



City Council Staff Report

Subject: On-Call Planning Services Contract

Date: September 12, 2023

Submitted By: David Mohlenbrok, Director of Community Development

Department: Community Development

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute a Contract for Services with CSG Consultants, Inc.

Background:

The Community Development Department has identified the need for on-call planning services to provide additional assistance for the planning review process on an as-needed basis. This includes environmental review services. These contracts are utilized to assist staff with temporary increases in workload or particularly time-consuming projects. This arrangement allows the City to provide consistent services when workloads temporarily exceed the capacity of in-house staff. The Community Development Organizational Assessment recommended on-call planning and environmental review contracts to accommodate for temporary increases in workload.

Last year the City released a Request for Proposals (RFP) seeking qualified firms to provide on-call planning and environmental review services. The RFP was published on the City's website and a trades website. The City received five proposals and an internal review panel from the Community Development Department and the City Manager's Office evaluated the proposals on the basis of experience and qualifications of the firm, understanding of the services proposed, and completeness of the proposal and any supporting documents. After a thorough review and discussion, staff recommends that a contract be awarded to CSG Consultants, Inc.

In order to provide flexibility, the contract is written with a not-to-exceed amount of \$100,000 for the initial year. Additionally, staff recommends granting the City Manager the authority to extend the contract for two additional one-year terms, allowing for a maximum not-to-exceed amount of \$300,000 for the entire agreement duration. The actual renewal agreement amount may vary, contingent upon the projected workload and available budget. There are several large planning projects that are anticipated in the immediate future, and these on-call services will assist in keeping work flowing while recruitments are posted for temporary vacancies. To ensure capacity to provide consistent service, staff is also negotiating with other first that

responded to the RFP, and may in the future recommend expanding these on-call services to one or more additional firms.

Human Resources Division staff has met and conferred with the Public Service Employees Bargaining Unit represented by AFSCME regarding the proposed use of on-call staff in accordance with the City of Rocklin Employee-Employer Resolution.

Fiscal Impact:

There is no direct fiscal impact to the staff recommended. Funds for these services were included in the Fiscal Year 2023/24 Operating Budget.

ATTACHMENTS:

- [1. Resolution](#)
- [2. Resolution Exhibit A - Contract with CSG Consultants, Inc.](#)