



## **CITY OF MENIFEE**

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SUBJECT: Fiscal Year 2021/22 On-Call Professional Services Agreements (Community Development)

MEETING DATE: June 16, 2021

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Financial Services Manager

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve Professional Services Agreements for On-Call Community Development Services Recoverable for FY2021/22; and
2. Authorize the City Manager to execute approved agreements.

### **DISCUSSION**

The Community Development Department currently utilizes consultants to provide necessary planning services on an as-needed basis including environmental/CEQA review and document preparation, fiscal analysis, and landscape plan review and inspections. In preparation for the new fiscal year, Fiscal Year 2021/22, staff recommends approval of the following professional services agreements for necessary consulting services for Fiscal Year 2021/22, covering the period of July 1, 2021 to June 30, 2022. The current professional service agreements for planning services are set to expire on June 30, 2021, as they run concurrent with each fiscal year.

New agreements will need to be executed in order to provide for the continuity of service to meet the needs of projects within the City for Fiscal Year 2021/22. All of the costs associated with the professional service agreements for Professional Services (Planning/Community Development) are recoverable through developer deposits and fees.

<b>Consultant</b>	<b>Services</b>	<b>Contract Amount (\$)</b>	<b>Corresponding Account #</b>
Architerra Design Group	Landscape review & inspection services	\$75,000	100-4330-52825
Gary F. Hoyt Landscaping	Landscape review & inspection services	75,000	100-4330-52825

<b>Consultant (continued)</b>	<b>Services</b>	<b>Contract Amount (\$)</b>	<b>Corresponding Account #</b>
Kobata	Landscape review & inspection services	100,000	100-4330-52825
MIG	On Call Planning Professional services, Preparation of CEQA documents and peer review	50,000	100-4330-52825
Kimley-Horn	On Call Planning Professional services, Preparation of CEQA documents and peer review	50,000	100-4330-52825
Rincon	On Call Planning Professional services, Preparation of CEQA documents and peer review	50,000	100-4330-52825
ESA (PCR)	Preparation of CEQA documents and peer review	70,000	100-4330-52825
Paleo Solutions	Review of PRIMPS, Archeo and Paleo reports	5,000	100-4330-52825
LSA	Preparation of CEQA documents and peer review	5,000	100-4330-52825
Spicer Consulting Group	Review of Fiscal Impact Analysis Reports	6,000	100-4330-52825
<b>TOTAL:</b>	<b>\$486,000</b>		

### **STRATEGIC PLAN OBJECTIVE**

Regular City Business

### **FISCAL IMPACT**

The fiscal impact totaling \$486,000 for these contract services has been included in the proposed Community Development Department budget for FY 2021/22 within Account No. 100-4330-52825 (Professional Services-Recoverable). These expenditures are fully recoverable through developer deposits and fees. No additional budget appropriation(s) is required for this action.

**ATTACHMENTS**

1. Agreement with Architerra Design Group
2. Agreement with Gary F. Hoyt Landscaping
3. Agreement with Kobata
4. Agreement with MIG
5. Agreement with Kimley-Horn
6. Agreement with Rincon
7. Agreement with ESA (PCR)
8. Agreement with Paleo Solutions
9. Agreement with LSA
10. Agreement with Spicer Consulting Group