



CITY OF MENIFEE

SUBJECT: Planning Division Request for Qualification On-Call List Extension

MEETING DATE: June 19, 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 the extension of the Request for Qualification On-Call List for various professional planning services for Fiscal Years 2024/2025 and 2025/2026.

DISCUSSION

The City of Menifee Community Development Department is responsible for the review of all development activity and its conformance with the City's vision and goals as established in the General Plan and Development Code. The workload of the Community Development Department reflects the development pace of the City as one of southern California's fastest growing communities. Accordingly, the efforts of staff are supplemented with the use of professional consultants, when deemed necessary, thereby ensuring responsiveness and thorough reviews of all development activity transpiring within the City.

In April 2022, the City prepared and issued a multi-disciplinary Request for Qualification (RFQ) (RFQ No. 2022-01) for various planning services, including:

- General Planning Related Development and Land Use Project Review Services
- Landscape Design Plan Review Services
- Preparation and/or Peer Review: Environmental Services
- Municipal Financial Review Services

The intent of the RFQ was to establish an updated On-Call List of qualified consulting firms available for the period of Fiscal Year (FY) 2022/2023 and 2023/2024. The RFQ was posted/released on April 5, 2022, with a submittal deadline of May 2, 2022. A total of 20 consulting firms responded. A selection committee comprised of internal Community Development Department - Planning Division staff evaluated and ranked each proposal on the following criteria:

- Qualifications of the firm
- Proposed team and organization
- Past experiences and references
- Project management system
- Proposal presentation
- Cost proposal

The On-Call List was approved by City Council on November 2, 2022 and is valid until the end of FY 2023/2024.

Staff is recommending an extension of the On-Call List for Professional Planning Services for FY 2024/2025 and 2025/2026. During the RFQ application process, pricing for services were provided by the consulting firms for FY 2022/2023 through FY 2025/2026.

It is important to note that inclusion within the City's On-Call List does not guarantee award of any future contract(s) and the City reserves the right to issue separate RFQs/Request for Proposals (RFPs) as deemed necessary for specific services and/or projects.

Per Resolution No. 21-1073, the City Manager is authorized to execute agreements with approved environmental firms to provide on-call environmental and planning consulting services related to the California Environmental Quality Act (CEQA) for privately funded development projects.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

FISCAL IMPACT

There is no fiscal impact associated with extension of the On-Call List of consulting firms. Any proposed agreements would be funded as part of the approved FY 2024/2025 Budget and incorporated within future years' budgets. Subsequently, the City would enter into agreements with select firms on the On-Call List, and the applicable agreements requiring City Council approval would be brought to the City Council in accordance with the City's standard procurement policies.

ATTACHMENTS

1. RFQ On-Call List