



Monterey County

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Board Report

Legistar File Number: A 18-173

May 22, 2018

Introduced: 5/10/2018

Current Status: Consent Agenda

Version: 1

Matter Type: BoS Agreement

- a. Approve Professional Services Agreement with Whitson and Associates, Inc. dba Whitson Engineers to allow for payment of services rendered in the amount of \$4,190 from August 1, 2017 to February 28, 2018 for design and engineering services for the Marks Ranch Nature Center Trail project for a total amount not to exceed \$17,190, for a retroactive term from August 1, 2017 to June 30, 2019;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount; and
- c. Authorize the Auditor-Controller's Office to make payment for services previously rendered in the amount of \$4,190 from August 1, 2017 to February 28, 2018.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Professional Services Agreement with Whitson and Associates, Inc. dba Whitson Engineers to allow for payment of services rendered in the amount of \$4,190 from August 1, 2017 to December 31, 2017 for design and engineering services for the Marks Ranch Nature Center Trail project for a total amount not to exceed \$17,190, for a retroactive term from August 1, 2017 to June 30, 2019;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount; and
- c. Authorize the Auditor-Controller's Office to make payment for services previously rendered in the amount of \$4,190 from August 1, 2017 to February 28, 2018.

SUMMARY/ DISCUSSION:

Whitson and Associates, Inc. dba Whitson Engineers (Whitson) was originally retained under a Professional Services Agreement (PSA) to provide construction documents and trail staking for the development of an accessible trail connecting Toro Park to the adjacent Marks Ranch, which received grant funds in the amount of \$45,100 from the State of California Department of Parks and Recreation Habitat Conservation Fund (HCF) Program. Attachment B, Grant Scope/Cost Estimate Form, identifies line items in the amount of \$12,000 for construction documents and \$5,500 for trail staking. Whitson has completed the construction documents; however, due to miscommunication during loss of a project manager and transfer of responsibility, the original PSA with Whitson under which these services were to be completed expired on June 30, 2016. Payment cannot be issued to Whitson for rendered services from August 1, 2017 to February 28, 2018 in the amount of \$4,190 until an agreement for the period of service performed is executed.

The original scope of the PSA excluded services such as land surveying other than construction staking, and construction phase site observation and inspection services that are necessary for project implementation.

This new PSA between Whitson and the County of Monterey (County), in the amount not to exceed \$17,190, will allow County payment to Whitson for services rendered from August 1, 2017 to February 28, 2018 in the amount of \$4,190 and completion of services for the project, for a retroactive term from August 1, 2017 to June 30, 2019.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller's Office have reviewed and approved the PSA as to form and legality, and fiscal provisions, respectively. The State of California Department of Parks and Recreation is the agency that awarded the grant funds and requires quarterly status reports.

FINANCING:

Funds for this project phase comes from the State of California Department of Parks and Recreation's HCF grant in the amount of \$12,000, and a local match of \$5,500. The match is fully funded by a required and committed match source by the Parks Foundation of Monterey County. County match costs of force account labor for project management, and permit fees under Pre-Construction Costs have been met. Other grant project phases will be completed under separate agreements.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This project represents infrastructure improvements to a County facility that will provide a route between Marks Ranch and Toro Park, via an accessible hiking trail that meets the Architectural Barriers Act (ABA) Accessibility Standards <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standard/s/aba-standards> Outdoor Developed Areas. Other infrastructure improvements include accessible trail surface and compliant slope or gradient of the trail, over-head clearance and associated amenities such as picnic tables, sitting bench, informational and directional signs and trail markers.

The accessible trail provides opportunities for healthy activities resulting from a well-planned and designed outdoor recreational amenities as well as provides opportunities to those with physical challenges for healthy lifestyle options to help reduce heart disease, stroke, diabetes, obesity and other chronic disease risk factors. It is proven that leading a healthy lifestyle also helps to reduce tobacco use, poor nutrition, and physical inactivity.

The recommended action supports the following Board of Supervisors' Strategic Initiatives:

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

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Approved by: Shawne Ellerbee, RMA Deputy Director of Administrative Services

Approved by: Carl P. Holm, AICP, RMA Director



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

Attachment A - PSA

Attachment B - Grant Scope/Cost Estimate Form

Attachment C - Original PSA

Attachment D - Summary of "Original" PSA Annual Expenditures and Balance