



County of Monterey

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

Board Report

File #: A 18-104, Version: 1

- a. Approve Amendment No. 2 to Agreement No. A-12665, Multi-Year Agreement #3000*1216, 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 correctional projects located in Monterey County, California, Request for Qualifications #10457, to: update the Fee Schedule; increase the not to exceed amount by \$100,000 for a total amount not to exceed \$300,000; and extend the expiration date for one (1) additional year for a revised term from April 25, 2014 to April 25, 2019; and
- b. Approve Amendment No. 2 to Agreement, Multi-Year Agreement #3000*1217, with Kitchell/CEM, Inc. to continue to provide services associated with on-call services under \$100,000 for architectural and engineering design services for various correctional projects located in Monterey County, California, Request for Qualifications #10457, to: update the Fee Schedule; increase the not to exceed amount by \$100,000 for a total amount not to exceed \$200,000; and extend the expiration date for one (1) additional year for a revised term from April 25, 2014 to April 25, 2019; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to each Agreement; 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 Request for Qualifications #10457 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 Amendment No. 2 to Agreement No. A-12665, Multi-Year Agreement #3000*1216, 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 correctional projects located in Monterey County, California, Request for Qualifications #10457, to: update the Fee Schedule; increase the not to exceed amount by \$100,000 for a total amount not to exceed \$300,000; and extend the expiration date for one (1) additional year for a revised term from April 25, 2014 to April 25, 2019; and
- b. Approve Amendment No. 2 to Agreement, Multi-Year Agreement #3000*1217, with Kitchell/CEM, Inc. to continue to provide services associated with on-call services under \$100,000 for architectural and engineering design services for various correctional projects located in Monterey County, California, Request for Qualifications #10457, to: update the Fee Schedule; increase the not to exceed amount by \$100,000 for a total amount not to exceed \$200,000; and extend the expiration date for one (1) additional year for a revised term from April 25, 2014 to April 25, 2019; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 2 to each Agreement; 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 Request for Qualifications #10457 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, for specialized expertise in operations and specific facility and capital projects.

DISCUSSION:

The RMA has identified a need for Kasavan Architects, Inc. (hereinafter, "Kasavan") and Kitchell/CEM, Inc. (hereinafter, "Kitchell") to continue to provide services associated with on-call architectural and engineering design services for various correctional projects located in Monterey County (hereinafter, "services") to assist the RMA's Architectural Services staff in areas related to cost estimating, space planning, condition assessments, project management, and general facility design services.

Kasavan and Kitchell were selected for their expertise and capabilities necessary to provide on-call services under \$100,000 under a competitive selection process in accordance with County policies under Request for Qualifications (RFQ) #10457.

Amendment No. 2 to the Agreements between the County and Kasavan and between the County and Kitchell 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 April 25, 2018 for one (1) additional year through April 25, 2019, for a revised term from April 25, 2014 to April 25, 2019.

Attachment G provides a summary of the Agreements to date. Attachment E provides a summary of the Agreements annual expenditures and balance.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

There is no impact to the General Fund. Services provided by Kasavan and Kitchell will be paid from the prospective funding source from individual project budgets. Sufficient appropriations are available in the RMA - Facilities Master Plan Projects Budget (Fund 404, Department 3000, Unit 8174, Appropriations Unit RMA015) to finance Amendment No. 2 to each Agreement for FY2017-18 and will be included in the Recommended Budget for FY 2018-19.

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
☒ Infrastructure
☐ Public Safety

Reviewed and Approved by: Carl P. Holm, AICP, RMA Director, (831) 755-4879

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

Attachment A - Amendment No. 2 to Agreement with Kasavan Architects, Inc.

Attachment B - Amendment No. 2 to Agreement with Kitchell/CEM, Inc.

Attachment C - Amendment No. 1 to Agreement with Kasavan Architects, Inc.

Attachment D - Amendment No. 1 to Agreement with Kitchell/CEM, Inc.

Attachment E - Agreement with Kasavan Architects, Inc.

Attachment F - Agreement with Kitchell/CEM, Inc.

Attachment G - Summary of Agreements

Attachment H - Summary of Agreements Annual Expenditures and Balance