



STAFF REPORT

DATE: NOVEMBER 19, 2019
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: BILL SMITH, CITY MANAGER
PREPARED BY: MARK TOMICH, DIRECTOR
SUBJECT: APPROVE AND ADOPT A CONTRACT FOR PLANNING ENTITLEMENT SERVICES WITH SAGECREST PLANNING + ENVIRONMENTAL INC. AND EXECUTE A REIMBURSEMENT AGREEMENT WITH UNIVERSITY REALTY, INC, RESOLUTION NO. R-102-19.

RECOMMENDED ACTION

Staff recommends that the City Council take the following action:

1. Adopt Resolution No. R-102-19, increasing Revenue Account No. 100-6799-000 and corresponding Expenditure Account No. 100-6300-6301-2350-0000-001 by \$45,000 for purposes of funding a planning entitlement services contract with Sagecrest Environmental Planning Inc. for the Rancho del Prado pre-zoning and specific plan (DAP-001-585).
2. Authorize the City Manager to execute the attached Reimbursement Agreement with University Realty Inc. to fund planning entitlement and associated legal services for the City of Colton on behalf of the Rancho del Prado pre-zoning and specific plan (DAP-001-585).

BACKGROUND

On May 13, 2019, University Realty, LLC submitted applications for Specific Plan/Pre-Zoning and General Plan Amendment consideration for a 203-acre master planned residential community named Rancho del Prado. The project proposes a mix of residential, recreation, open space and public facility uses on a 209.4-acre site located within the City of Loma Linda but also within the City of Colton's sphere-of-influence. The Specific Plan/Pre-Zoning proposes to allow for a maximum of 350 single-family detached homes, clustered in two development areas and connected by a loop road. The loop road is proposed to connect to Prado Lane in the north and Crystal Ridge Lane on the south.

ISSUES/ANALYSIS

Due to the current heavy caseload in Planning, in order to process the applications within the timeframes expected by the applicant, staff has recommended hiring a planning consultant to process the applications. The applicant has agreed to fund the contract entitlement processing, including any associated legal expenses, in the amount of \$45,000 by signing the attached Reimbursement Agreement.

Staff sent a Request for Proposals (RFP) via email to two qualified consultants, Jericho Systems and Sagecrest Environmental, and received proposals from both firms. Following careful review of both proposals, staff is recommending a contract for services with Sagecrest Environmental due to their ability to quickly form an entitlement team with the necessary range and depth of qualifications.

The process described above is an exception to the competitive bidding process for non-public projects, as described in Section 3.08.120 of the Colton Municipal Code, because two rather than three vendors were invited to submit proposals. Staff are requesting an exception to competitive bidding procedures as permitted by Section 3.08.140(E) of the Colton Municipal Code that states, *“When the City Manager determines that it is in the best interest of the City and its administrative operations to dispense with public bidding for Non-Public Projects under this chapter.”* Staff proposes, with concurrence from the City Manager and the City Council, to dispense with public bidding (i.e., minimum of three bids) due to the desire to accommodate an aggressive project schedule and due to the limited number of consulting firms able to provide entitlement services for a project of this nature (i.e., pre-zoning and General Plan amendment with EIR).

Concurrent with approval of the Reimbursement Agreement, staff is requesting a budget amendment to appropriate funds to the respective revenue and expenditure accounts for this project. The Reimbursement Agreement will allow the City to move forward with entering into a contract for planning entitlement services for this project. The selection process for an environmental consultant is also moving forward and will require another amendment to the budget and a separate Reimbursement Agreement at such time as the contract is approved.

FISCAL IMPACTS

Approval of the corresponding budget resolution will increase General Fund Revenue in Account Number 100-6799-000 by \$45,000 for receipt of funds from the applicant and will appropriate funds in General Fund Planning Division Professional Services Expenditure Account Number 100-6300-6301-2350-0000-001 by \$45,000 to fund the planning entitlement services contract.

ALTERNATIVES

Provide alternative direction to staff.

ATTACHMENT

1. Resolution No. R-102-19
2. Professional Services Agreement