



CITY OF MENIFEE

SUBJECT: Community Development Request for Qualification On-call List

MEETING DATE: November 2, 2022

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Deputy Finance Director

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve the Community Development Department's On-call list for Fiscal Years 2022/2023 and 2023/2024 for various professional planning services.

DISCUSSION

The City's Community Development Department is responsible for review of all development activity and its conformance with the City's vision and goals for community development and land use as established in the General Plan and Development Code. The workload of the City's Community Development Department reflects the development pace of the City of Menifee as one of southern California's fastest growing communities. Accordingly, staff's efforts 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.

The City has 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 consultants available for the period of Fiscal Year (FY) 2022/2023 and 2023/2024. The last time the City completed an RFQ process for such services was in 2019. The current RFQ was posted/released on April 5, 2022, with a submittal deadline of May 2, 2022. A total of 20 consulting firms responded.

Comprised of internal Community Development (Planning) staff, a Selection Committee evaluated and ranked each proposal on the following criteria:

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

The proposed approved list from this solicitation is consolidated with the City's existing shortlist valid from FYs 2019/2020 through 2023/2024.

Accordingly, staff recommends the formal approval of the updated FYs 2022/2023 and 2023/2024 On-call List for Professional Services (Planning). It is important to note, inclusion within the City's On-call List, does not guarantee award of any future contract(s); the City reserves the right to issue separate RFQs/RFPs as deemed necessary for specific services and/or projects.

An On-call list or shortlist has been established. Subsequently, the City would enter into agreements with select firms on the shortlist, and the applicable agreements requiring City Council approval would be brought to the City Council in accordance with the standard procurement policies.

STRATEGIC PLAN OBJECTIVE

Responsive and Transparent Government

FISCAL IMPACT

There is no fiscal impact associated with establishing the shortlist or on-call list of firms. The future agreements that would need the City Council's approval, would consist of recoverable and non-recoverable funding, with the majority being recoverable (paid by developers). Any proposed agreements would be funded as part of the approved FY 2022/2023 Budget and incorporated within future years' budgets. Subsequently, the City would enter into agreements with select firms on the shortlist, 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. Community Development Department's On-call List for FYs 2022/2023 and 2023/2024