

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

505



**FROM:** TLMA –Planning Department

**SUBMITTAL DATE:**  
February 27, 2004

**SUBJECT: APPROVAL OF A MULTI-YEAR PERSONAL SERVICE AGREEMENT FOR AIR QUALITY ANALYSIS SERVICES, FOR THE PLANNING DEPARTMENT.**

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the multi-purpose personal service agreements from the two lowest responsive/responsible vendors, based on bids received for Air Quality Analysis services for the Planning Department, and;
2. Approve the annual amount of \$200,000 (\$100,000 each vendor) with the option to renew annually for up to two (2) additional one-year periods (authorizing the aggregate amount not to exceed \$600,000 for the period covering the remainder of FY 2003-04 through FY 2005-06), and;
3. Authorize the Chairman to Execute the agreement on behalf of the Board

**BACKGROUND:** The Planning department's key mission is to review and approve plans for new construction and improvements within the County. Within this overall process, certain types of cases

(Continued on Page 2)

Robert Johnson  
Director of Planning

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 66,666	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2003/04

<b>SOURCE OF FUNDS:</b> Paid for by Developer Fees	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	

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

**County Executive Office Signature**

Consent  
 Policy  
 Dept't Recomm.:  
 Per Exec. Ofc.:

COUNTY OF RIVERSIDE  
 02-MAR-04 11:31 AM  
 CLERK OF THE BOARD  
 RECEIVED

**Attachments Filed with the Clerk of the Board** | District: | Agenda Number:

**3.15**

**SUBJECT:** Approval of a multi-year personal service agreement for Air Quality Analysis services, for the Planning Department.

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especially large Specific Plans or others with EIR requirements, have the added requirement of an analysis of their impact on Air Quality required. The Planning department does not have the specialized expertise to evaluate this portion of the EIR document, nor does it make sense to permanently staff a position for cyclical work, given the uneven timing of submittals of such projects or the current economic climate. The Planning Department proposes to provide these services by specialized Consultant.

TLMA –Planning department issued an RFP to secure Air Quality review services on an *as-needed basis only*. Solicitations were sent to fourteen vendors and advertised on the Internet. Eleven responses were received; two (2) firms; Chambers Group and URS Corporation were identified to provide these services. Two firms were selected to avoid any potential of a conflict of interest and to provide for back up incase one or the other fail to perform in meeting the required case processing deadlines. After vendor selection, rates for each function were negotiated with both firms for a not to exceed amount of \$8500 for each individual task requested. All costs associated with this review are billed back to the underlying projects, so there is no additional cost to the County in support of this agreement.

The proposed contracts are structured on an as-needed basis for a one-year period with the option to renew annually for up to two (2) additional one-year periods. The department thereby gains increased flexibility in response to any sudden change in project volume requiring Air Quality Analysis, and also enhances efficiency by allowing the department to bring in specialized experience to contribute to specific projects that the department would not need on a permanent basis. Dependent on performance, either firm may, or may not, have their contract renewed for the second or third year.

**County Counsel has approved the Agreement as to form.**