



STAFF REPORT

4/9/2025

TO: Honorable Mayor and City Council Members

FROM: Kendra Reif, Principal Planner

SUBJECT: Authorize the Development Services Department to advertise a Request for Qualifications (RFQ) for Professional Planning Consultant Services.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the Development Services Department to advertise a Request for Qualifications (RFQ) for Professional Planning Consultant Services.

BACKGROUND:

The Development Services Department regularly conducts long-range planning initiatives, both City-initiated or mandated by the State of California that requires professional expertise and resources not available in-house, such as General Plan Updates, Housing Element Updates, Comprehensive Zoning Code amendments, design services, environmental review, historic preservation, and community plan development. Additionally, the Department has historically augmented staff's project management capacity on an as-needed basis from planning consultants for current planning projects that require discretionary approvals such as cannabis-related projects and La Entrada, KPC, and Vista del Agua Specific Plans.

DISCUSSION/ANALYSIS:

The Development Services Department requests authorization to advertise an RFQ that increase the professional bench available for consultant services to City staff on an as-needed basis for a period of up to 4 years. There are several projects of significance that the City has engaged planning consultant services as follows:

- The KPC Coachella Specific Plan
- The La Entrada Specific Plan
- Coachella Airport Business Park

The following service categories identify areas the Department will need assistance:

SERVICE CATEGORY	SPECIFIC TASKS
Project Management/Entitlements	Seeking firms, with a variety of skills, to provide senior or principal-level project management assistance on major development projects and activities. Selected firm(s) will receive general direction from the City's Development Services Director to provide essential services as a Project Planner for a specific project(s).
Long Range Planning	Work with planning staff on long range planning efforts including General Plan Updates and amendments, community plans, Zoning Ordinances and Zoning Ordinance updates, General Plan and Zoning Consistency, and Housing Elements.
Environmental Review Analysis	Environmental consultant to prepare CEQA and NEPA documents including but not limited to: drafting an Initial Study, a Notice of Preparation (NOP), a Focused EIR, a Mitigation Monitoring and Reporting Program, all other required noticing, and supporting technical studies, as needed.
Fiscal Impact Analysis	Economic/fiscal consultant for comprehensive analysis of a proposed project that takes into account increased expenditures and revenues in order to evaluate whether the proposed new development could generate sufficient net positive fiscal impact for the City's General Fund. Respondents shall also provide information on their experience with calculating public benefits/value capture for larger development projects seeking City concessions/land-use changes. Further analysis could include: jobs impact/employment generation analysis, Opportunity Zone analysis, and other services required by the City to process development applications within Specific Plans.
Design Review	Design professional for architectural design and site plan review of development proposals.
Landscape Architecture	Design professional for landscape design, including creating landscape plans or reviewing submitted landscape plans for development project to determine quality design and consistency with City standards.

Historic Preservation	Historic Preservation professional to complete a historical context statement, historical surveys and for the creation of historic districts within the city and creating historic preservation plans and guidelines to protect and preserve buildings, objects, landscapes, and other artifacts of historical significance.
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ALTERNATIVES:

1. Authorize the City Manager to advertise the Request for Qualifications (RFQ) for Professional Services and allow the City Manager to administratively amend the RFQ (Attachment 1) as necessary.
2. Continue this item and provide staff direction.

FISCAL IMPACT:

The fiscal impacts is unknown at this time. The professional services pursued will be based on projects funded through the project deposit accounts, the City's budget or based on an authorized appropriation by the City Council for project-related services.

RECOMMENDED ALTERNATIVE(S):

Staff recommends Alternative #1 as noted above.

Attachment:

1. Draft Request for Qualifications for Consultant Planning Services