



Monterey County

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Board Report

Legistar File Number: 17-0716

July 11, 2017

Introduced: 6/29/2017

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Consider approving Amendment No. 3 to Agreement No. A-12490 with Michael Baker International, Inc. to increase the fiscal year (FY) 2017-2018 maximum amount by \$200,000 for a total amount not to exceed \$300,000 for FY 2017-18, for a total Agreement amount not to exceed \$1,100,000, to continue to provide permit application review services and extend the expiration date from July 16, 2017 for one (1) additional year through July 16, 2018, for a revised term from July 16, 2013 to July 16, 2018; and
- b. Consider approving Amendment No. 2 to Agreement No. A-12548 with Rincon Consultants, Inc. to increase the not to exceed amount of \$800,000 by \$300,000 for Fiscal Year 2017-18, for a total Agreement amount not to exceed \$1,100,000 to continue to provide permit application review services and extend the expiration date from August 16, 2017 for one (1) additional year through August 16, 2018, for a revised term from August 16, 2013 to August 16, 2018; and
- c. Consider authorizing the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute Amendment No. 3 to Agreement No. A-12490 and Amendment No. 2 to Agreement No. A-12548.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 3 to Agreement No. A-12490 with Michael Baker International, Inc. to increase the not to exceed amount of \$800,000 by \$300,000 for Fiscal Year 2017-18, for a total Agreement amount not to exceed \$1,100,000 to continue to provide permit application review services and extend the expiration date from July 16, 2017 for one (1) additional year through July 16, 2018, for a revised term from July 16, 2013 to July 16, 2018; and
- b. Approve Amendment No. 2 to Agreement No. A-12548 with Rincon Consultants, Inc. to increase the not to exceed amount of \$800,000 by \$300,000 for Fiscal Year 2017-18, for a total Agreement amount not to exceed \$1,100,000 to continue to provide permit application review services and extend the expiration date from August 16, 2017 for one (1) additional year through August 16, 2018, for a revised term from August 16, 2013 to August 16, 2018; and
- c. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute Amendment No. 3 to Agreement No. A-12490 and Amendment No. 2 to Agreement No. A-12548.

SUMMARY/DISCUSSION:

The Board of Supervisors approved Agreement No. A-12490 with Pacific Municipal Consultants (PMC) on June 25, 2013 and Agreement No. A-12548 with Rincon Consultants, Inc. (Rincon) on July 30, 2013 to provide permit application review services for the Resource Management Agency (RMA) in an amount not to exceed \$100,000 per fiscal year (FY) per

Agreement, for an initial period of three (3) years from execution of the Agreements with the option to extend the Agreements for two (2) additional one (1) year periods. The initial term of Agreement No. A-12490 with PMC is July 16, 2013 through July 16, 2016. The initial term of Agreement No. A-12548 with Rincon is August 16, 2013 through August 16, 2016.

On August 31, 2015, the Deputy Purchasing Agent executed Amendment No. 1 to Agreement No. A-12490 with PMC to revise the Contractor's legal name to Michael Baker International, Inc. (MBI) with no associated dollar amount increase or change to the term of the Agreement.

On June 14, 2016, the Board of Supervisors approved Amendment No. 2 to Agreement No. A-12490 with MBI and Amendment No. 1 to Agreement No. A-12548 with Rincon to extend the expiration date of the Agreements for one (1) additional year from July 16, 2017 through July 16, 2018 (MBI) and from August 16, 2017 through August 16, 2018 (Rincon), to update the pricing sheet effective July 17, 2017 (MBI) and effective August 17, 2017 (Rincon), and to maintain the not to exceed amount at \$100,000 per FY for the initial three (3) year term (FY 2013-14, FY 2014-15 and FY 2015-16) and approve an optional additional one (1) year extension with the cost for services during that period (FY 2016-17) not to exceed \$500,000, which resulted in a total not to exceed amount of \$800,000.

Since December 2016, the RMA has experienced a surge in the number of permit applications received for Cannabis Use Permits. RMA staff alone will not have the capacity required to process these applications in a timely manner. Staff requests to increase the maximum for this year to reflect this increase (\$500,000), and also to set a maximum limit for FY 17/18 (\$300,000). The high volume of applications is not expected to continue much more than one (1) year, so in lieu of the RMA hiring new full time staff, contracted services are the most appropriate means of handling the additional workload to prevent significant delays to other applications.

Amendment No. 3 to Agreement No. A-12490 with MBI and Amendment No. 2 to Agreement No. A-12548 with Rincon increases the cost for services by \$300,000 for FY 2017-18 for a total not to exceed \$1,100,000 for each Agreement. Additionally, Amendment No. 3 to Agreement No. A-12490 with MBI and Amendment No. 2 to Agreement No. A-12548 with Rincon exercise the one (1) year extension option for continued provision of services to extend the term of each Agreement from July 16, 2017 through July 16, 2018 (MBI) and August 16, 2017 through August 16, 2018 (Rincon).

OTHER AGENCY INVOLVEMENT:

The following offices have reviewed and approved Amendment No. 3 to Agreement No. A-12490 and Amendment No. 2 to Agreement No. A-12548 as to form and legality, and fiscal provisions, respectively:

Office of the County Counsel
Auditor-Controller's Office

FINANCING:

Costs associated with processing use permits through these Agreements will be fully covered with permit application fees associated with RMA-Planning's General Fund 001/Appropriation Unit RMA001

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This action represents effective and timely response to the RMA's customers. Having the ability to process applications in accordance with all applicable policies and regulations also provides the County accountability for proper management of its land resources.

Check the related Board of Supervisors Strategic Initiatives:

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

Prepared by: Brandon Swanson, RMA Services Manager, Ext. 5334

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

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

- Attachment A - Agreement with PMC (MBI)
- Attachment B - Amendment No. 1 to Agreement with MBI
- Attachment C - Amendment No. 2 to Agreement with MBI
- Attachment D - Amendment No. 3 to Agreement with MBI
- Attachment E - Agreement with Rincon
- Attachment F - Amendment No. 1 to Agreement with Rincon
- Attachment G - Amendment No. 2 to Agreement with Rincon
- Attachment H - Summary of Agreements