



# County of Monterey

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

## Board Report

---

**File #: A 18-321, Version: 1**

---

- a. Approve Amendment No. 4 to Agreement No. A-12490 with Michael Baker International, Inc. to continue to provide services associated with permit application review services, Request for Qualifications (RFQ) #10382, to increase the not to exceed amount by \$100,000 for fiscal year (FY) 2018 - 2019 for a total amount not to exceed \$1,200,000 and extend the expiration date for approximately one (1) additional year, for a revised term from July 16, 2013 to June 30, 2019; and
- b. Approve Amendment No. 3 to Agreement No. A-12548 with Rincon Consultants, Inc. to continue to provide services associated with permit application review services, RFQ #10382, to increase the not to exceed amount by \$100,000 for FY 2018 - 2019 for a total amount not to exceed \$1,200,000 and extend the expiration date for approximately eleven (11) additional months, for a revised term from August 16, 2013 to June 30, 2019; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 4 to Agreement No. A-12490 with Michael Baker International, Inc. and Amendment No. 3 to Agreement No. A-12548 with Rincon Consultants, Inc.; and
- d. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments to each Agreement to extend the term beyond the original term authorized in RFQ #10382 where the amendments do not significantly alter the scope of work or change the approved amount of each Agreement.

### RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 4 to Agreement No. A-12490 with Michael Baker International, Inc. to continue to provide services associated with permit application review services, Request for Qualifications (RFQ) #10382, to increase the not to exceed amount by \$100,000 for fiscal year (FY) 2018 - 2019 for a total amount not to exceed \$1,200,000 and extend the expiration date for approximately one (1) additional year, for a revised term from July 16, 2013 to June 30, 2019; and
- b. Approve Amendment No. 3 to Agreement No. A-12548 with Rincon Consultants, Inc. to continue to provide services associated with permit application review services, RFQ #10382, to increase the not to exceed amount by \$100,000 for FY 2018 - 2019 for a total amount not to exceed \$1,200,000 and extend the expiration date for approximately eleven (11) additional months, for a revised term from August 16, 2013 to June 30, 2019; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 4 to Agreement No. A-12490 with Michael Baker International, Inc. and Amendment No. 3 to Agreement No. A-12548 with Rincon Consultants, Inc.; and
- d. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments to each Agreement to extend the term beyond the original term authorized in RFQ #10382 where the amendments do not significantly alter the scope of work or change the approved amount of each Agreement.

### 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.

RMA - Land Use and Community Development is responsible for providing permit application review services on all projects submitted for permit. RMA - Land Use and Community Development currently has two (2) Agreements with outside consultants (Agreement No. A-12490 with Michael Baker International, Inc. (MBI) and Agreement No. A-12548 with Rincon Consultants, Inc. (Rincon)) under contract to provide permit application review services on an "as-needed" basis. These consultants were selected for their expertise and capabilities necessary to provide these services in accordance with County policies under Request for Qualifications (RFQ) #10382. These agreements were written for a total of five (5) years, and will expire at the end of FY2017-18. This approval would extend those agreements both for one additional year.

DISCUSSION:

Two open positions exist in RMA Planning: RMA Planning Services Manager and Associate Planner. Recruitments are currently active for the RMA Planning Services Manager position, and it is expected to be filled by the end of July. Currently no recruitment is open for the Associate Planner position. A recruitment in late July could lead to the Associate Planner position being filled sometime in September or October. Until this position is filled, RMA Planning has one less staff member to process development application, creating a situation where processing of permits may experience additional delays, and impacting service to the public. Due to this, the RMA has identified a need for MBI and Rincon to continue to provide services associated with permit application review and permit processing services to assist RMA - Planning until all positions are filled, and therefore needs to extend their contracts. This service will prevent additional delays in processing permits for the public. However, as part of the FY2018-2019 Budget process, RMA has removed all allocated funding for contracted planning services. If the contracts are extended, these services will remain available, but will only be utilized when salary savings are available within RMA-Planning to fully cover the cost of the services.

Amendment No. 4 to the Agreement with MBI will increase the not to exceed amount of \$1,100,000 by \$100,000 for fiscal year (FY) 2018 - 2019 for a total amount not to exceed \$1,200,000 and extend the expiration date from July 16, 2018 for approximately one (1) additional year, for a revised term from July 16, 2013 to June 30, 2019. Amendment No. 3 to the Agreement with Rincon will increase the not to exceed amount of \$1,100,000 by \$100,000 for FY 2018 - 2019 for a total amount not to exceed \$1,200,000 and extend the expiration date from August 16, 2018 for approximately eleven (11) additional months, for a revised term from August 16, 2013 to June 30, 2019. Both amendments, will extend the expiration date of each Agreement beyond the anticipated five (5) year Agreement term allowed per RFQ #10382 while County staff works to procure these services under a new RFQ.

Attachment J provides a summary of the Agreements to date. Attachment K provides a summary of the Agreements annual expenditures and balance.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel-Risk Management and Auditor-Controller's Office have reviewed and approved Amendment No. 4 and Amendment No. 3 as to form and legality, and fiscal provisions, respectively.

FINANCING:

The FY2018-19 budget did not include appropriations for contract labor, however, if RMA-Planning deems it necessary to use these contracts due to vacancies, and salary savings are available, those savings will fully cover the cost of the contracted services. RMA Finance closely monitors the individual appropriation budget units and will only authorize use of these

contracts if salary savings is available.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

This action represents effective and timely response to the RMA's customers. Having the ability to process applications in accordance with all applicable policies and regulations also provides the County accountability for proper management of its land resources.

Check the related Board of Supervisors Strategic Initiatives:

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

Prepared by: Brandon Swanson, RMA Services Manager, x5334  
Approved by: John Dugan, Deputy Director of Land Use and Community Development  
Approved by: Carl P. Holm, AICP, RMA Director

Dated: July 2, 2018

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

- Attachment A - Amendment No. 4 to Agreement with MBI
- Attachment B - Amendment No. 3 to Agreement with Rincon
- Attachment C - Amendment No. 3 to Agreement with MBI
- Attachment D - Amendment No. 2 to Agreement with MBI
- Attachment E - Amendment No. 2 to Agreement with Rincon
- Attachment F - Amendment No. 1 to Agreement with MBI
- Attachment G - Amendment No. 1 to Agreement with Rincon
- Attachment H - Agreement with MBI
- Attachment I - Agreement with Rincon
- Attachment J - Summary of Agreements
- Attachment K - Summary of Agreements Annual Expenditures and Balance