



# County of Monterey

**Item No.25**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: A 23-420**

**September 19, 2023**

**Introduced:** 8/21/2023

**Current Status:** Housing & Community  
Development - Consent

**Version:** 2

**Matter Type:** BoS Agreement

- a. Approve and authorize the Contracts/Purchasing Officer or their designee to execute Amendments No. 1 with Denise Duffy & Associates, Inc. (DDA) (A-15573), Harris & Associates, Inc. (Harris) (A-15574), and Rincon Consultants, Inc. (Rincon) (A-15575) to increase the not to exceed amount of each agreement by \$60,000 for a total amount not to exceed of \$260,000 for each agreement to continue providing on-call planning consultant services for projects located in Monterey County to become effective upon execution with no change to the term of November 1, 2021 to October 31, 2024; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute up to three (3) additional amendments to each Agreement, each extending the term by one year, where the additional cost of each Amendment does not exceed 10% (\$26,000) of the contract amount of \$260,000, bringing the total maximum cumulative cost increase to \$78,000 per Agreement and potential overall Agreement aggregate not to exceed amount to \$338,000 for each agreement, subject to review and approval by County Counsel.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or their designee to execute Amendments No. 1 with Denise Duffy & Associates, Inc. (DDA) (A-15573), Harris & Associates, Inc. (Harris) (A-15574), and Rincon Consultants, Inc. (Rincon) (A-15575) to increase the not to exceed amount of each agreement by \$60,000 for a total amount not to exceed of \$260,000 for each agreement to continue providing on-call planning consultant services for projects located in Monterey County to become effective upon execution with no change to the term of November 1, 2021 to October 31, 2024; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute up to three (3) additional amendments to each Agreement, each extending the term by one year, where the additional cost of each Amendment does not exceed 10% (\$26,000) of the contract amount of \$260,000, bringing the total maximum cumulative cost increase to \$78,000 per Agreement and potential overall Agreement aggregate not to exceed amount to \$338,000 for each agreement, subject to review and approval by County Counsel.

### SUMMARY:

The Housing and Community Development Department (HCD) has established several on-call Professional Services Agreements (PSAs) for specialized services when County staff requires special expertise or when the volume of work exceeds capacity to manage in a timely manner.

Amendments No. 1 to the PSAs with DDA (A-15573), Harris (A-15574), and Rincon (A-15575) would increase the not to exceed amounts of each Agreement by \$60,000 for a total amount not to exceed \$260,000 to provide future on-call planning consultant services while maintaining the current term of November 1, 2021, to October 31, 2024.

DISCUSSION:

DDA, Harris, and Rincon were selected for their expertise to provide planning consultant services for projects within the County of Monterey under a competitive selection process in accordance with County laws under Request for Qualifications (RFQ) #10786.

HCD has identified a need to increase the not to exceed amount of each PSA to enable the consultants to continue to provide services to augment the need when the volume of work exceeds HCD's capacity or technical expertise. Amendments No. 1 to the PSAs will increase the not to exceed amount of \$200,000 for each PSA by \$60,000 for a total amount not to exceed \$260,000 for each PSA.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved Amendments No. 1 as to form and legality, and fiscal provisions, respectively.

FINANCING:

The FY2023-24 Adopted Budget for HCD Appropriation Unit HCD002, Unit 8543, includes Funding for Planning on-call services. Funding in future fiscal years will be dependent upon amounts budgeted from requested augmentations, salary savings, or available General Fund Contribution. Costs will not be incurred without the availability of appropriate funding sources.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors' Strategic Initiatives by allowing for the planning and development of a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results, and further to provide for adequate County facilities and infrastructure.

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

Prepared by: Kathy Nielsen, Management Analyst II, 755-4832

Reviewed by: Lori Woodle, Finance Manager I, 759-6682

Approved by: Craig Spencer, Acting Director, HCD CS

The following attachments are on file with the Clerk of the Board:

Attachment 1 - Amendment No. 1 to PSA (DDA)

Attachment 2 - PSA (DDA)

Attachment 3 - Amendment No. 1 to PSA (Harris)

Attachment 4 - PSA (Harris)

Attachment 5 - Amendment No. 1 to PSA (Rincon)

Attachment 6 - PSA (Rincon)

Attachment 7 - Board Order