

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

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**SUBMITTAL DATE:**  
March 26, 2007

**FROM:** Transportation and Land Management Agency, Planning Department

**SUBJECT:** Approval of a Professional Services Agreement for Contract Planner Services with Hogle Ireland, Inc.

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

- 1) Approve the Professional Service Agreement with Hogle Ireland, Inc. for a period of 5 years (Fiscal Years 2007 – 2012) for an amount not to exceed \$27,147,417 and;
- 2) Authorize the Chairman to execute the Agreement on behalf of the County.

**BACKGROUND:** The Planning Department currently has a number of difficult to recruit and retain Planner vacancies. In order to stay current with the caseload, the Department requires the use of contract services to supplement current Planning staff. To meet demand, the Planning Department entered into a contract with Hogle Ireland in 2003, which has subsequently been extended twice (1) July – Dec '06 and (2) Jan – Mar '07.

The proposed multi-year contract may be renewed annually for continued use over the next five years. This structure will afford the Department increased flexibility to respond to any sudden changes in economic conditions by having the ability to quickly add or reduce contract services based on the caseload volume. The contract also enhances efficiency by allowing the Department to bring in specialized planning experience to contribute to specific short term projects.

Ron Goldman  
Planning Director, TLMA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	1,292,734	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
	Annual Net County Cost:	\$0	For Fiscal Year:	2007-2012

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

**C.E.O. RECOMMENDATION: Approve**

**County Executive Office Signature**

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

Purchasing Assistant Director

Consent  
 Policy  
 Per Exec. Ofc.  
 Policy  
 Dept's Recomm.

**BACKGROUND (Continued)**

In an effort to obtain the highest level of service at the lowest potential cost, Planning requested County Purchasing to issue a request for proposals (RFP) to secure contract planner services from the most technically qualified vendors.

A formal request for proposals, numbered TLARC-119, was issued soliciting bids for contracted planning services. Requests were sent to forty-five (45) leading planning firms and also advertised on the Internet. The original date for final submission was December 16, 2006. At the conclusion of this effort, the County received only one qualified proposal, that from the current service provider, Hogle Ireland Inc.

The Department decided to do an addendum to the original RFP in an effort to extend the bid process until 1/16/07 with the intention of soliciting additional bids from qualified vendors. TLMA Administrative Services contacted vendors directly to advise them of the bid extension and to solicit their participation. Once again the RFP was posted on the County website and distributed to a vendor list by County Purchasing. Despite these efforts Hogle Ireland Inc. was again the only respondent.

The Planning Department recommends acceptance of the Hogle Ireland Inc. bid and award of the attached contract which upon your approval shall have an initial contract period through June 30, 2008 with the option to renew once every year through FY 2011/12, unless terminated as specified in Article IV-K Termination, or a time extension is granted per Article V-B Time Extension of the contract.

Annual renewal shall be based on mutually acceptable service and cost adjustments. In no event shall the cost increase exceed the net change in the Consumer Price Index, table 3 for Los Angeles-Riverside-Orange County, CA as published by the Bureau of Labor Statistics. Should the proposed rate increase exceed the index amount referenced above during any contract renewal period, the Planning Department shall return to this board and seek authorization prior to proceeding.

Annual cost of this contract is estimated at \$5,170,937, and shall not exceed \$27,147,417 during the life of the five (5) year contract.

**PRICE REASONABLENESS:** With the receipt of only one bid response, the pricing offered by Hogle Ireland was compared to the Board approved rates the department charges for their services for the same function. The contract rates were found to be reflective of the rates charged by the County for planning services rendered. In addition, the new rates proposed by Hogle Ireland represent no significant increase over the previous and current contract rates. Therefore, the price is deemed fair and reasonable.