

Item 3.4 Request for Qualifications for Consultant Services

October 7, 2025

Martina Davis, Division Manager

Jose Ruano, Supervising Planner



*Planning, Building and
Code Enforcement*

Summary and Outcome

- Establishes new consultant shortlist - replaces 2015 list expiring in November 2025
- Provides on-call consultant services for PBCE and partner departments
- 50 firms selected via RFQ for six technical areas
- Streamlines procurement and accelerates project delivery

Six Technical Areas

- Land Use Planning and Urban Design – 23
- Transportation and Circulation – 10
- Community Engagement - 18
- Environmental Review (CEQA and NEPA) - 18
- Traffic Impact Analysis – 7
- Public Finance and Economic Feasibility – 6
- Used by: PBCE, Public Works, Transportation, Housing, PRNS, OEDCA

Upcoming Work

- FY 2025–2026 anticipated use: ~\$2.6M across departments
 - General Plan Four-Year Review
 - Downtown Residential Ministerial Ordinance
 - CEQA for Sign Ordinance updates (digital wayfinding, etc.)
 - Park and Recreation Master Plan and Park Fee Nexus Study
 - DOT Circulation improvement studies and community engagement
 - OEDCA fiscal impact analysis, economic studies, economic research and analysis
- Funding for individual projects via annual and mid-year budget actions

Staff Recommendation

Adopt a resolution authorizing the City Manager or her designee to:

- Negotiate and execute Master Agreements with an initial term of five years and three one-year options;
- Execute amendments to increase or decrease the maximum compensation of each agreement,
 - Compensation not to exceed aggregate amount of \$4,000,000 annually for all the agreements, and \$1,000,000 annually for any one organization

End