



## Board Report

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**File #: 16-713, Version: 1**

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- a. Approve Amendment No. 2 to Agreement No. A-12490 with Michael Baker International, Inc. to increase the Fiscal Year (FY) maximum amount of \$100,000 per year for the initial three (3) year term of the Agreement by \$400,000 for a total maximum increase amount of \$500,000 for FY 2016 - 2017 for a total Agreement amount not to exceed \$800,000 to continue to provide permit application review services and extend the expiration date from July 16, 2016 for one (1) additional year through July 16, 2017; and
- b. Approve Amendment No. 1 to Agreement No. A-12548 with Rincon Consultants, Inc. to increase the FY maximum amount of \$100,000 per year for the initial three (3) year term of the Agreement by \$400,000 for a total maximum increase amount of \$500,000 for FY 2016 - 2017 for a total Agreement amount not to exceed \$800,000 to continue to provide permit application review services and extend the expiration date from August 16, 2016 for one (1) additional year through August 16, 2017; and
- c. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute Amendment No. 2 to Agreement No. A-12490, Amendment No. 1 to Agreement No. A-12548 and future amendments to the Agreements where the amendments do not significantly alter the scope of work or change the approved Agreement amounts.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

1. Approve Amendment No. 2 to Agreement No. A-12490 with Michael Baker International, Inc. to increase the Fiscal Year (FY) maximum amount of \$100,000 per year for the initial three (3) year term of the Agreement by \$400,000 for a total maximum increase amount of \$500,000 for FY 2016 - 2017 for a total Agreement amount not to exceed \$800,000 to continue to provide permit application review services and extend the expiration date from July 16, 2016 for one (1) additional year through July 16, 2017; and
2. Approve Amendment No. 1 to Agreement No. A-12548 with Rincon Consultants, Inc. to increase the FY maximum amount of \$100,000 per year for the initial three (3) year term of the Agreement by \$400,000 for a total maximum increase amount of \$500,000 for FY 2016 - 2017 for a total Agreement amount not to exceed \$800,000 to continue to provide permit application review services and extend the expiration date from August 16, 2016 for one (1) additional year through August 16, 2017; and
3. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute Amendment No. 2 to Agreement No. A-12490, Amendment No. 1 to Agreement No. A-12548 and future amendments to the Agreements where the amendments do not significantly alter the scope of work or change the approved Agreement amounts.

### 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) - Planning in an amount not to exceed \$100,000 per 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.

Monterey County RMA is anticipating a large surge in the number of permit applications received over the next year due to the pending adoption of county wide cannabis ordinances. If the volume of applications submitted is near the levels anticipated through community research, RMA Planning staff alone will not have the capacity required to process these applications in a timely manner. The high volume of applications is not expected to continue much more than one year, so in lieu of hiring new full time staff, contracted services are the most appropriate means of handling the additional workload.

Amendment No. 2 to Agreement No. A-12490 with MBI (formerly PMC) and Amendment No. 1 to Agreement No. A-12548 with Rincon increases the FY maximum amount of \$100,000 per year for the initial three (3) year term of each Agreement by \$400,000 for a total maximum increase amount of \$500,000 for FY 2016 - 2017 for a total amount not to exceed \$800,000 for each Agreement. Additionally, Amendment No. 2 to Agreement No. A-12490 with MBI and Amendment No. 1 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, 2016 through July 16, 2017 (MBI) and August 16, 2016 through August 16, 2017 (Rincon).

OTHER AGENCY INVOLVEMENT:

The following offices have reviewed and approved Amendment No. 2 to Agreement No. A-12490 and Amendment No. 1 to Agreement No. A-12548 as to form and legality, and fiscal provisions, respectively:

Office of the County Counsel  
Auditor-Controller's Office

FINANCING:

There is no anticipated impact to the General Fund as a result of these actions. Costs associated with each of the Agreements for the upcoming one (1) year term extensions will be fully paid with permit application fees. In a separate action, staff will be going to the Budget Committee to increase appropriations and offsetting revenues accordingly.

Prepared by: Brandon Swanson, Management Analyst III, Ext. 5334

Approved by: Carl P. Holm, AICP, Resource Management Agency Director

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

Attachment A - Summary of Agreement  
Attachment B - Amendment No. 2 to Agreement No. A-12490 with MBI  
Attachment C - Amendment No. 1 to Agreement No. A-12548 with Rincon  
Attachment D - Agreement and Amendment No. 1 to Agreement No. A-12490 with MBI  
Attachment E - Amendment No. A-12548 with Rincon