



CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940
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DATE: August 26, 2025

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Approval of Agreement for Professional Planning and Environmental Consulting Services with Denise Duffy & Associates
Not applicable.

CEQA:

BACKGROUND

The City of Del Rey Oaks has historically relied upon Denise Duffy & Associates (“Consultant”) for on-call planning and environmental consulting services. These services have supported City staff in managing specialized or complex planning projects that require expertise not available in-house.

Given the City’s ongoing planning needs—particularly related to new residential, commercial, and industrial projects, as well as long-range planning for the former Fort Ord properties, it is necessary to continue this relationship under a formalized agreement.

Discussion

The Agreement for Professional Services, dated August 26, 2025, establishes an on-call framework for Denise Duffy & Associates to provide the City with a range of planning and environmental services, including:

- Research, mapping, biological services, and consulting for development of the former Fort Ord property.
- CEQA compliance review and preparation of environmental documentation.
- Assistance with project applications, entitlements, and permitting processes.
- Review of projects for compliance with the City’s General Plan, zoning ordinance, and other planning documents.
- Preparation and presentation of staff reports to the Planning Commission and City Council.
- Coordination and communication with developers, property owners, contractors, and other stakeholders.

- Support with special projects such as mapping, biological assessments, and permitting coordination.

The agreement allows the City Manager to request services on an as-needed basis. Compensation will be based on the Consultant's hourly rates (as outlined in the agreement), plus reimbursable expenses. Special projects that exceed the monthly estimate will require prior authorization from the City Manager, with a defined scope of work and budget.

Either party may terminate the agreement with seven days' written notice.

Larger projects, such as some associated with Housing Element program implementation, will require separate contracts and funding budgets.

Fiscal Impacts

The agreement does not obligate the City to a fixed cost but provides flexibility to utilize consulting services on an as-needed basis. Expenditures will be based on approved hourly rates and reimbursable expenses, and will be charged to the appropriate planning and special projects budget accounts. Sufficient funding was included in the FY 2025-26 Adopted Budget.

Recommendation

It is recommended that the City Council approve the attached Agreement for Professional Services between the City of Del Rey Oaks and Denise Duffy & Associates for as-needed planning and environmental consulting services, and authorize the City Manager to execute the agreement.

Attachments

1. Agreement for Professional Services – Denise Duffy & Associates

Respectfully submitted,

John Guertin
City Manager

CITY OF DEL REY OAKS DRAFT AGREEMENT FOR PROFESSIONAL SERVICES

Agreement dated August 26, 2025, between Denise Duffy & Associates, (“Consultant”), and the City of Del Rey Oaks (“City”) for **Planning and Environmental Consulting Services**.

Background and Purpose

The City and the Consultant have had a long-term relationship of Consultant providing on-call planning and environmental consulting services on an as-needed basis for planning and special projects as requested. The City is in need of limited and specialized services from time to time that City Staff is not available or able to provide. The City has requested Consultant to formalize this service provision with an updated formal agreement for services on an as-needed, on-call basis. The following provides a scope of services.

Scope of Services

Consultant will conduct professional planning and environmental services on behalf of the City on an on-call planning services basis for all types of projects requesting permitting assistance, including but not limited to new residential, commercial, and industrial buildings and special projects as assigned.

Potential on-call planning services may include the following scope of services which would be conducted upon specific request by the City and would include:

1. Research, mapping, biological services and consulting services for development of the former Fort Ord City property.
2. Attend meetings at City Hall or other local agencies as requested by City Manager.
3. Analyze projects for compliance with the City’s General Plan, zoning ordinance, Subdivision Map Act, Design Guidelines, applicable specific plans and other policies.
4. As needed or specifically requested, assist City staff in the review and processing of minor and ministerial applications and discretionary entitlements which may involve review of applications for application consistency with zoning, conditional compliance with ordinances and other City approved documentation and policies.
5. Upon request from City Management, provides background information requested on environmental and physical factors affecting land use.

6. Meet with developers, engineers, property owners, contractors and other individuals to discuss projects, explain City application and environmental review processes.
7. Provide forms for projects as assigned and review the following: pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation.
8. Prepare and present staff reports to Planning Commission and City Council, Attend public hearings and community meetings as requested.
9. Analyze projects for California Environmental Quality Act (CEQA) compliance and complete CEQA documentation as requested to meet CEQA Guidelines.
10. For assigned projects including Tentative Maps, and General Plan and Zoning amendments or assigned larger projects not conducted by existing City staff, review projects and provide comments within timelines specified by the Permit Streamlining Act and the City for projects assigned to Consultant. Process these assigned projects through the City entitlement process.
11. Conduct special projects such as mapping, biological resource assessment or coordination of federal and state permitting of special projects as assigned.

