



Camarillo City Council

AGENDA REPORT

Date: October 11, 2023

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: David Moe, Interim Director of Community Development

Subject: On-Call Professional Planning Services

BACKGROUND

The City of Camarillo uses on-call agreements to facilitate specialized services. On-call agreements offer an efficient and cost-effective method of using predetermined time-and-material rates for special planning projects. These projects will be authorized through Task Orders, streamlining the process.

DISCUSSION

On August 30, 2023, staff issued a Request for Qualifications (RFQ), inviting interested vendors to submit their Statement of Qualifications (SOQs) and fee schedules to provide On-Call Professional Planning Services for the City. The RFQ stated the need for on-call services, which may be utilized as necessary, for processing applications including wireless communication facilities, condition compliance and plan checking.

Staff received three SOQs and has selected all three consultant firms with the annual not-to-exceed amounts for each agreement below:

Selected Vendors	Services	Annual FY Not-to-Exceed Amount
Rincon Consultants, Inc	Planning Services	\$100,000
Jensen Design & Survey, Inc.	Planning Services	\$70,000

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Telecom Law Firm PC	Wireless Communications Facilities	\$30,000
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The On-Call Professional Service Agreements for the three selected vendors are attached. The agreements established will terminate on October 31, 2024.

FISCAL IMPACT

An appropriation of \$200,000 for on-call planning services in Community Development Account No. 101-1701-417.32-01 from available General Fund Unassigned Fund Balance is required.

CEQA DETERMINATIONS

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that On-Call Planning Services is not subject to CEQA review because it can be seen with certainty that there is no possibility that the On-Call Planning Services may have a significant effect on the environment.

RECOMMENDATION

1. Authorize the City Manager to execute On-Call Professional Services Agreements; and
2. Authorize the City Manager to execute task orders with the selected firms for on-call professional services.

ATTACHMENTS

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

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None