



County of Monterey

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

Board Report

File #: A 21-505, **Version:** 1

- a. Approve Agreements with Denise Duffy & Associates, Inc., Harris & Associates, and Rincon Consultants, Inc., to provide on-call planning consultant services for projects located in Monterey County, Request for Qualifications #10786, in a not to exceed amount of \$200,000 for each Agreement and for a term commencing with the signing of each Agreement for a three-year period;
- b. Authorize the Contracts/Purchasing Officer to execute each Agreement;
- c. Authorize the Contracts/Purchasing Officer to execute future amendments to each Agreement to extend the term beyond the original term authorized in Request for Qualifications #10786 where the amendments do not significantly alter the scope of work or change the approved amount of each Agreement.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Agreements with Denise Duffy & Associates, Inc., Harris & Associates, and Rincon Consultants, Inc., to provide on-call planning consultant services for projects located in Monterey County, Request for Qualifications #10786, in a not to exceed amount of \$200,000 for each Agreement and for a term commencing with the signing of each Agreement for a three-year period;
- b. Authorize the Contracts/Purchasing Officer to execute each Agreement;
- c. Authorize the Contracts/Purchasing Officer to execute future amendments to each Agreement to extend the term beyond the original term authorized in Request for Qualifications #10786 where the amendments do not significantly alter the scope of work or change the approved amount of each Agreement.

SUMMARY:

The Housing and Community Development Department (HCD), formerly Resource Management Agency (RMA), in the past has established on-call agreements by prequalifying professional firms in specialized fields. The purpose of having on-call consultants is to expedite the procurement process when needing specialized expertise from a professional firm when the volume of work exceeds HCD's capacity, or certain knowledge is needed.

DISCUSSION:

Under Request for Qualifications (RFQ) #10786, the HCD selected the top three consultants, Denise Duffy & Associates, Inc., Harris & Associates, and Rincon Consultants, Inc., for their expertise and capabilities needed to provide on-call planning consultant services ("services") for projects located in the County under a competitive selection process in accordance with County policies.

Per RFQ #10786, the term of the Agreement for each consultant will be three years initially with the option to extend the Agreements for two, one-year periods. Each agreement will be issued for a total amount not to exceed \$200,000. The term of each agreement will be November 1, 2021, to October 31, 2024, as allowed per RFQ #10786.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel-Risk Management and Auditor-Controller's Office have reviewed and approved the PSAs as to form and legality, and fiscal provisions, respectively.

FINANCING:

The FY 2021-22 HCD Adopted Budget Appropriation Unit HCD002, Unit 8543, includes ARPA Funding for Planning on-call services. Funding in future fiscal years will be dependent upon amounts budgeted from requested augmentations, additional ARPA funding, or available General Fund Contribution. 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
X Infrastructure
Public Safety

Prepared by: Kathy Nielsen, Management Analyst II, 755-4832
Reviewed by: Craig Spencer, HCD Chief of Planning
Reviewed by: Melanie Beretti, AICP, HCD Services Manager
Approved by: Erik V. Lundquist, AICP, HCD Director

The following attachments are on file with the Clerk of the Board:
Attachment A - PSA with Denise Duffy & Associates, Inc.
Attachment B - PSA with Harris & Associates
Attachment C - PSA with Rincon Consultants, Inc.
Attachment D - RFQ #10786