



## Board Report

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**File #: A 21-243, Version: 1**

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- a. Approve Amendment No. 3 to Agreement No. A-13123, Multi-Year Agreement #3000\*2413, with Denise Duffy & Associates Inc. to continue to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County, under Request for Qualifications #10499, to increase the not-to-exceed amount by \$120,000 for a total amount not-to-exceed \$620,000 and extend the expiration date for one (1) additional year through July 7, 2022, for a revised term from July 7, 2016 to July 7, 2022; and
- b. Approve Amendment No. 3 to Agreement No. A-13127, Multi-Year Agreement #3000\*2415, with LSA Associates, Inc. to continue to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County, under Request for Qualifications #10499, to increase the not-to-exceed amount by \$120,000 for a total amount not-to-exceed \$620,000 and extend the expiration date for one (1) additional year through July 7, 2022, for a revised term from July 7, 2016 to July 7, 2022; and
- c. Approve Amendment No. 3 to Agreement No. A-13129, Multi-Year Agreement #3000\*2417, with Rincon Consultants, Inc. to continue to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County, under Request for Qualifications #10499, to extend the expiration date for one (1) additional year through July 7, 2022, for a revised term from July 7, 2016 to July 7, 2022, with no increase to the total not to exceed amount of \$500,000; and
- d. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 3 to each of the Agreements and up to one (1) future amendment to each Agreement to extend the term for six (6) additional months where the amendment does not significantly alter the scope of work or increase the approved amount of each Agreement.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 3 to Agreement No. A-13123, Multi-Year Agreement #3000\*2413, with Denise Duffy & Associates Inc. to continue to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County, under Request for Qualifications #10499, to increase the not-to-exceed amount by \$120,000 for a total amount not-to-exceed \$620,000 and extend the expiration date for one (1) additional year through July 7, 2022, for a revised term from July 7, 2016 to July 7, 2022; and
- b. Approve Amendment No. 3 to Agreement No. A-13127, Multi-Year Agreement #3000\*2415, with LSA Associates, Inc. to continue to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County, under Request for Qualifications #10499, to increase the not-to-exceed amount by \$120,000 for a total amount not-to-exceed \$620,000 and extend the expiration date for one (1) additional year through July 7, 2022, for a revised term from July 7, 2016 to July 7, 2022; and
- c. Approve Amendment No. 3 to Agreement No. A-13129, Multi-Year Agreement #3000\*2417, with Rincon Consultants, Inc. to continue to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County, under Request for Qualifications #10499, to extend the expiration date for one (1) additional year through July 7, 2022, for a revised term from July 7, 2016 to July 7, 2022, with no increase to the total not to exceed amount of

\$500,000; and

d. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 3 to each of the Agreements and up to one (1) future amendment to each Agreement to extend the term for six (6) additional months where the amendment does not significantly alter the scope of work or increase the approved amount of each Agreement.

#### SUMMARY:

The Department of Public Works, Facilities, & Parks (PWFP) has established several on-call Agreements for specialized services when County staff requires special expertise or when the volume of work exceeds staff's capacity to manage in a timely manner. On-call Agreements are utilized across PWFP and by other County Departments for specialized expertise in operations, management and specific facility and capital projects. Amendment No. 3 to the Agreements with Denise Duffy & Associates Inc. (DD&A) (A-13123) and LSA Associates, Inc. (LSA) (A-13127) would extend the term of each of the Agreements and increase the not to exceed amount to provide future on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects. Amendment No. 3 to the Agreement with Rincon Consultants, Inc. (Rincon) (A-13129) would only extend the term of the Agreement with no increase in the not to exceed amount.

#### DISCUSSION:

In April 2016, DD&A, LSA, and Rincon along with six (6) other consultants (EMC Planning Group, Inc., GHD Services Inc., ICF Jones & Stokes, Inc., Michael Baker International, Inc., Stantec Consulting Services, Inc., and SWCA Environmental Consultants) were selected for their expertise and capabilities necessary to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects located within Monterey County under a competitive selection process in accordance with County policies and State and Federal laws under Request for Qualifications (RFQ) #10499.

PWFP has identified a need for DD&A, LSA, and Rincon to continue to provide services associated with on-call environmental planning and consulting services for various local and federally funded road, bridge, and building facilities projects to assist the PWFP's staff in areas related to these services for various projects. Amendment No. 3 to the Agreements between the County and DD&A and LSA will increase the not-to-exceed amount of \$500,000 by \$120,000 for a total amount not-to-exceed \$620,000 for each Agreement and extend the expiration date of each Agreement from July 7, 2021 for one (1) additional year through July 7, 2022 [beyond the anticipated five (5) year term for each Agreement allowed per RFQ #10499 for a total term of six (6) years], for a revised term from July 7, 2016 to July 7, 2022. Amendment No. 3 to the Agreement between the County and Rincon will extend the expiration date of the Agreement from July 7, 2021 for one (1) additional year through July 7, 2022 [beyond the anticipated five (5) year term of the Agreement allowed per RFQ #10499 for a total term of six (6) years], for a revised term from July 7, 2016 to July 7, 2022, with no increase in the not to exceed amount.

The term for these Agreements exceeds the standard five (5) year term. Since PWFP has an ongoing need for these services, additional time beyond the original term of the Agreements authorized per RFQ #10499 is required. County staff recommends extending the term of these Agreements to allow the consultants to continue to provide these services through completion of existing projects. The proposed amendments extend the term of each Agreement through July 7, 2022 and will enable County staff to procure professional services under a new RFQ prior to the expiration of the proposed amendments. The new RFQ has been drafted and is currently under review.

Attachment A provides a summary of each Agreement to date and Attachment B provides a summary of each

Agreement's annual expenditures and current balance.

**OTHER AGENCY INVOLVEMENT:**

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

**FINANCING:**

Services provided by each consultant will be reimbursed from the respective funding source of each project. Costs associated with services provided by these on-call consultants and funding will be contained within the approved budget allocations of the individual departments authorizing use of these on-call Agreements. For PWFP, funding is either within the approved budget allocations for a specific operating unit or contained within the Board of Supervisors approved project budget within Fund 002 Road Fund, Fund 402 Capital Projects, or Fund 404 Facility Master Plan Projects.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

These on-call services will allow for the planning and development of sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results, and further provides for adequate County facilities and infrastructure.

- ☒ Economic Development
- ☐ Administration
- ☐ Health and Human Services
- ☒ Infrastructure
- ☒ Public Safety

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Reviewed by: Shawne E. Ellerbee, Assistant Director of Public Works, Facilities, & Parks

Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities, & Parks

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

Attachment A-Summary of Agreements

Attachment B-Summary of Agrmts Annual Expenditures and Balance

Attachment C-A3 to Agreement with Denise Duffy & Associates

Attachment D-A3 to Agreement with LSA Associates, Inc.

Attachment E-A3 to Agreement with Rincon Consultants Inc.

Attachment F-A2 to Agreement with Denise Duffy & Associates

Attachment G-A1 to Agreement with Denise Duffy & Associates

Attachment H-Agreement with Denise Duffy & Associates

Attachment I-A2 to Agreement with LSA Associates, Inc.

Attachment J-A1 to Agreement with LSA Associates, Inc.

Attachment K-Agreement with LSA Associates, Inc.

Attachment L-A2 to Agreement with Rincon Consultants, Inc.

Attachment M-A1 to Agreement with Rincon Consultants, Inc.

Attachment N-Agreement with Rincon Consultants, Inc.

