



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 24-549

December 03, 2024

Introduced: 11/13/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Amendment No. 1 to Professional Services Agreement No. A-15660, Multi-Year Agreement #3200*6225, with Denise Duffy & Associates, Inc. to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks projects in Monterey County under Request for Qualifications (RFQ) #10805, to update the hourly billing rates, extend the expiration date for two additional years through January 31, 2027, for a revised term from February 1, 2022 to January 31, 2027, and increase not to exceed maximum by \$1,090,000 to a total of \$2,090,000;
- b. Approve additional term extensions for Professional Services Agreement No. A-15660 under RFQ #10805 beyond the anticipated five-year term of the RFQ with no increase to the dollar amount or change in the scope of work to allow continuity of services for active projects initiated during the anticipated five-year term of the Agreement, subject to review and approval by the Office of the County Counsel and the Contracts & Purchasing Officer or their designee; and
- c. Authorize the Contracts & Purchasing Officer or their designee to execute Amendment No. 1 to Professional Services Agreement No. A-15660 and future amendments to the Agreement where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 1 to Professional Services Agreement No. A-15660, Multi-Year Agreement #3200*6225, with Denise Duffy & Associates, Inc. to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks projects in Monterey County under Request for Qualifications (RFQ) #10805, to update the hourly billing rates, extend the expiration date for two additional years through January 31, 2027, for a revised term from February 1, 2022 to January 31, 2027, and increase not to exceed maximum by \$1,090,000 to a total of \$2,090,000;
- b. Approve additional term extensions for Professional Services Agreement No. A-15660 under RFQ #10805 beyond the anticipated five-year term of the RFQ with no increase to the dollar amount or change in the scope of work to allow continuity of services for active projects initiated during the anticipated five-year term of the Agreement, subject to review and approval by the Office of the County Counsel and the Contracts & Purchasing Officer or their designee; and
- c. Authorize the Contracts & Purchasing Officer or their designee to execute Amendment No. 1 to Professional Services Agreement No. A-15660 and future amendments to the Agreement where the amendments do not significantly alter the scope of work or increase the approved Agreement amount.

SUMMARY:

The County of Monterey, Department of Public Works, Facilities & Parks (PWFP) has established

several on-call Professional Services Agreements (PSAs) 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. PWFP and other County Departments utilize their own PSAs for specialized expertise in operations, management and specific facility and capital projects.

The recommended actions would allow for the approval of Amendment No. 1 (Attachment A) to PSA No. A-15660 with Denise Duffy & Associates, Inc. (DD&A), to: update various provisions of the PSA, update the hourly billing rates, extend the expiration date, and increase the not to exceed amount to allow for continued on-call environmental planning and consulting services.

DISCUSSION:

In 2021, DD&A was one of six consultants selected for their expertise and capabilities necessary to provide on-call environmental planning and consulting services for various local and federally funded road, bridge, building, facilities, and parks 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) #10805 for PWFP.

PWFP has identified a need to increase the not to exceed amount of the PSA and recommends that the County of Monterey Board of Supervisors (Board) approve the proposed Amendment No. 1 to the PSA to continue to allow environmental planning and consulting services for a variety of County projects managed by PWFP. The scope of services for the PSA includes the full range of professional environmental planning and consulting services, including those of subconsultants typically required for County building, bicycle, pedestrian, parks, road, and bridge projects on an as-needed basis.

Work in progress may extend beyond the maximum five-year term proposed in the RFQ, and the PSA shall continue to cover the term of on-call services for projects which were issued a notice to proceed until the services in relation to those projects have been completed. Per the stated objective, staff requests that the Board also authorize project-specific term extensions (as needed) beyond the maximum five-year term when these conditions exist. Any new projects initiated after the five-year term would require a new PSA under a separate procurement process.

Amendment No. 1 to the PSA will update various provisions, update the hourly billing rates, extend the expiration date from January 31, 2025 for two additional years through January 31, 2027, for a revised term from February 1, 2022 to January 31, 2027, and increase the not to exceed maximum by \$1,090,000 to a total amount of \$2,090,000.

Attachments B and C, provided for reference, include the PSA with DD&A and a summary of the PSA annual expenditures and balance.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved Amendment No. 1 as to form, and fiscal provisions, respectively.

FINANCING:

Costs for services provided by DD&A will be reimbursed from the respective funding source for each project and funding will be contained within the approved budget allocations of the individual departments authorizing use of the on-call PSA. 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 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, County facilities and infrastructure.

Economic Development

Administration

Health and Human Services

Infrastructure

Public Safety

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Reviewed by: Enrique Saavedra, PE, Chief of Public Works

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

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

Attachment A - Proposed Amendment No. 1 to PSA with DD&A

Attachment B - PSA with DD&A

Attachment C - Summary and Annual Expenditures of PSAs