

**CITY OF TEMECULA  
AGENDA REPORT**

**TO:** City Manager/City Council

**FROM:** Patrick Thomas, Director of Public Works/City Engineer

**DATE:** August 13, 2019

**SUBJECT:** Approve Annual Professional Services Agreements for Property Acquisition, and Architectural Services for the Department of Public Works/Capital Improvement Division for Fiscal Years 2020–2024

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**PREPARED BY:** Julie Tarrant, Principal Management Analyst

**RECOMMENDATION:** That the City Council approve annual professional services agreements for property acquisition, and architectural services for the Department of Public Works/Capital Improvement Division for Fiscal Years 2020-2024, as follows:

Paragon Partners, Ltd.	Property Acquisition Services	\$60,000 Annually
Gillis + Panichapan Architects, Inc.	Architectural Services	\$200,000 Annually
Miller Architectural Corporation	Architectural Services	\$200,000 Annually
TR Design Group, Architecture	Architectural Services	\$200,000 Annually

**BACKGROUND:** There are various projects in the City’s recently approved Capital Improvement Program Budget for Fiscal Years 2020-24. Some will require the services of the chosen consultants. Annual agreements are utilized to streamline the process for on-call services. When the need for service arises, the City would request a proposal from one of the selected consultants to do the work. Upon approval of the proposal, the funds to do the work are allocated from the budget of the specific project requiring the work. Only approved CIP Budget projects will utilize the services of these agreements, unless directed otherwise by the City Manager or the City Council.

A Request for Proposals (RFP) for Property Acquisition Services, RFP No. 237, and Architectural Services, RFP No. 238 were posted on the City’s online bidding service, Planet Bids on May 2, 2019 and May 7, 2019, respectively. The City received the following number of proposals:

RFP No. 237 - Property Acquisition Services	8 Proposals
RFP No. 238 - Architectural Services	14 Proposals

All proposals were reviewed by selected panel members to determine the most qualified and

competitively priced firms. After a thorough review of each proponents proposals, the above referenced firms were selected to provide the City with annual professional services. The intent is to enter into an annual service agreement with each firm for a period of five-years for Fiscal Years 2020-2024, each with an annual amount and five-year total agreement value.

**FISCAL IMPACT:** Adequate funds will be available in the Capital Improvement Program (CIP), Fiscal Years 2020-2024, as approved by City Council at their regular meeting of June 11, 2019. Individual annual services are funded by the various funding sources approved for each project.

**ATTACHMENTS:**

1. Agreement – Paragon Partners, Ltd
2. Agreement – Gillis + Panichapan Architects, Inc.
3. Agreement – Miller Architectural Corporation
4. Agreement – TR Design Group, Architecture