



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 6, 2019**

FROM: COMMUNITY & ECONOMIC DEVELOPMENT **WARDS: ALL**
DEPARTMENT

SUBJECT: MEASURE Z - PROFESSIONAL CONSULTANT SERVICES AGREEMENTS
WITH MIG INC. AND SAGECREST, LLC TO PROVIDE TEMPORARY, AS
NEEDED CONTRACT STAFFING SERVICES FOR THE PLANNING DIVISION
FOR A THREE-YEAR TERM WITH A TOTAL AMOUNT NOT TO EXCEED
\$100,000 EACH PER YEAR

ISSUE:

Approve the Professional Consultant Services Agreements with MIG Inc. of Berkley, California and Sagecrest, LLC, of Anaheim, California to provide temporary/interim contract staffing for the Planning Division on an as-needed basis for a three-year term with two one-year optional extensions for a total amount not to exceed \$100,000 each per year.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Service Agreement with MIG Inc., a California corporation, to provide temporary/interim staffing services for the Planning Division on an as needed basis, for a three-year term with two optional one-year extensions for a total amount not to exceed \$100,000 per year;
2. Approve the Professional Consultant Service Agreement with Sagecrest, LLC, a California limited liability company, to provide temporary/interim staffing services for the Planning Division on an as needed basis, for a three-year term with two optional one-year extensions for a total amount not to exceed \$100,000 per year; and
3. Authorize the City Manager, or his designee, to execute the Agreements with MIG Inc. and Sagecrest, LLC, including making minor non-substantive changes, and to execute the two one-year options to extend, if exercised, and to sign all documents necessary to complete the transaction.

BACKGROUND:

In August 2015, the City Council approved a panel of three (3) planning consulting firms to provide the Planning Division with temporary/interim assistance. The temporary/interim staff provided assistance to the Planning Division for a short duration, when additional staffing was needed to

meet the workload. The temporary/interim staff assisted in reviewing development proposal applications, providing research and technical expertise for long-range projects and complying with state reporting and development laws.

In 2015 and 2016, temporary/interim staff helped the Planning Division meet expectations and deadlines for customers at a time when the City was understaffed and experiencing a high number of development applications. Since 2016, only a few long-range planning assignments have required temporary/interim staff, as the Planning Division has recruited professional planning staff to meet our customer's needs.

Contracts with the three (3) planning consulting firms expired on June 30, 2019. New agreements with planning consulting firms are requested to meet short-term changes in staffing needs and provide the Planning Division with flexibility if application numbers increase, or if there is a loss of critical staff.

DISCUSSION:

In mid-2018, the City released RFP 1838, soliciting planning consulting firms to provide on-call temporary/interim staffing for the Planning Division. In August 2018, the City received eight (8) proposals. In March, 2019 City staff (Review Panel) reviewed and scored the eight proposals. The Finance Department's Purchasing Division completed concurrence and processing in May 2019, which included a Request for Clarification (RFC#1) to all eight submitting firms, of which only four (4) firms responded. The firms that did not respond were disqualified by the Purchasing Division. Of the responding firms, two (2) were deemed qualified by the Review Panel. The other two (2) firms, which are temporary staffing agencies, did not receive passing scores from the Review Panel, in part because they did not provide a list of staff with professional planning experience.

The two planning consulting firms deemed qualified to provide temporary/interim staffing, pursuant to the criteria of RFP 1838, are MIG Inc., a California corporation, and Sagecrest LLC, a California limited liability company.

The Professional Consultant Services Agreements would allow the Planning Division to bring on temporary/interim staff, if needed, from the two (2) recommended planning consulting firms. The yearly amount of each Agreement would not exceed \$100,000 for each planning consulting firm. Each planning consulting firm would be contracted for three years, with two 1-year options to extend. This would be a potential total of \$1,000,000 over five (5 years) with both contracts combined.

Because the City is currently operating under a managed hiring policy, the Planning Division will expend funds on temporary/interim staffing only if approved by the City Manager's Office, who will determine if the position is necessary and the tasks cannot be completed using the current Planning Division staff.

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution 23256.

FISCAL IMPACT

Funds would be identified prior to temporary/interim staffing being used by the Planning Division. Budgeted funds would be from the Planning Division Account No. 2810000-421000 (Professional

Services), or from received grants, or Measure Z if related to the General Plan Update.

Prepared by: David Welch, Community & Economic Development Department Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment:

1. Professional Consultant Service Agreement with MIG Inc.
2. Professional Consultant Service Agreement with Sagecrest, LLC
3. City Council Presentation