



# County of Monterey

Item No.

## Board Report

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

Legistar File Number: 24-602

October 22, 2024

**Introduced:** 8/28/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer or their designee to execute Amendments No.2 to the On-Call Planning Consultant Agreements with Denise Duffy & Associates, Inc. (DDA) (A-15573), Harris & Associates, Inc. (Harris) (A-15574), and Rincon Consultants, Inc. (Rincon) (A-15575) to extend the term of each Agreement to October 31, 2025, and to increase the not to exceed amount of \$260,000 by \$60,000 for each agreement, resulting in three (3) amended Agreements in the amount of \$320,000 each; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute one (1) additional one (1) -year amendment to each Agreement where the additional cost of each Amendment does not exceed \$60,000 bringing the total maximum per Agreement amount to \$380,000, subject to review 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.2 to the On-Call Planning Consultant Agreements with Denise Duffy & Associates, Inc. (DDA) (A-15573), Harris & Associates, Inc. (Harris) (A-15574), and Rincon Consultants, Inc. (Rincon) (A-15575) to extend the term of each Agreement to October 31, 2025, and to increase the not to exceed amount of \$260,000 by \$60,000 for each agreement, resulting in three amended Agreements in the amount of \$320,000 each; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute one (1) additional one (1) -year amendment to each Agreement where the additional cost of each Amendment does not exceed \$60,000 bringing the total maximum per Agreement amount to \$380,000, subject to review by County Counsel.

### SUMMARY/DISCUSSION:

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. These agreements, established in Fiscal Year 2023/24 with a not to exceed amount of \$200,000 per agreement, are due to expire on October 31, 2024. Each Agreement was amended in September 2023 to increase the funds by \$60,000 each, resulting in not to exceed amounts of \$260,000 for each Agreement with no change to the Agreements' term.

Amendments No. 2 to the PSAs with DDA, Harris, and Rincon will increase the not to exceed amounts of each Agreement by \$60,000 for a total amount not to exceed \$320,000 for each agreement and would extend the term of each agreement by one year, to October 31, 2025.

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. The increased amount for each contract will be funded through the as needed consulting services funding approved in the 2024/25 adopted budget for HCD.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have reviewed the PSA as to form and legality, and fiscal provisions, respectively.

FINANCING:

The FY2024-25 Adopted Budget for HCD Appropriation Unit HCD002, Unit 8543, includes \$100,000 in funding for Planning on-call services. Funding in future fiscal years will be dependent upon available appropriations. Having on-call agreements in place for HCD minimizes delays in application processing when there is a backlog of work. 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 W. Spencer, Director of Housing & Community Development CS

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

Attachment A - Amendments No. 2

Attachment B - Board Orders

Attachment C - PSA and Amendment No. 1 with DDA

Attachment D - PSA and Amendment No. 1 with Harris

Attachment E - PSA and Amendment No. 1 with Rincon