



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-1006

November 22, 2022

Introduced: 10/21/2022

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Amendment No. 2 to Professional Services Agreement No. A-15200 with Rincon Consultants, Inc., for the period of January 1, 2023 to June 30, 2023 to provide Planning Permit Application Review Services and to increase the Agreement amount of \$150,000 by \$50,000 for a not to exceed amount of \$200,000; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 and future amendments that to do not significantly alter the scope of work or increase the amount payable by more than ten percent (10%), subject to review and approval by County Counsel.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 2 to Professional Services Agreement No. A-15200 with Rincon Consultants, Inc., for the period of January 1, 2023 to June 30, 2023 to provide Planning Permit Application Review Services and to increase the Agreement amount of \$150,000 by \$50,000 for a not to exceed amount of \$200,000;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 and future amendments that to do not significantly alter the scope of work or increase the amount payable by more than ten percent (10%), subject to review and approval by County Counsel.

SUMMARY/DISCUSSION:

The Housing and Community Development Department (HCD) has established several on-call agreements for specialized services when County staff requires special expertise or when the volume of work exceeds staff's capacity to manage in a timely manner. On-call agreements are utilized across the HCD and by other County Departments.

The HCD Planning Division is responsible for providing permit application review services on all permitted projects. Rincon Consultants, Inc., (Rincon) was awarded an Agreement to provide these services on an "as-needed" basis with an emphasis on cannabis-related Land Use entitlements. The Agreement expires on December 31, 2022.

There continues to be a need for Rincon to provide on-call, cannabis-related permit application review services. Due to an unexpected higher than anticipated number of applications, additional funding is necessary to continue these review services as well as a six (6) month extension of the Agreement. It is anticipated that Rincon will continue to assist with cannabis-related Land Use entitlements.

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Staff is requesting the Board approve Amendment No. 2 to the Professional Services Agreement (PSA) with Rincon to provide permit application review services on an as-needed basis for a total amount not to exceed \$200,000 for the term April 27, 2021 to June 30, 2023.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved Amendment No. 2 to the PSA with Rincon as to form, and fiscal provisions, respectively. The CAO Cannabis Program Manager was consulted on the services under this PSA and funding provisions.

FINANCING:

Funding for this agreement is included in the FY2022-23 Adopted Budget for the Cannabis Program, Unit 8533 Appropriation Unit CAO004. Staff time to prepare the amendment is included in the FY2022-23 Adopted Budget for HCD Unit 8542, Appropriation Unit HCD001.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This action will assist with the County's efforts to provide effective and timely response to the Housing and Community Development Department's customer requests for permits and will provide the ability to process applications in accordance with all applicable policies and regulations.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Erik V. Lundquist, AICP, Director, x5154

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Attachments:

- Attachment 1 - Amendment No. 2
- Attachment 2 - Amendment No. 1
- Attachment 3 - Professional Services Agreement