



## **CITY OF MENIFEE**

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

MEETING DATE: December 4, 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

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 4 to the Professional Services Agreement with Rincon Consultants, Inc. for on-call planning services for the Legado Project, increasing the amount by \$30,000 for a total not-to-exceed amount of \$65,000.

### **DISCUSSION**

The Community Development Department currently utilizes Rincon Consultants, Inc. to provide necessary planning services on an as-needed basis for the Legado Project. Due to the on-going post entitlement work required for the Legado Project, an amendment of \$30,000 for a total not-to-exceed contract amount of \$65,000 is being requested. All other terms of the agreement shall remain the same.

Per the City's Municipal Code Section 3.12.040, on July 26, 2023 the City entered into a Professional Service Agreement (PSA) with Rincon Consultants, Inc. under the City Manager's signing authority for a not-to-exceed amount of \$5,000. 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. On August 7, 2024, the City Council approved Amendment No. 3 to increase the fund amount by \$15,000 for a not-to-exceed amount of \$35,000 and extended the terms of service through June 30, 2025. The history of the agreement activity is summarized in Table 1 on the following page.

**TABLE 1 – AGREEMENT ACTIVITY SUMMARY**

PSA Activity	Approval Date	Summary of Changes	PSA Change	PSA Total
Original Contract	July 26, 2023		\$5,000	\$5,000
Amendment No. 1	October 9, 2023	Increase in amount	\$15,000	\$20,000
Amendment No. 2	June 4, 2024	Extension of term length to August 29, 2024	\$0	\$20,000
Amendment No. 3	August 7, 2024	Increase and extension to June 30, 2025	\$15,000	\$35,000
<b>Amendment No. 4</b>	<b><i>Pending Approval</i></b>	<b>Increase in amount</b>	<b>\$30,000</b>	<b>\$65,000</b>

Pursuant to Menifee Municipal Code Section 3.12.090, any change orders in the contract amount that exceed \$25,000 in value, shall be approved by City Council.

**STRATEGIC PLAN OBJECTIVE**

Thriving Economy

**FISCAL IMPACT**

The fiscal impact of the proposed amendment with Rincon Consultants, Inc. is \$30,000. Funding for the proposed amendment is available within the approved operating budget for Fiscal Year 2024/2025, under Professional Services for Planning within the General Fund (1100-CDD-PLNG-652800) 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. 4
2. Original Professional Services Agreement