

# South Bay Cities Council of Governments

December 12, 2016

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Consultant for Outreach Meetings to City Staff for Climate Action Plans

## Adherence to Strategic Plan:

*Goal A: Environment, Transportation and Economic Development.* Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

## BACKGROUND

Much of the research has been completed on the land use and transportation strategies for the city and Subregional Climate Action Plans and it is now time to have a round of meetings – at least 2 per city - with the staff from each of the cities to discuss the strategies and which ones cities might want to consider. These meetings will be very labor intensive and time consuming so the team working on this project agreed that it would be helpful to have assistance from a consulting firm to conduct the meetings for approximately 10 of the cities and our staff would do the other 5. The SBCCOG staff will start with the most involved cities and then work with the consulting team on the others. The scope of work also includes writing the draft land use and transportation chapters for those cities as well. There are sufficient funds in the Strategic Growth Council grant for this assistance and time is of the essence since the grant funding is only through the end of 2017.

## ANALYSIS

An RFP was distributed through the good offices of SCAG using their list of firms. Four responses were received. Unfortunately, three of the firms responded to the RFP as if the outreach was to the community and not to city staff and the evaluation team unanimously deemed those proposals non-responsive. The fourth proposal was submitted by Studioneleven with Fehr and Peers and addressed our scope of work.

The evaluation team of Jacki Bacharach, Kim Fuentes, Wally Siembab and Mohja Rhoads interviewed Studioneleven with Fehr and Peers and agreed that they understood the project and could provide us the services that we need. However, we requested that they reduce their budget and the use of more senior (higher hourly) advisors and resubmit the budget.

## RECOMMENDATION

Approve a contract with Studioneleven for consulting services to assist with meetings with city staff to discuss CAP strategies and understand city interest in those strategies as preparation for the land use and transportation chapters of the 15 city climate action plans and the Subregional Climate Action Plan. The final budget will be presented at the Steering Committee meeting.