



Agenda Item No: 1.m

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: July 21, 2026

Submitted by: Andrew Gonzales

From: Development Services

Subject:

AWARD OF PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL PLANNING SERVICES: CURRENT PLANNING & DEVELOPMENT REVIEW SUPPORT

Financial Impact:

Budget: Services are funded through a combination of the Development Services Department operating budget and developer-funded cost recovery accounts, as applicable.

Expense: \$100,000 Annual Not-to-Exceed Amount Per Consultant

Five-Year Contract Total: \$100,000 Per Consultant (\$300,000 Combined)

Summary:

The Development Services Department released a Request for Proposals (RFP) for On-Call Planning Services: Current Planning & Development Review Support on April 23, 2026, with proposals due on May 8, 2026. Eleven (11) qualified consulting firms submitted proposals by the deadline. Following a comprehensive evaluation by a selection committee consisting of the Development Services Director, Planning Manager, and Associate Planner, staff recommends awarding Professional Services Agreements to CSG Consultants, Inc., Interwest Consulting Group, Inc., and Michael Baker International. The three firms received the highest overall evaluation scores and will provide specialized planning services on an as-needed basis to supplement City staff.

Recommended Action:

It is recommended that the City Council:

1. Approve a Professional Services Agreement with CSG Consultants, Inc. to provide on-call planning services for a not-to-exceed amount of \$100,000 annually for a five-year term, with two optional one-year extensions; and
2. Approve a Professional Services Agreement with Interwest Consulting Group, Inc. to provide on-call planning services for a not-to-exceed amount of \$100,000 annually for a five-year term, with two optional one-year extensions; and
3. Approve a Professional Services Agreement with Michael Baker International to provide on-call planning services for a not-to-exceed amount of \$100,000 annually for a five-year term, with two optional one-year extensions; and
4. Authorize the City Administrator, or designee, to execute all necessary documents in a form approved by the City Attorney.

Strategic Plan Statement:

Awarding these Professional Services Agreements advances the City Council's Strategic Goals of Organizational Excellence and Economic Development by ensuring the Development Services Department maintains the staffing flexibility and technical expertise necessary to process development applications efficiently, provide responsive customer service, and support continued investment and economic activity throughout the City.

Discussion:

The Development Services Department is responsible for administering current planning services, including the review and processing of discretionary and ministerial development applications, zoning and development review, plan check coordination, public hearing support, California Environmental Quality Act (CEQA) compliance, and other related planning functions. While the Department is staffed to accommodate routine workloads, periodic fluctuations in development activity, specialized technical assignments, employee absences, and vacancies require supplemental professional planning assistance to maintain timely customer service and project processing.

To establish a qualified pool of consultants capable of providing these services on an as-needed basis, the City released a Request for Proposals (RFP) for On-Call Planning Services: Current Planning & Development Review Support on April 23, 2026. The RFP sought qualified consulting firms capable of providing current planning, development review, project management, CEQA review, public hearing support, plan check services, and related planning assistance. Eleven (11) consulting firms submitted proposals by the May 8, 2026, deadline.

A selection committee consisting of the Development Services Director, Planning Manager, and Associate Planner independently evaluated each proposal using the criteria established in the RFP. Following completion of the evaluation process, the three highest-ranked firms were:

- CSG Consultants, Inc. – 91 Points
- Interwest Consulting Group, Inc. – 90 Points
- Michael Baker International – 89 Points

Each of the recommended firms demonstrated extensive municipal planning experience, highly qualified personnel, competitive fee schedules, and the technical expertise necessary to provide current planning and development review services. Their proposals reflected a strong understanding of the City's operational needs and demonstrated the ability to integrate seamlessly with City staff while providing responsive, high-quality planning services.

Unlike building inspection or plan check services, planning assignments vary significantly in complexity, technical specialization, and workload demands. Maintaining multiple on-call consultants provides the City with greater operational flexibility by allowing assignments to be distributed based on each firm's expertise, staff availability, responsiveness, project complexity, and potential conflicts of interest. This approach minimizes delays in application processing while ensuring the City has immediate access to specialized planning resources whenever needed.

The recommended Professional Services Agreements do not guarantee any minimum amount of work. Instead, services will be assigned solely at the City's discretion on an as-needed basis, with compensation based only on work actually performed. Staff anticipates utilizing these agreements to address temporary workload increases, specialized planning assignments, employee vacancies, vacation coverage, and developer-funded projects requiring supplemental staffing resources.

Based on the qualifications, experience, responsiveness, and overall value demonstrated through the competitive selection process, staff recommends awarding Professional Services Agreements to CSG Consultants, Inc., Interwest Consulting Group, Inc., and Michael Baker International.

Financial Summary:

The services authorized by these PSAs are funded through a combination of the Development Services Department operating budget and developer-funded cost recovery accounts, as applicable. At this time, Development Services does have a small amount of funds budgeted for Planning-related contract services, but as the need arises, additional funds may be allocated by City Council using developer-funded cost recovery accounts.

Attachments

1. [PSA - CSG Consultants \(On-Call Planning\).pdf](#)
2. [PSA - Interwest Consultants \(On-Call Planning\).pdf](#)
3. [PSA - Michael Baker Consultants \(On-Call Planning\).pdf](#)