



ON-CALL CONTRACT FIRMS FOR TEMPORARY PLANNING STAFF

Community & Economic
Development Department

City Council
August 6, 2019

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PROPOSAL

Professional Consultant Services Agreements to provide temporary/interim contract staffing for the Planning Division on an as-needed basis with:

1. MIG, Inc.; and
2. Sagecrest, LLC



2

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BACKGROUND

1. In August 2015, City Council approved three (3) staffing firms for the Planning Division to:
 - a. Provided temporary/interim staffing as needed;
 - b. Limited to \$100,000/year;
 - c. Used extensively in 2015 & 2016; and
 - d. Contracts ended June 30, 2019.

2. Planning released RFP 1838 in 2018:
 - a. Replace 2015 panel of on-call firms



3

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DISCUSSION

1. Eight (8) firms responded to RFP 1838 in August 2018;
2. Purchasing Division concurrence and processing in May 2019 narrowed firms to four (4); and
3. Only two (2) firms were qualified by RFP Review Panel:
 - a) MIG Inc.
 - b) Sagecrest LLC



4

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DISCUSSION

1. Contract for each firm:
 - a. Initial three (3) year term
 - b. Two (2) 1-year extensions
 - c. Amount not to exceed \$100,000 per year
2. Managed Hiring Policy:
 - a. Approval required by City Manager's Office
3. Funds identified for each budget year:
 - a. Budget approved funds
 - b. Received grant funds
 - c. Measure Z – General Plan funds



5

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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



6

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RECOMMENDATIONS (CONT.)

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.

