



STAFF REPORT
1/26/2022

TO: Honorable Mayor and City Council Members

FROM: Gabriel Perez, Development Services Director

SUBJECT: Authorize the City Manager to execute Professional Services Agreements with RG Planning Consultants and Terra Nova Planning & Research for Professional Planning Consultant Services.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreements with RG Planning Consultants and Terra Nova Planning & Research for On-Call Professional Planning Consultant Services.

BACKGROUND:

On October 13, 2021, the City Council authorized the Development Services Department to advertise a Request for Qualifications (RFQ) for Professional Planning Consultant Services to assist with Project Management/Entitlements, Long Range Planning, Environmental Review Analysis, Fiscal Impact Analysis, Design Review, and Landscape Architecture. The City received fourteen planning consultant proposals and City Staff qualified all fourteen consultants after a review of their qualification based on the RFQ evaluation criteria. City staff added the fourteen consultants to a qualified list that the will be used by staff on an as needed basis for professional planning services.

DISCUSSION/ANALYSIS:

Attached to this staff report are Professional Services Agreements for RG Planning Consultants and Terra Nova Planning & Research to provide on-call professional planning consultant services for a term of 3 years until 2025. Both consultants will provide assistance with project management to the Planning Division. In addition to project management experience, Terra Nova Planning & Research also has specialized expertise in environmental review services. RG Planning Consultants currently provides project management support for the Desert Lakes Specific Plan project and will continue to provide such support under the professional services agreement.

ALTERNATIVES:

1. Authorize the City Manager to execute Professional Services Agreements with RG Planning Consultants and Terra Nova Planning & Research.

2. Continue this item and provide staff direction.

FISCAL IMPACT:

The fiscal impact of this action cannot be directly determined. Planning services from the planning consultants will be secured on an as needed basis based on the fee schedule provided in the PSA. The Desert Lakes Specific Plan project has provided a deposit to the City of Coachella to pay for project management services provided by RG Planning Consultants. Costs will be paid from City Council approved appropriations either through the approved annual budget or through specific appropriation action.

RECOMMENDED ALTERNATIVE(S):

Staff recommends Alternative #1 as noted above.

Attachment:

1. Professional Services Agreement (PSA) with RG Planning Consultants
2. Professional Services Agreement (PSA) with Terra Nova Planning & Research