



COUNTY OF HUMBOLDT

For the meeting of: 7/19/2022

File #: 22-869

To: Board of Supervisors
From: Planning and Building Department
Agenda Section: Consent

SUBJECT:

Authorization to Amend Three Professional Service Agreement with Qualified Consulting Firms Providing Project Assistance with Current Planning and Cannabis Planning Projects

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Director of Planning and Building to amend the existing professional service agreements as necessary to support completion of permit application processing

SOURCE OF FUNDING:

General Fund, Cannabis Planning-Charges for Services (1100268)

DISCUSSION:

On Oct. 6, 2020, the Planning and Building Department received Board approval to enter into professional service agreements with four qualified consulting firms for the purpose of assisting the department in processing Current Planning and Cannabis Planning land use permits and authorized the Director of Planning and Building to amend the agreements as may be required. The consulting firm, Land Logistics, has completed their work and the agreement has been terminated in accordance with the provisions of the Professional Services Agreement. Having reached the maximum payable amounts as per the terms of the original agreements, the Planning and Building Department now returns to your Board with this request for authorization to amend agreements with three of the qualified consulting firms.

Due to the success the Planning and Building Department has experienced with these qualified consulting firms, the Planning and Building Department desires to amend the existing agreements to increase the maximum amount payable in order to allow processing to continue.

LACO Associates

On Oct. 7, 2020, the Planning and Building Department executed a professional service agreement with LACO Associates, Inc. (LACO) to provide preparation of staff reports, environmental documents, technical studies, and peer review. LACO has consistently brought Current Planning and Cannabis Planning projects forward to public hearing before the appointed decision maker and, as a result, 56

projects have been approved due to LACO's excellent service and commitment to the agreement. On Aug. 2, 2021, a first amendment to the agreement was executed to amend the Compensation, Section 4; increasing the maximum amount payable from \$500,000 to \$800,000. However, LACO recently submitted invoices that have exceeded the maximum amount of the first amendment. In the interest of transparency, the item is being brought before your Board for an update and authorization to continue to utilize the LACO services, and to increase the maximum amount payable under the agreement to cover current invoices and any future invoices that will be submitted between now and the term end, which is Dec. 31, 2023. (Attachment 1.)

In review of current invoices and workload assigned to LACO, it is anticipated that the department would need to increase the total compensation allowed for in the agreement to \$1.5 million. The amount is significant, however, the current invoiced amount of dollars spent to date is approximately \$953,500, this increase takes into consideration the term of the agreement which extends another 18 months, and the increase should cover services without the need to execute another amendment.

LACO has also been integral to the success to date of the Nordic Aquafarms project. Due to staffing turnover in the Planning and Building Department, LACO has been a consistent and valuable resource for this project.

Harris and Associates, Inc.

On Oct. 7, 2020, the Planning and Building Department executed a professional service agreement with Harris and Associates, Inc. (Harris and Associates) to provide preparation of staff reports, environmental documents, technical studies, and peer review. Harris and Associates has consistently brought Current Planning and Cannabis Planning projects forward to public hearing before the appointed decision maker and, as a result, 46 projects have been approved due to Harris and Associates excellent service and commitment to the agreement. On Dec. 13, 2021, a first amendment to the agreement was executed to amend the Compensation, Section 4; increasing the maximum amount payable from \$500,000 to \$800,000.

It is expected that the amount of work assigned to Harris and Associates would result in the need to increase the maximum amount payable under the contract to \$1 million (Attachment 2). This increase takes into consideration that the term of the agreement extends another 18 months, and the increase should cover services without the need to execute another amendment.

ICF

On Oct. 7, 2020, the Planning and Building Department executed a professional services agreement with ICF Jones and Stokes, Inc. (ICF) to provide preparation of staff reports, environmental documents, technical studies, and peer review. The maximum amount payable on the contract was \$500,000. ICF has consistently brought Current Planning and Cannabis Planning projects forward to public hearing before the appointed decision maker resulting in 33 projects being approved, directly related to ICF's excellent service and commitment to the agreement.

It is expected that the amount of work assigned to ICF currently translates into the need to increase the maximum amount payable under the agreement to \$800,000 (Attachment 3). This increase takes into

consideration that the term of the agreement extends another 18 months, and the increase should cover services without the need to execute any other amendments.

Summary

This item comes back before your Board to provide an update on the work that has been completed by the consulting firms and request authorization to continue to utilize the services of LACO, Harris and Associates, and ICF.

FINANCIAL IMPACT:

In total, the attached amendments increase the maximum payable amounts of the contracts from \$1.8 million to \$2.6 million.

The second amendment to the professional service agreement with LACO Associates (LACO), will increase the total payable from \$800,000 to \$1 million through the term period ending December 31, 2023. The attached second amendment to the professional service agreement with Harris and Associates will increase the total payable from \$800,000 to \$1 million through the term period ending Dec. 31, 2023. The attached first amendment to the professional service agreement with ICF Jones and Stokes (ICF) will increase the total payable from \$500,000 to \$800,000. However, in the event local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreements with these vendors.

Expenditure appropriations related to the amendments to the agreements has been included in the Fiscal Year 2022-23 budget for the Planning and Building Department, Cannabis Services budget (1100268). Funding for the attached [3] amendments to the Professional Services Agreements with LACO Associates, ICF Jones and Stokes, and Harris and Associates is available through charges for current services. As a result, approval of these amendments to the agreements will not impact the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by streamlining county permit processes and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this request. However, this is not recommended because the volume of work and the technical expertise the consultants offer will provide capacity to complete permit application processing.

ATTACHMENTS:

Attachment 1: Second Amendment to the Professional Services Agreement: LACO

File #: 22-869

Attachment 2: Second Amendment to the Professional Services Agreement: Harris & Associates
Attachment 3: First Amendment to the Professional Services Agreement: ICF

PREVIOUS ACTION/REFERRAL:

Board Order No: C-6

Meeting of: Oct. 6, 2020

File No.: 20-1266