



**STAFF REPORT**  
**5/8/2024**

**TO:** Honorable Mayor and City Council Members

**FROM:** Gabriel Perez, Development Services Director

**SUBJECT:** Authorize the City Manager to execute Professional Services Agreements with LSA for On-Call Professional Planning Consultant Services

---

**STAFF RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreement with LSA for On-Call Professional Planning Consultant Services.

**BACKGROUND:**

In 2021, the Development Services Department established a list of qualified on-call Professional Planning Consultant Services to assist with Project Management/Entitlements, Long Range Planning, Environmental Review Analysis, Fiscal Impact Analysis, Design Review, and Landscape Architecture. LSA is a professional planning consultant that was approved and included in the City's list of qualified consultant. The Development Services Department has an increased need for on-call professional planning consulting services related to current planning and long-range planning efforts due to existing vacancies in the Planning Division and an increase in development applications submitted to the City.

**DISCUSSION/ANALYSIS:**

Attached to this staff report is a draft Professional Services Agreement for LSA to provide on-call professional planning consultant services for a term of a year until March 1, 2026. The consultant will provide assistance with environmental services to the Planning Division for projects that involve environmental review. A task order for \$33,629 is included for preparation of an Initial Study for the annexation of Pocket 7 and Mesquite areas into the City of Coachella.

**ALTERNATIVES:**

1. Authorize the City Manager to execute a Professional Services Agreement with LSA in the amount of \$200,000 and a task order of \$33,629 for preparation of an initial study for Pocket 7/Mesquite area.
2. Continue this item and provide staff direction.

**FISCAL IMPACT:**

The fiscal impact of this action would immediately be \$33,629 and would require an appropriation from the General Fund. Environmental services from the planning consultant will be secured on an as needed basis based on the fee schedule provided in the PSA.

**RECOMMENDED ALTERNATIVE(S):**

Staff recommends Alternative #1 as noted above.

Attachment:

1. Professional Services Agreement (PSA) with LSA
2. Task Order #1 – Pocket 7/Mesquite Initial Study