



## CITY COUNCIL STAFF REPORT

DATE: February 18, 2009

**CONSENT**

SUBJECT: APPROVAL OF CONTRACT AMENDMENT #1 WITH KAY HAZEN AND COMPANY FOR SUSTAINABILITY MASTER PLAN OWNER'S REPRESENTATIVE SERVICES AND INTERIM SUSTAINABILITY STAFFING ASSISTANCE

FROM: David H. Ready, City Manager

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### SUMMARY

This action extends the availability of Kay Hazen and Company on an interim basis, through May 2009, for additional sustainability services in relation to the Sustainability Master Plan coordination, Sustainability Commission (formerly the RCC), the Leadership Council, Eco-Tourism, Clean Tech Committee, etc.

### RECOMMENDATION:

- 1) Authorize the City Manager to execute Amendment #1 with Kay Hazen and Co., in an amount not to exceed \$20,000 through May 2009, for owner's representative coordination services of the sustainability master plan process and other sustainability programs and activities.
- 2) Authorize the City Manager to execute all necessary documents.

### STAFF ANALYSIS:

In March 2008, during the City Council priority setting session, sustainability was identified as one of five top priority issues for focused attention and action by the city.

Shortly thereafter, the City Council unanimously approved a set of "twenty" first steps toward making Palm Springs a sustainable city.

While staff has already begun work on many of the identified first steps toward a sustainable community, the step calling for development of an overall master plan for a sustainable city required focused time, resources and community outreach, as well as

ITEM NO. 2.I.

specialized in-depth knowledge and experience. Hence, Council had previously approved a contract with Cogen, Owens, Cogen for the development of a City Sustainability Master Plan, and the approval of a contract with Kay Hazen and Company for owner representative services to coordinate the overall plan process.

As Ms. Hazen and Cogen, Owen, Cogen worked together through the early stages of the Master Plan process, opportunities to reduce the City's project costs and expedite delivery of the plan became apparent. Specifically, by utilizing Kay Hazen and Company to perform several of the "local" tasks, in addition to coordinating the draft report with staff and the Sustainability Commission, the City will realize a \$30,000 savings from the Cogen, Owen, Cogen contract. Additionally, the plan will be ready for Council's review at the March 25<sup>th</sup> Council Meeting, compared to the original mid-to-late April timeframe.

As part of the upcoming Sustainability Master Plan discussion, we will also recommend to Council a Sustainability Office staffing plan. In the meantime, Kay Hazen and Company will continue to provide interim staff assistance and coordination with a range of sustainability efforts. The scope of the proposed Amendment is as follows:

- Working with the City sustainability master plan consultants, finalize the sustainability master plan for review and consideration by staff, stakeholders and City Council by April 2009.
- Coordinate preliminary implementation of the master plan during the recruitment period for permanent sustainability staff member(s).
- Facilitate interaction with, and provide support for, Leadership Council meetings and communications.
- As directed by the City Manager, provide analysis, oversight and/or management of sustainability projects.
- Attend meetings and participate in teleconferences as needed.
- Provide review and comments on plans, documents and related material, as required.
- Other related tasks as assigned

FISCAL IMPACT:

The \$20,000 funding for the contract amendment will be paid with accrued savings from the Cogen, Owens, Cogen contract, through the Sustainability Fund.



David H. Ready, City Manager

Attachments: Scope of Services



TO: David Ready, City Manager  
FROM: Kay Hazen  
DATE: February 5, 2009  
RE: Consultant Engagement – Sustainability Support Services

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#### PROPOSED SCOPE OF SERVICES

As the City Sustainability representative, the Consultant shall provide the following services:

- A. Working with the city sustainability master plan consultants, finalize the sustainability master plan for review and consideration by April 2009.
- B. Coordinate preliminary implementation of the master plan during the recruitment period for permanent sustainability staff member(s).
- C. Facilitate interaction with and provide support for Leadership Council meetings and communications.
- D. Attend meetings and participate in teleconferences as needed.
- E. Provide review and comment on plans, documents and related material as needed.
- F. Other related tasks as assigned

#### FEES AND TERMS:

The proposed term of this agreement is the four months February – May 2009. \$20,000 contract fee payable \$5,000 per month upon receipt of invoices for Services performed under this Agreement. Company shall reimburse Consultant for all reasonable out-of-pocket expenses that Consultant actually incurs in the course of performing Services.