



Council Agenda Report

From: Warren Frace, Community Development Director

Subject: Approval of a Contract Amendment for Development Review Engineering Consultant – Joe Chouinard, Professional Engineer

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: May 7, 2024

Facts

1. The City's Engineering Division is experiencing a significant increase in permitting activity related to the Olsen–South Chandler Specific Plan, River Oaks II, Beechwood Specific Plan, large tourist resorts and wine industry expansion. To exacerbate matters, the City Engineer position is vacant due to the incumbent moving into another role within the City. The recruitment process is active and ongoing with no immediate expectation of the position being filled.
2. On May 2, 2023, City Council approved a proposal submitted by Joe Chouinard, Professional Engineer (PE), to provide City engineering services on an interim basis for \$54,600, which covered 20 hours a week of services for the period of six months.
3. With high levels of permit activity and recruitment efforts still underway for a City Engineer, the City Manager extended these contract services through December 31, 2023, at an additional cost of \$34,125.
4. On February 6, 2024, the City Council approved a second contract amendment due to recruitment efforts for the City Engineer position having not yet been successful. This approval extended the engineering services contract for a second time to March 31, 2024, at an additional cost of \$13,650 (this exceeded the City Manager's purchasing authority and City Council approval was required).
5. Due to ongoing high levels of permitting activity, it is necessary to extend the engineering services contract for a third time to January 1, 2025, at an additional cost of \$49,140.

Options

1. Do nothing;
2. Approve amended contract with Joe Chouinard, PE for interim City Engineering Services, extending the contract through January 1, 2025, at an additional cost of \$49,140.
3. Refer back to staff for additional analysis.

Analysis and Conclusions

The City has approved a number of large-scale developments over recent years, including the Olsen Ranch, River Oaks II, Beechwood developments, hotels and numerous industrial scale wineries. These projects are now in the permitting and construction phases. The City is obligated to process permits and inspect construction relating to tract improvements, utilities grading, and building permits for these developments. In addition, the City continues to receive new applications for very large tourist oriented

resort projects, on the edge of City services, that require significant engineering review. The City needs to supplement its development review engineering services to ensure that the entitlement and construction schedules of projects move forward in a timely manner.

Fiscal Impact

The total not-to-exceed cost of contracted engineering contract services is now estimated to be \$151,515. These costs will be largely offset by salary savings from the vacant City Engineer position as well as increased permit revenues. The actual cost is unknown as the contract is based on times and materials and the timing of the City Engineer recruitment is unknown.

CEQA

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Recommendation (Option 2)

Approve Resolution 24-XXX, authorizing the City Manager to approve the Joe Chouinard Interim City Engineering Services contract amendment increase of \$49,140 (for a total not-to-exceed contract amount of \$151,515.)

Attachments

1. Resolution 24-XXX
 - a. Exhibit A – Amended 1 Joe Chouinard Professional Services Agreement & Proposal
 - b. Exhibit B – Amended 2 Joe Chouinard Professional Services Agreement & Proposal
 - c. Exhibit C – Amended 3 Joe Chouinard Professional Services Agreement & Proposal