



DATE: November 4, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Mary White, Assistant Engineer II, Public Works & Utilities (PW&U)
Jonathan Sanglerat, PE, Engineering/CIP Manager, PW&U
Gina Benedetti-Petnic, PE, Interim Director, PW&U

SUBJECT: Resolution Authorizing the Adoption of the California Department of
Transportation (Caltrans) Local Assistance Procedures Manual Chapter 10:
Consultant Selection

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution authorizing the adoption of California Department of Transportation (Caltrans) Local Assistance Procedures Manual Chapter 10: Consultant Selection.

BACKGROUND

The City of Petaluma receives Federal and State funds from Caltrans for certain transportation projects funded through various Federal and State grant programs. As a recipient of these funds, the City is required to adopt written policies and procedures for the procurement, management, and administration of engineering and design-related consultant services, in accordance with applicable Federal and State laws and regulations.

DISCUSSION

The U.S. Department of Transportation provides grants to public agencies in California, which are managed by Caltrans to ensure adherence to Federal regulations. In this regard, Caltrans has created the Local Assistance Procedures Manual (LAPM) to serve as a resource for local agencies. Specifically, “Chapter 10: Consultant Selection” outlines the policies and procedures that local agencies must follow in the procurement, management, and administration of Architectural and Engineering (A&E) consultant contracts for state and federally funded transportation projects, ensuring compliance with relevant Federal and State laws and regulations while maintaining eligibility for Federal-Aid reimbursement. Caltrans allows local agencies to formally adopt these procedures through a resolution, enabling consistent use of the guidelines outlined in Chapter 10 of the LAPM.

PUBLIC OUTREACH

This agenda item appeared on the City's tentative agenda document on October 21, 2024, which was a publicly noticed meeting.

This resolution will not require additional public outreach.

COUNCIL GOAL ALIGNMENT

The proposed action supports the following Council Goals and Workplan Items:

A City that Works

- #7. Leverage local, regional, and state programs and resources to maximize city revenues.
- #15. Identify funds and develop plan to improve Petaluma's streets and roads.

ENVIRONMENTAL REVIEW

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action to approve a resolution adopting Chapter 10 of the Local Assistance Procedures Manual is an administrative action, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no further environmental analysis is required.

FINANCIAL IMPACTS

There are no direct financial impacts from adopting Caltrans LAPM Chapter 10. However, adopting this resolution will allow the City to remain eligible for future Caltrans funding opportunities.

ALTERNATIVES

If Council does not authorize this resolution, this would result in the City not being eligible to receive Federal Grant funding for Architecture and Engineering (A&E) consulting services for transportation projects. The City would have to identify alternative funding sources for these types of projects, potentially causing delays in their construction or if funding could not be identified these projects could be paused leading to larger deferred maintenance issues and in certain cases public safety and/or access issues.

ATTACHMENTS

1. Resolution

- a. Exhibit A - Caltrans LAPM Chapter 10: Consultant Selection