



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

February 7, 2023
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Emily Garay, Administrative Analyst
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2023-020 authorizing the City Administrator to execute Amendment No. 3 to a Professional Services Agreement with Municipal Resource Group, LLC (MRG) for a new not-to-exceed amount of One Hundred Nineteen Thousand Five Hundred and Fifty Dollars (\$119,550.00) and modify the scope of work, therein, by requiring additional services

RECOMMENDATION:

Adopt Resolution 2023-020 authorizing the City Administrator to execute Amendment No. 3 to a Professional Services Agreement with Municipal Resource Group, LLC (MRG) for a new not-to-exceed amount of One Hundred Nineteen Thousand Five Hundred and Fifty Dollars (\$119,550.00) and modify the scope of work, therein, by requiring additional services.

BACKGROUND/SUMMARY:

The City utilizes a variety of consultants to assist and facilitate the development of complex projects impacting the quality of life within the City, especially with projects that require significant experience and expertise scoping fundamental processes. The City Administrator has entered into an agreement and City Council has approved the following amendments:

- On May 24, 2022 for a not-to-exceed cost of Fifteen Thousand Dollars (\$15,000.00) for a Public Works Assessment with an end date of June 30, 2023.
- On July 13, 2022, City Council approved Resolution 2022-056 authorizing the City Administrator to execute Amendment No.1 for additional project development services from MRG for the initial planning of a parking management program and initial data gathering and recommendations for an ambulance consolidation project. Amendment No.1 increased the not-to-exceed amount to Thirty-Nine Thousand Nine Hundred and Seventy-Five Dollars (\$39,975.00).
- On September 13, 2022, City Council approved Resolution 2022-079 authorizing the City Administrator to execute Amendment No.2 to the existing Agreement increasing the not-to-exceed amount to Forty-Six Thousand and Fifty Dollars (\$46,050.00) with an end date of June 30, 2023 to provide facilitation for the City Administrator's annual evaluation process.

On October 4, 2022, City Council received a presentation on the history and impacts of traffic congestion and parking in the City. City Council provided direction to move forward with recommendations on the next steps for exploration of a traffic congestion reduction and parking management program to begin after the new City Council was seated.

Staff conducted a review of Statements of Qualifications (SOQ's) submitted to the City and identified three (3) professional consulting services with expertise and specialized services pertaining to the development of traffic congestion reduction and parking management programs, public engagement processes, and plan development. Taking into account: expertise, familiarity with the geographical area

and history of traffic and parking management programs in the City, hourly billing rates, and demonstrated ability to carry out the specialized needs of the City in exploring and implementing a public engagement and traffic congestion reduction and parking management program, staff identified MRG as the most qualified to carry out the specialized needs of the City in developing and implementing a traffic congestion reduction and parking management program including a public engagement plan. The additional consulting services by MRG will increase the agreement by Seventy-Three Thousand Five Hundred Dollars (\$73,500.00) and the not-to-exceed amount to One Hundred Nineteen Thousand Five Hundred and Fifty Dollars (\$119,550.00).

According to the Carmel-by-the-Sea Municipal Code, contracts exceeding Twenty-Four Thousand Nine Hundred and Ninety-Nine Dollars (\$24,999.000) shall be entered into only by Council authorization.

FISCAL IMPACT:

The additional \$73,500 funds will be requested during the FY 22/23 mid-year presentation to cover the costs.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment 1) Resolution 2023-020

Attachment 2) Amendment No. 3 - MRG