



## Legislation Details (With Board Report)

**File #:** A 21-128      **Name:** PSA with Rincon for Planning Permit Application Review Services  
**Type:** BoS Agreement      **Status:** Passed - RMA Administration  
**File created:** 4/5/2021      **In control:** Board of Supervisors  
**On agenda:** 4/27/2021      **Final action:** 4/27/2021

**Title:** a. Approve a Professional Services Agreement with Rincon Consultants, Inc. to provide Planning Permit Application Review Services, in the amount not to exceed \$150,000, for a term of April 27, 2021 through December 31, 2021; and  
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Professional Services Agreement where the amendments do not significantly alter the scope of work or change the approved amount of the Agreement.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A – PSA with Rincon, Consultants, Inc., 3. Completed Board Order Item No. 32, 4. Executed A1 with Rincon for Permit Review - Exp 123122, 5. Executed PSA with Rincon for Permit Review Svcs 033122

Date	Ver.	Action By	Action	Result
4/27/2021	1	Board of Supervisors	approved - rma administration	Pass

a. Approve a Professional Services Agreement with Rincon Consultants, Inc. to provide Planning Permit Application Review Services, in the amount not to exceed \$150,000, for a term of April 27, 2021 through December 31, 2021; and  
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Professional Services Agreement where the amendments do not significantly alter the scope of work or change the approved amount of the Agreement.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve a Professional Services Agreement with Rincon Consultants, Inc. to provide Planning Permit Application Review Services, in the amount not to exceed \$150,000, for a term of April 27, 2021 through December 31, 2021; and  
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Professional Services Agreement where the amendments do not significantly alter the scope of work or change the approved amount of the Agreement.

**SUMMARY/DISCUSSION:**

The Housing and Community Development Department (HCD) has established several on-call Agreements for specialized services when County staff requires special expertise or when the volume of work exceeds staff’s capacity to manage in a timely manner. On-call Agreements are utilized across the HCD and by other County Departments.

The HCD Planning Division is responsible for providing permit application review services on all permitted projects. In 2013, the HCD Planning Division (formerly, RMA Land Use and Community Development)

completed a competitive selection process via Request for Qualifications (RFQ) #10382. Rincon Consultants, Inc., was one of the consultants selected and awarded an Agreement to provide permit application review services on an “as-needed” basis. The Agreement with Rincon expired on June 30, 2020.

Due to major changes in the department, such as, the departure of key staff, the departmental split of the RMA, and reorganization, there have been delays in preparing a new RFQ and establishing new agreements. Staff has determined there is an immediate need for Rincon to continue providing permit application review services, including cannabis related Land Use entitlements, while a new RFQ is being prepared. Staff has initiated the RFQ process and desires to complete the process no later than January 1, 2022.

Staff is requesting the Board approve a new Professional Services Agreement (PSA) with Rincon Consultants, Inc. to provide permit application review services on an “as-needed” basis for a total amount not to exceed \$150,000 for the term of April 27, 2021 to December 31, 2021.

Because of funding availability and limitations, it is anticipated Rincon will primarily assist with cannabis related Land Use entitlements from the execution date of the PSA until June 30, 2021, unless other funding sources are discovered. If funding is not allocated in the FY 22 budget for the services under this PSA, no additional work will occur under this Agreement, and County staff will be responsible to further complete the work performed by Rincon.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller’s Office have reviewed and approved the Professional Services Agreement with Rincon as to form, and fiscal provisions, respectively. The Contracts Purchasing Division was consulted on how to best approach the PSA and process a new RFQ. The CAO Cannabis Program Manager was consulted on the services under this PSA and funding provisions.

FINANCING:

HCD typically maintains active on-call services agreements in place to cover staff shortages and times when there are significant or extended vacancies. In such instances, salary savings may be used to fund on-call services to allow the department to maintain the same level of service until vacancies are filled. The FY 20-21 CAO Cannabis Contingency fund will support the PSA through the end of the fiscal year, June 30, 2021. The fund currently has \$75,000 available for the processing of cannabis related Land Use permits and creation of cannabis policy. Salary savings will also be evaluated and may be used to fund services for the upcoming FY 21-22. The Board would need to allocate additional funds in the upcoming FY 21-22 Budget to support work occurring from July 1, 2021 to December 31, 2021. Revenue generated from Land Use entitlements applications recover a percentage of the cost.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This action will assist with the County’s efforts to provide effective and timely response to the Housing and Community Development Department’s customer requests for permits and will provide the ability to process applications in accordance with all applicable policies and regulations.

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

Prepared by: Marcela Ramirez, Management Analyst II

Reviewed by: Melanie Beretti, HCD Services Manager  
Erik Lundquist, AICP, Chief of Planning

Approved by: Mike Novo, AICP, Interim Director of Housing and Community Development

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

Attachment A - PSA with Rincon, Consultants, Inc.