

531



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

FROM: Executive Office

SUBMITTAL DATE:
January 10, 2012

SUBJECT: Ratify the Second Amendment to Consulting Services Agreement with Willdan Financial Services; Approve and direct the Executive Office to bring the 2020 DIF nexus study and fee schedule to adoption by June 30, 2012

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the second amendment to the consulting services agreement with Willdan Financial Services not to exceed \$12,000; and,
2. Approve and direct the Executive Office to bring the 2020 DIF nexus study and fee schedule to adoption by June 30, 2012.

BACKGROUND: (continued on page 2)

Serena Chow

Serena Chow
Principal Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 10,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11/12

SOURCE OF FUNDS: DIF administration funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Christopher M. Hans*
Christopher M. Hans

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *Dale A. Gardner* 1/10/12
DATE: *1/10/12*
Departmental Concurrence

Policy Policy
Consent Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.7

Subject: Ratify the Second Amendment to Consulting Services Agreement with Willdan Financial Services; Approve and direct the Executive Office to bring the 2020 DIF nexus study and fee schedule to adoption by June 30, 2012
January 10, 2012

Page 2

BACKGROUND: continued from page 1

On December 14, 2010 (Item 3.3), the Board of Supervisors authorized the extension of the planning period for the current 2010 Ordinance No. 659 (DIF) Nexus Study concurrent with the fee schedule and temporary fee reductions beyond the end of the planning period. Subsequently, on August 16, 2011 (Item 3.84), another one-year extension of the temporary DIF fee reductions was approved by the Board.

During this second extension of the temporary DIF fee reduction, the consultant contract amendment for the preparation of the 2020 DIF nexus study expired. In order for the public hearing and comment period to commence, the consultant contract requires the ratification of a second amendment so that the final document can be adopted following the review and comment process. Staff is prepared for an extended review and comment process so that all interested parties have adequate time to evaluate the document.

Jail bed expansion and the construction of Probation's Van Horn Juvenile Justice Facility are among the important projects that are included in the new 2020 nexus study. The passage of AB109 state realignment has increased the urgency of bringing the new 2020 nexus study and fee schedule forward.

Although development impact fee revenues are contingent on the pace of new development, they will provide a non-general fund source of funds for these and other capital projects for the next ten years.

Staff recommends the ratification of the second amendment to the consultant contract and the completion date for the 2020 nexus study and fee schedule.

Date: January 10, 2012
From: Christopher Hans, Chief Deputy CEO Department/Agency: Executive Office
To: Board of Supervisors/Purchasing Agent
Via: Purchasing Agent
Subject: Sole Source Procurement; Request for Willdan Financial Services Amendment 2 for the completion of the 2020 DIF Nexus Study

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** Continuation of work approved by the Board of Supervisors on 10/16/07 (item 3.11) and amended 12/14/10 (item 3.3).
2. **Supplier being requested:** Willdan Financial Services (WFS)
3. **Alternative suppliers that can or might be able to provide supply/service:** none.
4. **Extent of market search conducted:** Purchasing released the RFP in September 2007, mailed the proposals to the vendors and advertised on the County's Internet website. Three bidders responded to the Request For Proposals (RFP): Willdan Financial Services (formerly MuniFinancial), David Taussig & Assoc., & Pacific Municipal & Assoc.

Three departments participated in the evaluations of the proposal, Executive Office, EDA, and Transportation department. The accumulated scores resulted in the selection of WFS as the most responsive/responsible bidder. This vendor received the 5% local preference. All proposals were rated based on the following criteria:

- a). Bidder's experience and ability.
 - b). Overall cost to the County.
 - c). References with demonstrated success with similar work to the Scope of Service.
 - d). Technical capability and/or project methodology
 - e). Financial status
 - f). Clarification, Exceptions or Deviations
 - g). Credential/Resumes/Licenses/Certifications
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** WFS was selected through the competitive bid process for the criteria established in the RFP as the most responsive/responsible bidder.
 6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** WFS's work is currently in progress and includes proprietary research and data.
 7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The contract amendment amount was negotiated for price reasonableness and timing.
 8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** No

9. **Period of Performance:** August 1, 2011 to December 31, 2013 in renewable one-year increments.

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

Chubb

1/11/12

Department Head Signature

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$12,000.00

One time

Annual Amount through December 31, 2013

M. Boudry

1/10/2012

Purchasing Agent

Date

Approval Number
(Reference on Purchasing Documents)

**COUNTY OF RIVERSIDE
AMENDMENT NO. 2 TO THE AGREEMENT
WITH
WILLDAN FINANCIAL SERVICES**

CONTRACTOR: Willdan Financial Services
Contract Term: 10/16/07 through 12/31/13
Effective Date of Amendment: February 1, 2012
Maximum Contract Amount: \$ 12,000

The Agreement between Riverside County, herein referred to as COUNTY and Willdan Financial Services, herein referred to as CONTRACTOR, is amended as follows:

1. On page 2 of the Agreement, amend Section 2 the "Period of Performance":
To amend all reference to the Period of Performance from expiration of August 1, 2011 to a Period of Performance of February 1, 2012 through December 31, 2013, unless terminated as specified in Section 9 TERMINATION. All other terms of the Period of Performance in the Agreement shall apply.
2. On page 3 of the Agreement, amend Section 3 the "Compensation":
The COUNTY agrees to pay CONTRACTOR for services performed at the rate not to exceed twelve thousand dollars (\$12,000), to be paid on a reimbursable basis, including all expenses, based on the availability of fiscal funding.
3. All other terms and conditions of the Agreement are to remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

County
County of Riverside
Purchasing and Fleet Services
Riverside, CA 92501

Contractor
Willdan Financial Services
27368 Via Industria, Suite 110
Temecula, CA 92590

By: _____
Name: Walter Mack
Title: Sr. Procurement Contract Spec.
Date: _____

By: _____
Name: Mr. Frank Tripepi
Title: President
Date: _____

FORM APPROVED COUNTY COUNSEL
BY: Dale A. Gardner 1/10/12
DALE A. GARDNER DATE

RFP# EOARC-011
BOS agenda # & Date
Form #116-311 Revision Date: 04/21/09