



## **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: June 18, 2025

TO: Mayor and City Council

PREPARED BY: Molly Binnall, Management Analyst II

REVIEWED BY: Orlando Hernandez, Acting 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. 5 to the Professional Services Agreement with Rincon Consultants, Inc for on-call planning services for the Legado Project, increasing the amount by \$70,000 for a total not-to-exceed amount of \$135,000, and to extend the terms of services through June 30, 2026.

### **DISCUSSION**

The Planning Division of 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 Services Agreement (PSA) 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 contract 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 Terms of Services to August 29, 2024. On August 7, 2024, the City Council approved Amendment No. 3 to increase the contract amount by \$15,000 for a not-to-exceed amount of \$35,000 and extended the Terms of Services through June 30, 2025. Amendment No. 4 was approved by Council on December 4, 2024 to increase the contract amount by \$30,000 for a not-to-exceed amount of \$65,000. A summary of the contract actions is provided in Table 1 on the following page.

Due to the ongoing post-entitlement work still required for the Legado Project, staff is requesting an amendment of \$70,000 for a total not-to-exceed contract amount of \$135,000, and to extend the Terms of Services through June 30, 2026. All other terms of the agreement shall remain the same. Pursuant to the Meniffee Municipal Code, any change orders in the contract amount that exceed \$25,000 in value, shall be approved by City Council.

**TABLE 1: RINCON CONSULTANTS, INC. AMENDMENT SUMMARY**

| Contract                                      | Approval Date                          | Contract Term   | Amount           |
|---|--|-----------------|------------------|
| Original Contract                             | July 26, 2023                          | June 30, 2024   | \$5,000          |
| Amendment No. 1                               | October 9, 2023                        | June 30, 2024   | \$15,000         |
| Amendment No. 2<br><i>Term extension only</i> | June 4, 2024                           | August 29, 2024 | \$0              |
| Amendment No. 3                               | August 7, 2024                         | June 30, 2025   | \$15,000         |
| Amendment No. 4                               | December 4, 2024                       | June 30, 2025   | \$30,000         |
| Amendment No. 5                               | <b><i>Pending Council Approval</i></b> | June 30, 2026   | <b>\$70,000</b>  |
|   |  | <b>TOTAL</b>    | <b>\$135,000</b> |

**STRATEGIC PLAN OBJECTIVE**

Thriving Economy

**FISCAL IMPACT**

The fiscal impact of the proposed amendment with Rincon Consultants, Inc. is \$70,000 with a total not-to-exceed amount of \$135,000. Funding for the proposed amendment is available within the proposed operating budget for FY 2025/2026, under Professional Services-Recoverable for Planning within the General Fund (1100-CDD-PLNG-652825), pending Council approval. These expenditures are fully recoverable through the developer deposits and fees. No additional budget appropriation is required for this action.

**ATTACHMENTS**

1. Amendment No. 5
2. Original Agreement