

REPORT TO THE CITY COUNCIL



DATE: July 2, 2019

TITLE: On Call Environmental Services Contract

Prepared by: Rebecca Deming, Community Development Director

RECOMMENDATION

Authorize the City Manger to execute the Professional Services Agreement by and between the City of Desert Springs and Chambers Group Inc. for On-call Environmental Services.

DISCUSSION

The City of Desert Hot Springs released a Request for Proposals (RFP) for On Call Environmental Services on March 13, 2019.

On May 20, 2019, the City received eleven (11) proposals from different professional firms to provide the requested services. Staff reviewed and rated all the proposals. Staff then scheduled the top three finalists for oral interviews by the same committee. Those firms were Chambers Group, Terra Nova, and Webb. The interview scoring is:

Firm	RFP Reviewer 1	RFP Reviewer 2	RFP Reviewer 3	Interviewer 1	Interviewer 2	Interviewer 3	Total	Average		
Available Score	100	100	100	100	100	100	600	100		
Chambers Group	92	89	81	89	88	78	517	86.167		
Terra Nova	85	87	89	84	84	80	509	84.833		
Webb	86	85	89	87	81	81	509	84.833		

Staff is recommending that the City award "on-call" service contracts to the top ranked firm, Chambers Group, Inc. Staff and the City Attorney's office completed the contract for this service, which has been included as attachments for your review.

FISCAL IMPACT

The contract is for a maximum of \$150,000 annually, from account 001-41-62-4320 which will require a \$120,000 increase to the FY2019-20 Budget. The increase in the budget will be offset by additional Environmental Review Fee revenues in FY2019-20. These costs will only be incurred if the City receives an application that requires payment of Environmental Review Fees.

EXHIBIT(S)

- 1) Professional Services Contract with Chambers Group Inc.
- 2) Chambers Group, Inc Proposal