



Camarillo City Council

AGENDA REPORT

Date: August 14, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: David Sanchez, Director of Community Development

Subject: On-Call Planning Services – Consultant Amendments

BACKGROUND

On-call agreements facilitate specialized services efficiently and cost-effectively by using predetermined time-and-material rates for special planning projects. These projects are authorized through Task Orders by the City Manager, streamlining the process.

On November 1, 2023, the City of Camarillo ("City") entered into a one-year agreement with the option of a one (1) two-year extension with Rincon Consultants, Inc. (Rincon), Jensen Design & Survey, Inc. (Jensen), and Telecom Law Firm PC (TLF) to provide On-Call Planning Services with annual not-to-exceed amounts as shown in the table below.

Consultants	Services	Annual Amount
Rincon Consultants, Inc	Planning Consulting Services	\$100,000
Jensen Design & Survey, Inc.	Planning Consulting Services	\$70,000
Telecom Law Firm PC	Wireless Communications Consulting Services	\$30,000
TOTAL		\$200,000

These agreements are set to expire on October 31, 2024.

DISCUSSION

Staff has been working closely with all three firms, monitoring the status of as-needed projects, budgeted amounts per project, and the percentage of work completed. During this time, staff identified the need for additional as-needed services with Rincon for the remainder of the initial term. As a result, staff is proposing to increase the current agreement (Agreement No. 2023-140) amount by \$25,000 for a total annual amount of \$125,000.

Staff also recommends extending the agreements with Rincon, Jensen (Agreement No. 2023-141), and TLF (Agreement No. 2023-142) for On-Call Planning Services for one additional two-year term with the effective date of November 1, 2024, and terminating on October 31, 2026. The annual not-to-exceed amounts for each firm are shown in the table above for a combined amount of \$200,000.

FISCAL IMPACT

Funds for the additional \$25,000 for Rincon for additional as needed On-Call Planning Services is included in the Community Developments Account No. 101-1701-417.32-01. Funds for year one of the two-year term for On-Call Planning Services with Rincon, Jensen, and TLF in the amount of \$200,000 are included in the FY 2024/25 budget in the account mentioned above. Funds for year two of the two-year term in the amount of \$200,000 will be included in the proposed budgets for FY 2025/26 in the account mentioned above.

CEQA DETERMINATIONS

Not applicable.

RECOMMENDATION

1. Authorize the City Manager to execute Agreement Amendment No 2023-140A with Rincon Consultants, Inc. to (1) increase the current agreement amount by \$25,000 for a total annual not-to-exceed amount of \$125,000 and (2) extend the agreement for an additional two-year term with an annual amount not-to-exceed \$100,000.
2. Authorize the City Manager to execute Agreement Amendment No 2023-141A with Jensen Design & Survey, Inc. for one additional two-year term with an annual amount not-to-exceed \$70,000.
3. Authorize the City Manager to execute Agreement Amendment No 2023-142A with Telecom Law Firm PC for one additional two-year term with an annual amount not-to-exceed
4. \$30,000.
5. Authorize the City Manager to execute task orders with the selected firms for as needed on-call professional services.

ATTACHMENTS

1. Agreement 2023-140A, Rincon Consultants, Inc.
2. Agreement 2023-141A, Jensen Design & Survey Inc.
3. Agreement 2023-142A, Telecom Law Firm
4. Agreement 2023-140, Rincon Consultants, Inc.
5. Agreement 2023-141, Jensen Design & Survey Inc.
6. Agreement 2023-142, Telecom Law Firm

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None