

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: May 22, 2025

PREPARED BY: Nick Melloni, AICP, Principal Planner  
Carlos Flores, AICP, Deputy Director Development Services

SUBJECT: AUTHORIZE AN AMENDMENT TO CONTRACT NO. C46680 WITH INTERWEST CONSULTING GROUP, INC., EXTENDING THE CONTRACT TERM THROUGH DECEMBER 31, 2025, WITH OPTION FOR ONE ADDITIONAL ADMINISTRATIVE EXTENSION

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## **RECOMMENDATION:**

1. Authorize an amendment to Contract No. C46680 with Interwest Consulting Group, Inc., extending the contract term through December 31, 2025, and allowing for one additional one-year automatic extension, if necessary.
2. Authorize the City Attorney to make any necessary non-monetary changes to the agreement.
3. Authorize the City Manager or designee to execute the amendment and to review and approve all documents necessary to effectuate this agreement pursuant to Section 3.30.170 of the Palm Desert Municipal Code.

## **BACKGROUND/ANALYSIS:**

The Palm Desert University Neighborhood Specific Plan (“UNSP”) was adopted in November 2016 and established conceptual land uses and zoning standards for approximately 400 acres located in the north sphere of the City, adjacent to the university campuses. Since the original adoption, several areas of the UNSP have been developed with residential and open space land uses or entitled for non-residential land uses. Approximately 170 acres within the UNSP are vacant and controlled by the Successor Agency to the Palm Desert Redevelopment Agency (SARDA).

On March 9, 2023, the City Council adopted City Council Goals for the 2023 calendar year (Resolution No., 2023-007), which included a goal to gather community input, design, and build a community and regional park in North Palm Desert.

On November 16, 2023, the City Council awarded Contract No. C46680 to Interwest Consulting Group (Consultant) in the amount of \$264,880 to update the Palm Desert UNSP and facilitate the planning land use concepts of the remaining 170 acres to implement the City’s goals including a site for a regional park, community facilities, and residential and commercial uses. The plan will also include planning and zoning for a site to provide a minimum of 220 affordable housing units within the UNSP, which is consistent with the City’s obligations under the 6<sup>th</sup> cycle of the Housing Element.

## **Amendment Request**

Staff requests for approval of Amendment No. 1 of the contract to extend the contract term to December 31, 2025. The project was paused temporarily while Staff and the Consultant worked

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through the approach to include the regional park within the UNSP without requiring a change order request for additional funds. The request today is to extend the contract term to complete the following remaining tasks:

1. Finalizing the preferred land use for the vacant 170-acres including a 30-to-40-acre regional park;
2. Finalizing the text of the specific plan;
3. Completing the Environmental analysis for the UNSP amendment;
4. Adoption of the UNSP Amendment and environmental analysis.

In early 2024, the consultant prepared two (2) draft land uses concepts showing alternative placements of a regional park, as well as residential and commercial land uses to present to the community for feedback during an outreach meeting. During the community outreach meeting held in March 2024, the California State University (CSU) San Bernardino became aware of the City’s intention to develop a regional sports park and approached the City to explore options of locating a joint-use public regional sports park within vacant areas of the CSU San Bernardino Palm Desert Campus located east of Cook Street, outside of the boundaries of the UNSP. The discussion with the CSU was unexpected in the timeline of the original UNSP update and required an extended project timeline while City staff entered discussions with the CSU. Discussions with the CSU regarding the joint use park are ongoing and no formal commitments to the park have been made between the City and CSU campus.

The original term of the contract expired on December 31, 2024. To complete the UNSP Amendment, Staff is requesting the City Council authorize an amendment to extend the term of the contract until December 31, 2025, with the option for one additional one-year automatic extension through December 31, 2026, if necessary. This will allow City staff to work with the consultants to carry out the remaining tasks needed to complete the UNSP Amendment. No additional funds are required as a result of this request.

**Legal Review:**

This report has been reviewed by the City Attorney’s Office.

**FINANCIAL IMPACT:**

Funds for this purpose have been budgeted in the Community Development Professional Services Account No. 1104470-4300500. The remaining tasks will not exceed the original amount approved for the project, therefore there is no additional impact to the General Fund with this action.

Description	Account	Amount
C46880 – Interwest Consulting Group UNSP	1104470-4300500	\$264,880

**ATTACHMENTS:**

1. Proposed Amendment No. 1 for Contract No. C46680.
2. Original Executed Contract No. C46680