

# Attachment C



August 15, 2023

Lynette Redman  
Monterey County  
1441 Schilling Place  
Salinas, CA 93901

**RE: CSA-17 Rancho Tierra Grande | Engineer's Report Preparation**

Dear Lynette:

Harris was issued a contract to develop an Engineer's Report for CSA-17 and one subsequent amendment that extended the terms of the agreement through June 30<sup>th</sup>, 2022. In early 2022, the County decided to fund the rehabilitation of the roads within CSA-17 rather than incorporating these costs into a special tax. Currently the Engineer's Report includes the full costs of the roadway rehabilitation and must be updated to reflect the 2022 construction costs and as well as update the property owner database. Per Harris' conversations with County Staff, the County wishes to execute a new task order for Fiscal Year 2022 under Harris' On-Call Agreement for Engineering Services to update the Engineer's Report and complete the Proposition 218 process. A large portion of the proposed scope of services under this task order were included as part of original agreement and the remaining unexpended budget from the previous contract is incorporated here. However, the Engineer's Report Updates were not included in the previous contract.

The following summarizes the of services required to complete the Engineer's Report:

**Task 1 – Engineer's Report Updates**

Following the completion of the draft Engineer's Report as was scoped under the original contract, the Board of Supervisors (Board) decided to fund the repair and restoration costs of the roads in CSA-17 as part of a larger County of Monterey road rehabilitation program. As a direct result of the Board's policy decision, the Engineer's Report must be updated to remove the roadway rehabilitation funding from the assessment spread. In addition to the removal of the roadway rehabilitation costs, the construction costs and property owner information included in the Engineer's Report are a year out of date and must be updated. The information that must be updated includes the following:

1. Remove the roadway rehabilitation costs.
2. Update unit costs using the construction cost index or other appropriate index.
3. Update property owner information to account for the sale and purchase of homes within the CSA.

**Task 2 – Proposition 218 Process**

Harris will work with County staff to satisfy the required Proposition 218 election process. This includes preparing and mailing the required legal notification following County attorney review, participation in one (1) virtual community outreach meetings, answering property owner questions, and the preparation, mailing, and tabulation of the ballots at the Public Hearing. The original contract anticipated that CSA-17 would move forward on a similar schedule to CSA-25 and CSA-75 and the Board Meetings for the Resolution of Intention and Public Hearing would occur on the same date for all three CSAs. Due to the fact that CSA-17 is progressing independently, additional costs will be incurred to assist with the development of staff reports and attend the meetings for the Resolution of Intention and Public Hearing.

## Summary

Issuance of this task order would entail the reappropriation of the remaining funds included in Harris' original CSA-17 contract totaling **\$5,656.00** plus an appropriation of additional **\$10,614.00** to account for the necessary Engineer's Report Updates. The billing rates are consistent with our current on-call agreement with the County and are subject to update annually in accordance with the terms of that agreement.

|        |                           | Assessment<br>Engineer<br>\$290/hr<br>Hours | Project<br>Manager<br>\$180/hr<br>Hours | Senior<br>Analyst<br>\$170/hr<br>Hours | Project<br>Analyst<br>\$150/hr<br>Hours | Total<br>Estimated<br>Hours | Total<br>Estimated<br>Fee |
|--------|---------------------------|---|---|--|---|-----------------------------|---------------------------|
| Task 1 | Engineer's Report Updates | 6   | 6                                       | 20                                     | 0                                       | 32                          | 6,220                     |
| Task 2 | Proposition 218 Process   | 15  | 25                                      | 0                                      | 8                                       | 48                          | 10,050                    |
| Total: |                           | 21  | 31                                      | 20                                     | 8                                       | 80                          | \$16,270                  |

Please let us know if you have any questions. We look forward to continuing our work with Monterey County.

Sincerely,

### **HARRIS AND ASSOCIATES**



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