

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



489

FROM: TLMA -Planning Department

SUBMITTAL DATE: September 4, 2003

SUBJECT: APPROVAL OF A MULTI-YEAR PERSONAL SERVICE AGREEMENT FOR CONTRACT
PLANNER SERVICES, FOR THE PLANNING DEPARTMENT.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Pursuant to the applicable California Code, approve the purchase of plan review services from Hogle-Ireland.
2. Authorize the Purchasing Agent to execute the agreement on behalf of the County.
3. Approve a not to exceed contract amount of \$550,000 for the balance of FY 2003/04.

BACKGROUND: The Planning department's key mission is to review and approve plans for new construction and improvements within the County. The department currently has six (6) Planner vacancies and in order to stay current with the caseloads and meet critical customer response time, the department requires the use of contract services to supplement the current staff until the pending recruitments are completed. The proposed contract is structured on an as-needed basis for continued use over the next nine months. The department thereby gains increased flexibility in response to any sudden change in economic condition by quickly adding, or reducing human resources as such conditions dictate. The contract also enhances efficiency by allowing the department to bring in specialized planning experience to contribute to specific projects (RCIP) that the department would not need on a permanent basis.

On January 10, 2003, TLMA -Planning department issued an RFQ to secure contract planner services on an as-needed basis only.

X Policy
 Policy

Consent
 Consent

Department Recommendation:
Per Executive Office:

Robert Johnson
Planning Director

Robert J. Howdysnell
Director, Purchasing and Fleet Services

FINANCIAL DATA:

CURRENT YEAR COST: \$ 550,000

NET COUNTY COST: \$ -0-

ANNUAL COST: \$ 475,000

IN CURRENT YEAR BUDGET: YES

BUDGET ADJUSTMENT: NO FOR FY: 03/04

SOURCE OF FUNDS: Deposit Based Fees (DBF)

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Officer Signature

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.37

Board of Supervisors

Form 11: APPROVAL OF A MULTI-YEAR PERSONAL SERVICE AGREEMENT FOR CONTRACT PLANNER SERVICES, FOR THE TLMA, PLANNING DEPARTMENT

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Solicitations were sent to sixty-five vendors and advertised on the Internet. Because only two (2) responses were received, vendors were randomly contacted to inquire about their reason for not responding to the RFQ . Some stated that they are too busy to take on the extra work; others stated they did not have enough personnel to handle the caseload. Based on the evaluation criteria set forth in the RFQ , the responses from the remaining two vendors were carefully evaluated by representatives from the Planning Department. It was determined that Hogle-Ireland provided the best overall response to fulfill the necessary requirements mandatory for contract planner services.

PRICE REASONABLENESS: After vendor selection, hourly rates for each function were negotiated with Hogle-Ireland, which are comparable to the department's in-house loaded rate. Costs for this contract are recouped through fees charged customers for services rendered.