



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Rincon Consultants, Inc. for On-Call Planning Services for the Legado Project

MEETING DATE: August 7, 2024

TO: Mayor and City Council

PREPARED BY: Molly Binnall, Management Analyst II

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Rincon Consultants, Inc. for on-call planning services for the Legado Project, extending the Term of Services to June 30, 2025, and increasing the amount by \$15,000 for a total not-to-exceed amount of \$35,000.

DISCUSSION

The Community Development Department currently utilizes Rincon Consultants, Inc. to provide necessary planning services on an as-needed basis for the Legado Project. Per the City's Professional Services Policy, on July 26, 2023 the City administratively entered into a Professional Service Agreement with Rincon Consultants, Inc. under the City Manager's signing authority for a not-to-exceed amount of \$5,000. Under the same policy, Amendment No. 1 was administratively executed on October 9, 2023, amending the fund amount by \$15,000 for a not-to-exceed amount of \$20,000, and Amendment No. 2 was administratively executed on June 4, 2024, extending the term of services to August 29, 2024.

Pursuant to the Menifee Municipal Code, any change orders in the contract amount that exceed \$25,000 in value, and any time extension of a performance deadline that exceeds 60 days, shall be approved by City Council. Due to the on-going post entitlement work still required for the Legado Project, staff is requesting an amendment of \$15,000 for a total not-to-exceed contract amount of \$35,000, and an extension of the Term of Services to June 30, 2025. All other terms of the agreement shall remain the same.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

The fiscal impact of the proposed amendment with Rincon Consultants, Inc. is \$15,000. Funding for the proposed amendment is available within the approved operating budget for FY 2024/2025, under Professional Services – Recoverable for Planning within the General Fund (1100-CDD-PLNG-652825) if approved. These expenditures are fully recoverable through the developer deposits and fees. No additional budget appropriation is required for this action.

ATTACHMENTS

1. Amendment No. 3
2. Original Professional Services Agreement