



Department of Community Development

CEQA COMPLIANCE PROTOCOL
Environmental Assessments/Special Studies Requiring Third Party Preparation

Upon the administrative review of each development proposal, a determination will be made by the Department of Community Development with respect to the level of environmental review that shall be required to comply with the California Environmental Quality Act (CEQA). Based on the scope of the project and extent of environmental work required per CEQA law, the City may determine that a City-qualified or approved consultant (Consultant) shall be required to complete the work. Should it be determined that the services of a Consultant are necessary to prepare the required environmental assessment and/or special studies in support of the development proposal, the following protocol shall apply. Please note that the Project Applicant (Applicant) shall be responsible for any and all fees associated with the preparation of the environmental assessment and/or special studies by said Consultant pursuant to the Cerritos Municipal Code.

1. **CEQA Compliance:** Once it has been determined by the Department of Community Development that the scope of the project warrants the preparation of an environmental assessment or special study by a Consultant, the Applicant shall be required to select a Consultant to complete the work. The Applicant may either select a City-qualified Consultant from the attached list or propose an alternate for consideration by the Department of Community Development (see Attachment, City-qualified Environmental Consultants). If the Applicant elects to recommend an alternate for consideration, the Applicant and/or Consultant shall submit a list of qualifications, references and samples of previously completed work of a similar scale and scope as the proposed project to the Department of Community Development for review.
2. **Selection of Consultant:** Upon selection of a Consultant by the Applicant and subsequent approval of said Consultant by the Department of Community Development, a meeting shall be scheduled with the Consultant and Applicant by the City to discuss the scope of the development proposal and the required environmental assessment and/or special study.
3. **Proposal:** Following the above-mentioned meeting, the Consultant shall submit a proposal for the environmental assessment and/or special study to the Department of Community Development. Said proposal shall include, but not be limited to, a schedule of performance and estimated project costs for review and approval by the City and Applicant.

At a minimum, the cost proposal shall include:

- a. Attendance by the Consultant at 1.) one meeting with City staff, 2.) one Planning Commission hearing, and 3.) one City Council hearing.
- b. The circulation of required notices to approximately thirty (30) cities, agencies, and special districts and the filing of required notices with the Los Angeles County Clerk and/or State Clearinghouse.

c. The printing of up to fifty (50) bound hard copies of the environmental assessment/special study and ten (10) CDs containing an electronic copy of the environmental assessment/special study. All color exhibits shall be printed in color. Appendices shall be provided in a separate bound volume. The cost proposal shall also identify the unit cost of providing additional copies above the amounts listed above.

4. **Agreement:** Upon agreement to the terms of the proposal by the Department of Community Development and Applicant, the City and Applicant shall enter into a Professional Services Agreement (Agreement), subject to the review and approval of the City Council, for the completion of the environmental assessment and/or special studies to be prepared in support of the development proposal. The Applicant shall be responsible for full reimbursement to the City for all costs related to the preparation of the required environmental assessment and/or special studies generated by the Consultant.
5. **Payment:** In order for a development application to be deemed complete by the Department of Community Development and therefore allowing for the processing of the Applicant's development proposal by the City, a deposit totaling the full estimated project cost for preparing the environmental assessment and/or special studies shall be required to be submitted to the City. Failure to complete any of the aforementioned items to the satisfaction of the Department of Community Development shall result in the subject development proposal being deemed incomplete, thereby halting any further processing of the application by the City.

It is the Department of Community Development's intent that this information clarifies the required protocol for CEQA compliance at the City of Cerritos. Should you have any questions regarding this process, or your project in general, please contact the Department of Community Development at (562) 916-1201.



Department of Community Development

City of Cerritos
List of City-Qualified Environmental Consultants

The following list of City-qualified consultants is provided for the convenience of the Developer/Applicant to aid in the selection of qualified consultants to complete the necessary environmental assessment in accordance with CEQA. Please note, the list is presented alphabetically and no preference is inferred by the manner in which the consultants are listed. Further, as noted on the attached cover sheet, the Developer/Applicant has the option of selecting a consultant of their own choosing, subject to the City of Cerritos review and approval. This list shall not be construed as an endorsement of any of the listed consultants and is being provided solely for the convenience of the Developer/Applicant.

Austin-Foust Associates
2223 Wellington Avenue, Suite 300
Santa Ana, CA 92701
(714) 667-0496

Government Contracting/Consulting Services
424 E. Portola Street
San Dimas, CA 91773
(909) 263-6923

Blodgett Baylois Associates, Incorporated
PO Box 844
Whittier, CA 90608
(626) 336-0033

PCR Services Corporation
One Venture, Suite 150
Irvine, CA 92618
(949) 753-7001

CAJA Environmental Services, LLC
11900 West San Vicente Boulevard
Suite 250
Los Angeles, CA 90049
(310) 469-6700

RBF Consulting
14725 Alton Parkway
Irvine, CA 92618-2027
(949) 472-3505

Comprehensive Planning Services
2916 Clay Street
Newport Beach, CA 92663
(949) 650-3206

The Planning Center
1580 Metro Drive
Costa Mesa, CA 92626
(714) 966-9220

EDAW, Incorporated
2727 Campus Drive
Irvine, CA 92612
(949) 660-8044

Willdan Associates
13191 Crossroads Parkway North
Suite 405
Industry, CA 91746
(562) 908-6200

FirstCarbon Solutions/MBA
220 Commerce, Suite 200
Irvine, CA 92602
(714) 508-4100

Alternate:

