



County of Monterey

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

Board Report

File #: A 17-410, **Version:** 1

- a. Approve Amendment No. 2 to Agreement, Multi-Year Agreement #3000*1222, with Kasavan Architects, Inc. to continue to provide services associated with on-call services under \$100,000 for architectural and engineering design services for various projects located in Monterey County, California, Request for Qualifications #10455, to: update the Fee Schedule; increase the not to exceed amount of \$100,000 by \$100,000 for a total amount not to exceed \$200,000; and extend the expiration date from March 7, 2018 for one (1) additional year through March 7, 2019, for a revised term from March 7, 2014 to March 7, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to the Agreement and future amendments that do not significantly alter the scope of work or change the approved Agreement amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 2 to Agreement, Multi-Year Agreement #3000*1222, with Kasavan Architects, Inc. to continue to provide services associated with on-call services under \$100,000 for architectural and engineering design services for various projects located in Monterey County, California, Request for Qualifications #10455, to: update the Fee Schedule; increase the not to exceed amount of \$100,000 by \$100,000 for a total amount not to exceed \$200,000; and extend the expiration date from March 7, 2018 for one (1) additional year through March 7, 2019, for a revised term from March 7, 2014 to March 7, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to the Agreement and future amendments that do not significantly alter the scope of work or change the approved Agreement amount.

SUMMARY:

Over the last five (5) years, the County of Monterey's Resource Management Agency (RMA) has established several 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 County staff lacks the expertise or when the volume of work exceeds RMA's capacity. These on-call agreements are utilized across the RMA, and at times used by other County Departments, for specialized expertise in professional architectural design services and construction management for specific facility and capital projects.

DISCUSSION:

Kasavan Architects, Inc. was selected for its expertise and capabilities necessary to provide on-call services under \$100,000 for architectural and engineering design services for various projects located in Monterey County, California under a competitive selection process in accordance with County policies under Request for Qualifications (RFQ) #10455.

The RMA has identified a need for Kasavan Architects, Inc. to continue to provide services associated with on-call architectural and engineering design services to assist Architectural Services staff in areas related to professional design services related to capital projects.

Amendment No. 2 to the Agreement between the County and Kasavan Architects, Inc. will update the Fee Schedule; increase the not to exceed amount of \$100,000 by \$100,000 for a total amount not to exceed \$200,000; and extend the expiration date from March 7, 2018 for one (1) additional year through March 7, 2019.

Attachment D provides a summary of the Agreement to date. Attachment E provides a summary of the annual expenditures and ending balance (as of September 26, 2017) of the Agreement to date.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller's Office have reviewed and approved Amendment No. 2 as to form and legality, and fiscal provisions, respectively.

FINANCING:

Funding for projects associated with this increase is contained either within the approved budget allocation of: Fund 401 - Facilities Maintenance Projects, Funds 402/404 - Capital Projects or the individual department authorizing the project.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors' Strategic Initiatives as indicated below:

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

Prepared by: Donald D. Searle, Deputy Director of Public Works and Facilities
Approved by: Carl P. Holm, AICP, RMA Director

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

- Attachment A - Amendment No. 2 to Agreement
- Attachment B - Amendment No. 1 to Agreement
- Attachment C - Agreement
- Attachment D - Summary of Agreement
- Attachment E - Summary of Annual Expenditures and Balance of Agreement