

Mayor
William Siegel
Mayor Pro Tem
Lois Wynne
Council Members
Ray Madrigal
Eddie Neal
Willard Rodarmel



**Public Works/
Planning**

721 W. Cinnamon Drive
Lemoore, CA 93245
Phone (559) 924-6704
FAX (559) 924-9003

Staff Report

ITEM 4-4

To: Lemoore City Council
From: Judy Holwell, Project Manager 
Date: August 15, 2014
Subject: City Engineer Agreement – Quad Knopf
Planning Services Contract for 2014-2015

Discussion

As a way to reduce the City's budget, in May 2013, Council eliminated the Planning Department and outsourced the technical planning services to Quad Knopf. The Contract, which was approved June 4, 2013, was for an amount not to exceed \$100,000 and the rates listed for Quad Knopf staff were effective through June 30, 2014. As of that date, a total of \$44,451 had been expended. On July 1, 2014, Council approved the City's Operations and Maintenance Budget for fiscal year 2014-2015, which included an amount of \$74,000 for expenditures pertaining to planning functions, a portion of which is for the payment of technical planning services. Because the rate structure listed in the Contract with Quad Knopf has expired, staff requested that a new contract be prepared.

Steve Brandt, Principal Entitlement Specialist with Quad Knopf and current City Planner, submitted the attached Contract Planning Services proposal for fiscal year 2014-2015. The Scope of Services listed are consistent with the planning services Quad Knopf has provided over the past year, which include assisting City staff with planning functions, interpreting Lemoore's Zoning Code, laws and policies, preparing staff reports for technical planning projects, and serving as the City Planner for Planning Commission meetings. It is estimated that 10-15 hours per week will be required by Quad Knopf in order to adequately perform the duties and responsibilities listed. The cost of providing the services is set at a maximum amount of \$55,500 for the fiscal year.

Council is asked to consider approving the attached Planning Services Contract with Quad Knopf for an amount up to \$55,500. The Contract would be on a month-to-month basis and can be terminated with or without cause by providing a 30-day written notice. The terms of the Contract and rates are effective through June 30, 2015. A monthly report of charges will be submitted to the City, so that the total cost of services can be tracked. This Contract is in addition to the City's existing contract with Quad Knopf for Engineering Services.

If approved, Mr. Brandt will remain our main point of contact at Quad Knopf for the technical planning functions. He will work directly with City staff on planning functions, primarily David Wlaschin and Judy Holwell.

Budget Impact

The Contract for Planning Service is for an amount not to exceed \$55,500.

Recommendation

It is recommended that Council, by motion, approve the attached Planning Services Contract with Quad Knopf for an amount not to exceed \$55,500 for the duties and responsibilities identified in the Scope of Services.

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Planning Services Contract

Contract Amount: Up to \$55,500

This Planning Services Contract (Contract) is made and entered into by and between Quad Knopf and the City of Lemoore as detailed in the attached:

Contract Planning Services

Dated July 21, 2014

Scope of Services	Included
Communication Plan	Included
Fee Schedule	Included

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Planning Services Contract upon the terms, conditions, and provisions as stated in the Contract Planning Services dated July 21, 2014 for Fiscal Year 2014-2015.

Approved by the City Council of the City of Lemoore this ____ day of _____, 2014.

Quad Knopf
P.O. Box 3699
Visalia, CA 93278

City of Lemoore
119 Fox Street
Lemoore, CA 93245

By: _____
Steve Brandt, AICP, LEED AP
Principal Entitlement Specialist

By: _____
Jeff Laws, City Manager

SCOPE OF SERVICES

It is Quad Knopf's understanding that the City desires to continue to retain Quad Knopf to act as Contract Planners for the City of Lemoore. This scope of work is provided to continue Quad Knopf's planning services through June 30, 2015.

The scope of work involves filling the role of City Planner and Planning Staff for the processing of discretionary planning permits and running the Planning Commission: and would include

- ◆ Assisting Lemoore staff who will be handling the planning counter with guidance, advice, training, and direction on planning and zoning issues and questions.
- ◆ Interpreting Lemoore's planning and zoning laws, policies, and ordinances.
- ◆ Preparing staff reports for discretionary planning projects that need Planning Commission and/or City Council approval.
- ◆ Serving as City Planner for Planning Commission meetings.
- ◆ These duties and responsibilities include an estimate of approximately 10-15 hours per week and would be dependent on the amount of development activity.

COMMUNICATION PLAN

Steve Brandt will be the main contact for the scope of work identified above. Mr. Brandt will report to the City Manager for issues related to definition of scope of work, fees and billing. Mr. Brandt will report to David Wlaschin for day-to-day issues as they occur. Invoices will be sent to Mr. Wlaschin's attention. There will also be a strong working relationship with Judy Holwell on planning and development projects coming into the city for review.

We believe that by utilizing a team approach Quad Knopf can provide the best service at the most efficient price. The team approach will allow us to assign work based on individual strengths and experience. All Quad Knopf team coordination will be handled by Steve Brandt, resulting in no extra effort on the part of the City. Ginger White or Jerome Keene will serve as Mr. Brandt's back-up when needed.

FEE SCHEDULE

Quad Knopf will complete work associated with this proposal on a time and materials basis, with a maximum set by the City not to be exceeded on an annual basis, unless otherwise approved in writing by the City Manager. The maximum amount set for July 1, 2014 to June 30, 2015 for Planning Services will be \$55,500.

The work will be performed by associate and senior level planners. Planning Commission meetings (and Council meetings, when needed) will be attended by a senior planner. Steve Brandt will be the primary individual assigned to interact with City staff and decision makers and to direct work to Quad Knopf staff and will be billed at an 18.5% discount from his typical hourly rate. Other planners identified below may also provide planning assistance as needed, and will be billed at Quad Knopf's hourly rates with Lemoore's 10% City discount applied to the total amount. The effective hourly rates are estimated as follows:

Title	Planner	Discount	Rate with Discount Factored In
Principal Entitlements Specialist- AICP	Steve Brandt	18.5%	\$128/hour
Senior Planner	Ginger White	10%	\$128/hour
Senior Planner	Jaymie Brauer	10%	\$128/hour
Senior Associate Planner	Jerome Keene	10%	\$109/hour
Senior Environmental Scientist	Kenneth A. Glass	10%	\$128/hour
Associate Planner	Annalisa Perea	10%	\$87/hour
Assistant Planner	Michael Hernandez	10%	\$69/hour

Additional Quad Knopf staff may be required to prepare materials either for the individuals identified above or directly for City staff from time to time. Time spent by these individuals will also be billed to the City in accordance with Lemoore's 10% City discount.

Direct charges as needed, such as parcel post, printing and reproduction, will be billed at cost plus fifteen percent (15%). Transportation expenses will be billed at \$0.63/mile. Mileage would not be charged to attend Planning Commission, Council meetings, or meetings with staff.

Rates are effective through June 30, 2015. If the planning contract assignment extends beyond that date, a new rate schedule may be negotiated. We will provide monthly reporting of charges so the City can monitor the amounts expended, so as to avoid going over the budgeted maximum amounts. The contract will be on a month-to-month basis with a 30-day written notice.