



Monterey County

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Board Report

Legistar File Number: A 17-317

July 25, 2017

Introduced: 7/7/2017

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Agreement

- a. Approve Amendment No. 5 to Professional Services Agreement No. A-13444 with Kimley-Horn and Associates, Inc. to continue to provide services associated with plan review support services for Phase 3 of the East Garrison Subdivision, and to include the creation and uploading of Condition Compliance Forms for Phase 1, Phase 2 and Phase 3 of the East Garrison Project into Accela, the County's computerized permit tracking system, to increase the not to exceed amount of \$134,800 by \$57,160 for a total amount not to exceed \$191,960, with no extension to the term of the Agreement beginning March 17, 2014 through June 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 5 to 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.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 5 to Professional Services Agreement No. A-13444 with Kimley-Horn and Associates, Inc. to continue to provide services associated with plan review support services for Phase 3 of the East Garrison Subdivision, and to include the creation and uploading of Condition Compliance Forms for Phase 1, Phase 2 and Phase 3 of the East Garrison Project into Accela, the County's computerized permit tracking system, to increase the not to exceed amount of \$134,800 by \$57,160 for a total amount not to exceed \$191,960, with no extension to the term of the Agreement beginning March 17, 2014 through June 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 5 to 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.

SUMMARY/DISCUSSION:

To date, Kimley-Horn and Associates, Inc. (KHA) has been providing thorough review of the draft plans, Final Map, and Conditions of Approval for Phase 3 of the East Garrison Subdivision, requiring minimal County staff review time and maintaining the East Garrison Developer's project schedule. The effort, however, has been more complex than anticipated in the initial budget estimate, and has required additional meetings with County staff and the Project Applicant, separate review and coordination of both the on-site and off-site improvement plans, and a higher number of plan sheets being reviewed for all plan sets than previously anticipated.

In addition, it is necessary to create and upload Condition Compliance Forms (CCFs) and documentation for the current Phase 3 and the previously completed Phase 1 and Phase 2 of the East Garrison Project into Accela, the County's computerized permit tracking system.

Amendment No. 5 to the Professional Services Agreement (PSA) with KHA will allow for the continuation of services associated with plan review support services through completion of Phase 3 of the East Garrison Subdivision, and include the creation and uploading of CCFs for Phase 1, Phase 2 and Phase 3 of the East Garrison Project into Accela, the County's computerized permit tracking system. Amendment No. 5 will increase the not to exceed amount of \$134,800 by \$57,160 for a total amount not to exceed \$191,960, with no extension to the term of the Agreement beginning March 17, 2014 through June 30, 2019.

Attachment G provides a summary of the PSA and Attachment H provides a summary of the PSA annual expenditures and balance.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved Amendment No. 5 as to form and legality, and fiscal provisions, respectively.

FINANCING:

All costs for the County's review of infrastructure improvements at East Garrison are reimbursed by the Developer. The Fiscal Year 2017-18 Adopted Budget for Fund 182, Department 1070, Unit 8431, Appropriation Unit DEO028 has sufficient appropriations for this PSA.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action complies with the Board's FY 2015-16 Strategic Initiative for Administration, "Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency" by "Achieving a balanced budget each year that sustains core services and efficiently allocates resources".

Check the related Board of Supervisors Strategic Initiatives:

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

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Reviewed by: Melanie Beretti, Special Programs Manager
Approved by: Carl P. Holm, AICP, RMA Director

Dated: July 10, 2017

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

Attachment A - Amendment No. 5 to PSA

Attachment B - Amendment No. 4 to PSA

Attachment C - Amendment No. 3 to PSA

Attachment D - Amendment No. 2 to PSA

Attachment E - Amendment No. 1 to PSA

Attachment F - PSA

Attachment G - Summary of PSA

Attachment H - Summary of PSA Annual Expenditures and Balance