



COUNTY OF HUMBOLDT

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Date	Ver.	Action By	Action	Result
12/18/2018	1	Board of Supervisors	approved	Pass

To: Board of Supervisors
From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Professional Services Agreement with LACO Associates to Manage Two Large Planning Projects

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Director of Planning and Building to sign a professional services agreement with LACO Associates to provide senior level planner services specific to two large planning permit projects now before the department.

SOURCE OF FUNDING:

Applicant fees.

DISCUSSION:

The Planning & Building Department is asking for Board authorization to sign a professional service agreement with LACO Associates to manage two complex planning projects. At this time, the department does not have a Senior Planner who is available to manage these projects.

One of the most experienced Senior Planners promoted to Cannabis Supervising Planner. He was managing the following two large projects and there is not another Senior Planner who is available to take over management of the following projects:

Terra Gen Wind Generation Project: This is a high-profile project that has an accelerated timeline due to federal funding. This project includes the management of a \$400,000 Environmental Impact Report (EIR) contract and related work that requires a senior-level planner.

Titlow Hill EIR: This project is a large General Plan and Zoning Amendment which allows 47 property owners to legally subdivide, after the fact. The homeowners have deposited over \$200,000 with the county to pay for this project. The EIR process is currently under way. The Titlow Hill EIR requires the supervision of a senior planner.

The department is requesting approval to execute a professional services agreement with LACO Associates. This agreement is exempt from the Purchasing Policy Guidelines which require a Request for Proposals (RFP) as these projects are time sensitive and LACO Associates has staff immediately available. The time associated with issuance of an RFP would mean a lapse in project management. LACO Associates staff are uniquely qualified as they are already familiar with the projects. Pursuant to Section 6.7 of the Purchasing Policy there are special circumstances which support the department's request to sole source these projects, including time constraints and staffing or expertise to perform the service.

FINANCIAL IMPACT:

The total cost of the contract is not to exceed \$75,000 and these costs are passed along to the applicants as part of the permitting process. The applicants have deposited funds into the EIR Contractors Trust (Fund 3575 - EIR Contractors) to carry out these activities. These funds will be transferred from trust 3575 to Current Planning (budget unit 277) as the project costs are incurred.

The current balance in Fund 3575 is \$2,263,059.01. Estimated end balance after the contracted activities are complete is \$2,188,059.01.

The Current Planning (BU 277) Professional & Special Services budget is \$620,000. There is sufficient funding in the 277 FY 2018-19 budget to fund this contract.

The recommendations included in this agenda item support the Board of Supervisors' Strategic Framework by managing county resources to ensure sustainability of services and assists with enforcing laws and regulations.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the department's request to execute the agreement with LACO Associates. This is not recommended due to the department's extraordinary workload.

ATTACHMENTS:

1. Professional Services Agreement with LACO Associates
2. Certificate of Insurance

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A