



# County of Monterey

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

## Board Report

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**File #:** A 19-500, **Version:** 1

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a. Approve Amendment No. 3 to Professional Services Agreement (PSA) No. A-12845 with Coffman Associates, Inc. extending the expiration of consulting services for preparation of airport land use plans for approximately eleven (11) additional months beyond the maximum term allowed per Request for Qualifications (RFQ) #10451 through December 31, 2019, for a revised term from February 10, 2015 to December 31, 2019 with no increase to the not to exceed amount of \$217,425; and

b. Authorize the Contracts/Purchasing Officer to execute Amendment No. 3 to PSA No. A-12845.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 3 to Professional Services Agreement (PSA) No. A-12845 with Coffman Associates, Inc. extending the expiration of consulting services for preparation of airport land use plans for approximately eleven (11) additional months beyond the maximum term allowed per Request for Qualifications (RFQ) #10451 through December 31, 2019, for a revised term from February 10, 2015 to December 31, 2019 with no increase to the not to exceed amount of \$217,425; and
- b. Authorize the Contracts/Purchasing Officer to execute Amendment No. 3 to PSA No. A-12845.

### SUMMARY/DISCUSSION:

Coffman Associates, Inc. (Coffman) was selected for their expertise and capabilities necessary to provide airport land use planning consulting services (services) for four (4) general public use airports within Monterey County. The original scope of services included preparation of four (4) Airport Land Use Compatibility Plans (ALUCP) including:

- Element 1, Monterey Regional Airport;
- Element 2, Marina Municipal Airport;
- Element 3, Salinas Municipal Airport;
- Element 4, Mesa Del Rey Airport;
- Element 5, Administrative Record; and
- Element 6, GIS Implementation Tool (Optional Element).

Coffman was selected through a competitive selection process in accordance with County policies under Request for Qualifications (RFQ) #10451. A Professional Services Agreement (PSA) in the amount not to exceed \$486,025 was issued for a period of three (3) years, from execution of the PSA (from February 10, 2015 until February 10, 2018), with the option to extend the PSA for one (1) additional one (1) year period (until February 10, 2019). Since initial execution of the PSA, it was determined that only two (2) of the four (4) airports required services (Monterey Regional Airport and Marina Municipal Airport) and therefore, the amount of the PSA was reduced by \$268,600 which resulted in a total PSA amount not to exceed \$217,425.

The term allowed per RFQ #10451 for the PSA is February 10, 2015 through February 10, 2019. Additional

time is required to allow Coffman to continue to provide services identified in the PSA for Element 1, Element 2, Element 5, and Element 6. Staff anticipates that this work will be completed by December 31, 2019.

Amendment No. 3 to the PSA with Coffman will not increase the not to exceed amount of \$217,425 but will extend the expiration date from February 10, 2019 for eleven (11) additional months beyond the maximum four (4) year term allowed per RFQ #10451, for a revised term of February 10, 2015 through December 31, 2019 for completion of services.

Attachment E provides a summary of the PSA to date. Attachment F provides a summary of the PSA 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. 3 as to form and legality, and fiscal provisions, respectively.

**FINANCING:**

There is no impact to the General Fund. Sufficient appropriations were available in the County Administrative Office Other Financing Uses (Fund 001, Department 1050, Unit 8038, Appropriations Unit CAO 017) for Fiscal Year (FY) 14-15 to finance the completion of Phase 1 (\$25,000) of the PSA. Funding for Phase II (\$192,425, including optional tasks) of the PSA has been obtained through a grant from the California Transportation Commission's California Aid to Airports Program (CAAP) for airport land use planning consulting services in Monterey County. The CAAP grant provides sufficient funding for completion of Phase II tasks related to Element 1, Monterey Regional Airport, Element 2, Marina Municipal Airport, Element 5, Administrative Record, and Element 6, GIS Implementation Tool (Optional).

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The recommended action supports the Board of Supervisors' Strategic Initiatives by allowing for sustainable infrastructure of two (2) of the County airports which improves the quality of life for County residents and supports economic development results, and further provides for adequate County facilities and infrastructure as indicated below:

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

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Reviewed by: John Dugan, AICP, RMA - Land Use and Community Development

Approved by: Carl P. Holm, AICP, RMA Director

Dated: January 18, 2019

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

Attachment A - Amendment No. 3 to PSA

Attachment B - Amendment No. 2 to PSA

Attachment C - Amendment No. 1 to PSA

Attachment D - PSA

Attachment E - Summary of PSA

Attachment F - Summary of PSA Annual Expenditures and Balance