

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: January 8, 2026

PREPARED BY: Chris Gerry, Senior Project Manager  
Melanie Slater, Management Analyst

SUBJECT: AWARD CONTRACTS TO THE ALTUM GROUP, NAI CONSULTING, AND  
NV5, INC., FOR ON-CALL ENGINEERING SERVICES

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## **RECOMMENDATION:**

1. Award a three-year Professional Services Agreement to The Altum Group for On-Call Engineering Services in an aggregate amount not-to-exceed \$1,000,000 per fiscal year.
2. Award a three-year Professional Services Agreement to NAI Consulting for On-Call Engineering Services in an aggregate amount not-to-exceed \$1,000,000 per fiscal year.
3. Award a three-year Professional Services Agreement to NV5, Inc. for On-Call Engineering Services in an aggregate amount not-to-exceed \$1,000,000 per fiscal year.
4. Authorize the City Attorney to make necessary non-monetary changes to the agreements.
5. Authorize the City Manager to execute agreements, amendments, and any other documents necessary to effectuate these actions.

## **BACKGROUND/ANALYSIS:**

The Fiscal Year 2025/26 Annual Budget includes funding to initiate planning, design, and engineering services for a range of public works and capital improvement projects, including upgrades to public facilities, parks, utilities, and transportation infrastructure. The City also completes smaller projects throughout the fiscal year – projects typically less efficient to procure through the formal bid process and are better suited to streamlined, task order-based delivery.

To support these smaller, as-needed efforts, the City initiated a formal procurement process to pre-qualify consultants who can provide timely technical assistance. Under this process, staff is bringing forward three contracts for on-call engineering services structured with three-year terms for Council consideration.

These services are not intended to replace large-scale capital improvement contracts or ongoing staff responsibilities. Consultants will provide services such as preliminary design, environmental documentation, construction plans, cost estimating, and construction-phase support. This structure streamlines procurement, improves flexibility, and allows the City to assign work based on project-specific needs and consultant qualifications.

## **Selection Process:**

To select qualified consultants, the City issued a Request for Proposals (RFP) for the On-Call Engineering Services Project on OpenGov (online public bidding portal) on September 11, 2025. A non-mandatory pre-proposal meeting was held on September 16, 2025, with six consultants in attendance.

City of Palm Desert  
Award Contracts for On-Call Engineering Services

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The City received 21 proposals by the submission date of October 9, 2025. Staff evaluated all proposals in accordance with the criteria established in the RFP. Based on preliminary evaluation scores and subsequent discussions, the top ten firms were ranked for further consideration, while proposals outside the top ten were eliminated. In accordance with the evaluation criteria outlined in the RFP, staff recommend awarding contracts to the three highest-ranked consultants, as follows:

Proposer	Location (CA)	Ranking
<b>The Altum Group</b>	<b>Palm Desert</b>	<b>1</b>
<b>NAI Consulting</b>	<b>Cathedral City</b>	<b>2</b>
<b>NV5, Inc.</b>	<b>Palm Desert</b>	<b>3</b>
Michael Baker International	Palm Desert	4
HR Green Pacific, Inc.	Corona	5
Dudek	Encinitas	6
Interwest Consulting Group, Inc.	Irvine	7
TKE Engineering, Inc.	Riverside	8
Bureau Veritas North America, Inc.	Irvine	9
Alta Planning + Design	Los Angeles	10

References for each consultant provided favorable feedback regarding their ability to complete projects on time, maintain strong communication, and deliver quality customer service. By awarding an aggregate amount of \$1,000,000 per fiscal year among three consultants, the City will be able to utilize each firm’s expertise for specific task orders and avoid unnecessary scheduling delays.

**Legal Review:**

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

**FINANCIAL IMPACT:**

The Fiscal Year 2025/26 Financial Plan and Capital Improvement Project (CIP) List includes several projects that are anticipated to require the use of the City’s on-call engineering contracts. Because funding for these services has already been programmed within the approved CIP budgets, the use of the on-call contracts will result in no additional financial impact to the General Fund.

The table below outlines some of the projects that will require engineering services; however, additional CIP or operational projects may also require engineering support during the fiscal year and may utilize the on-call contracts as needs arise.

<i>Project</i>	<i>Account</i>	<i>Project Budget</i>
<i>Fiber Optic Communication Upgrades</i>	<i>4514190-4400100</i>	<i>\$1,200,000</i>
<i>Fire Station Tenant Improvements</i>	<i>2304220-4400100</i>	<i>\$300,0000</i>
<i>Corporation Yard Improvements</i>	<i>4004330-4400100</i>	<i>\$119,498</i>
<i>Portola Community Center</i>	<i>4504439-4400100</i>	<i>\$1,000,000</i>
<i>University Park Improvements</i>	<i>4004618-4400100</i>	<i>\$69,104</i>
<i>Bump &amp; Grind Trailhead Improvements</i>	<i>4004618-4400100</i>	<i>\$200,000</i>
	<b>Total</b>	<b>\$2,888,602</b>

Staff will request quotes from the on-call engineering firms, when deemed necessary, to ensure competitive pricing, cost control, and the best value to the City. Actual engineering costs will be determined after the selected engineer prepares a detailed scope of work and associated cost proposal.

Funding for this agreement in future fiscal years is contingent upon City Council approval of the budget requests. By establishing a \$1,000,000 annual maximum, any amount approved by City Council, equal to or less than this amount, would not require a contract amendment in addition to the approved budget application.

**ATTACHMENTS:**

1. Proposal – The Altum Group
2. Agreement – The Altum Group
3. Proposal – NAI Consulting
4. Agreement – NAI Consulting
5. Proposal – NV5, Inc.
6. Agreement – NV5, Inc.

**CONFLICT OF INTEREST AWARENESS CHECKLIST:**

**Site-Specific Property Interest** – Councilmembers should check if they own or lease real property within 1,000 feet of the project site (Gov. Code § 87103(b); FPPC Reg. 18702.2).

**SB 1439 Applicability (Campaign Contributions)** – Applies to licenses, permits, or other entitlements for use, and to contracts or franchise agreements other than competitively bid, labor, or personal employment contracts.

**Companies:** The Altum Group, NAI Consulting, NV5, Inc.

Councilmembers should review any campaign contributions received within the last 12 months from parties or participants to the proceeding and must not accept contributions over \$500 from those parties for 12 months following the final decision (Gov. Code § 84308).

*Note: These indicators are informational and do not constitute a legal determination. Each Councilmember is responsible for identifying and disclosing any disqualifying interests in accordance with the Political Reform Act and FPPC regulations.*