Fee for Professional Services

Consultant will work in collaboration with the City, under the direction of the City Manager, to accomplish the above Scope of Services, which may be amended. The fee for professional services is to be paid at billable hourly rates as shown on the attached rate sheet plus reimbursable expenses, which shall include mileage and, if appropriate, document reproduction, or other direct project expenses as shown on the attached rate sheet.

At times, the City Manager or City Management will request a special project that would exceed the monthly estimate. Specific projects are defined as those projects with a separate scope of work and assigned budget for completion which would be above the monthly fee estimate. Special projects require pre-authorization from the City Manager to initiate and conduct, with a task list and fee estimate for completion of a project.

Interim Services Provision

The City has requested Consultant to formalize this service provision under an agreement however it is acknowledged by both parties that Consultant services are provided on an as-needed, on-call basis.

Termination

Either party may terminate this Agreement for any reason at any time, with 7 days advance notice. In this case, the City will pay Consultant all fees and expenses incurred through the notice of termination and the time necessary to “close out Consultant’s work on the project and transfer all materials to the City.

DENISE DUFFY & ASSOCIATES

CITY OF DEL REY OAKS

Denise Duffy & Associates Principal

John Guertin, City Manager

Date

Date



Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

City of Del Rey Oaks SCHEDULE OF RATES* for 2025

Principal	\$	265
Project Director	\$	245
Senior Compliance Manager/Engineering Specialist	\$	225
Senior Project Manager	\$	192
Principal Planner	\$	200
Senior Botanist	\$	178
Senior Planner/Senior Scientist II	\$	176
Arborist	\$	176
Project Manager	\$	167
Senior Planner/Scientist	\$	156
Assistant Project Manager	\$	140
Associate Planner/ Environmental Scientist II	\$	134
Associate Planner/ Environmental Scientist I	\$	128
Assistant Planner/ Environmental Scientist II	\$	120
Assistant Planner/ Environmental Scientist I	\$	116
GIS/Computer Specialist	\$	122
GIS/Graphics Technician	\$	93
Administrative Manager	\$	98
Planning Technician	\$	85
Field Technician	\$	80
Publication/Production Editor	\$	90
Administrative Assistant	\$	78

Direct reimbursable costs associated with the execution of a project are charged at cost plus 15%. These expenses may include, but are not limited to: subconsultant services, printing and graphic charges, permits, filing fees, authorized travel charges, courier, postage, mileage and field supplies. Mileage will be charged at the current IRS mileage rate.

*This rate sheet shows current rates for the City of Del Rey Oaks; these represent reduced rates for DD&A. The above rates are effective through
December 31, 2025



Denise Duffy & Associates, Inc.

PLANNING AND ENVIRONMENTAL CONSULTING

City of Del Rey Oaks SCHEDULE OF RATES** for 2026

Principal	\$	278
Project Director	\$	257
Senior Compliance Manager/Engineering Specialist	\$	236
Principal Planner	\$	210
Senior Project Manager	\$	202
Senior Botanist	\$	185
Senior Planner/Senior Scientist II	\$	185
Arborist	\$	185
Project Manager	\$	174
Senior Planner/Scientist	\$	165
Assistant/Deputy Project Manager	\$	150
Associate Planner/ Environmental Scientist II	\$	141
Associate Planner/ Environmental Scientist I	\$	136
GIS/Computer Specialist II	\$	145
GIS/Computer Specialist I	\$	132
Assistant Planner/ Environmental Scientist II	\$	127
Assistant Planner/ Environmental Scientist I	\$	123
Administrative Manager	\$	98
Graphics Technician	\$	98
Planning Technician	\$	90
Field Technician	\$	85
Publication/Production Editor	\$	95
Administrative Assistant	\$	82

Direct reimbursable costs associated with the execution of a project are charged at cost plus 15%. These expenses may include, but are not limited to: subconsultant services, printing and graphic charges, permits, filing fees, authorized travel charges, courier, postage, mileage and field supplies. Mileage will be charged at the current IRS mileage rate.

****This rate sheet provides 2026 reduced rates for the City of Del Rey Oaks.
These rates are effective through December 31, 2026**