental Quality Act (CEQA) and preparation of the required documentation, including initial studies, exemptions, negative declarations, and environmental impact reports.

On July 20, 2020, the Town issued a Request for Qualifications (RFQ) for environmental consulting services. Proposals were due August 14, 2020.

DISCUSSION:

Staff sent the RFQ to 20 consultants with known qualifications associated with environmental consulting services. Staff received proposals from seven firms and conducted interviews and reference checks for three. At the conclusion of the RFQ review process, staff determined that EMC Planning Group, Inc. (EMC) and Raney Planning and Management, Inc. (Raney) provide the best fit, capacity, professional expertise, and cost for environmental consulting services for the Town.

PREPARED BY: Jennifer Armer, AICP
Senior Planner

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: Environmental Consulting Services

DATE: November 12, 2020

DISCUSSION (continued):

EMC has been providing environmental review services for 42 years and has served as a consultant to the Town for the past 10 years. EMC has prepared numerous environmental documents for the Town.

Raney has extensive experience preparing environmental documents for agencies within California over the last 20 years. Current and recent clients include Morgan Hill, San Jose, and Cupertino.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to enter into agreements (Attachments 1 and 2) with EMC and Raney for the reasons stated in this report.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and the Finance Department.

FISCAL IMPACT:

There is no fiscal impact as the cost for consulting environmental services is paid by the applicant for a development proposal.

ENVIRONMENTAL ASSESSMENT:

Environmental Review is not required as this is not a project defined by the California Environmental Quality Act.

Attachments:

1. Draft EMC Agreement
1. Draft Raney Agreement