

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

620A



**FROM:** TLMA – Planning Department

**SUBMITTAL DATE:**

April 10, 2012

**SUBJECT:** Amendment to the Professional Services Agreement for Contract Planner Services for Fiscal Year 2012/2013.

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

- 1) Approve and direct the Chairman of the Board to sign and execute the Amendment to the Professional Services Agreement between the Riverside County Transportation Land Management Agency, Planning Department and Hogle-Ireland, Inc., (Attachment A), for a period of one year at a cost not to exceed \$590,000; and
- 2) Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to sign any ministerial amendments; and
- 3) Direct the Planning Director to administer the contract.

(Continued on Page 2)

*[Handwritten signature]*

Initials:  
CSL: ph

Carolyn Syms Luna, Director  
Frank Coyle for

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost: FY2012	\$ 590,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012

<b>SOURCE OF FUNDS:</b> 100% Deposit Based Fees (DBF)	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

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

APPROVE

BY: *[Handwritten signature]*  
Tina [unclear]

**County Executive Office Signature**

FORM APPROVED COUNTY COUNSEL  
 BY: *[Handwritten signature]*  
 DATE: 4/10/12  
 Purchasing: *[Handwritten signature]*  
 Mark Seller, Assistant Director  
 Departmental Concurrence  
 MARSHAL VICTOR

Consent     Policy  
 Consent     Policy

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

Prev. Agn. Ref.: 04/10/07 3.17

District: All

Agenda Number:

3.24

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

The Honorable Board of Supervisors  
RE: Amendment to the Professional Services Agreement for Contract Planner  
Services for Fiscal Year 2012/2013.  
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**BACKGROUND (Continued)**

In January of 2007, a Request for Proposal (RFP) was issued to secure contract planner services for the Planning Department. The intention was to obtain several bids from prospective vendors, however despite all effort put forth to secure a list of potential vendors, only one vendor responded to the RFP. The vendor was Hogle-Ireland, Inc.

On April 10, 2007, Item #3.17, the Board approved the Professional Services Agreement with Hogle-Ireland, Inc. to provide Contract Planner Services to the Planning Department. This agreement allowed the flexibility to meet the demands of development service by having the ability to quickly add or reduce contract services based on caseload volume and make necessary adjustments due to ongoing economic challenges.

The department has successfully utilized this agreement for the past five (5) years. Currently there are three (3) contractors working for the Planning Department; two (2) licensed Landscape Architects who provide a service that is not available under the current county job classification and one (1) Principal Planner who offers specialized professional experience that enhances the departments ability to complete complex projects such as specific plans and environmental impact reports that have been ongoing for several years.

The current Agreement expires June 30, 2012 without any options to renew. The department is requesting of the Board to extend the current Agreement through June 30, 2013. This extension would allow the current contractors to continue processing their assigned existing and anticipated caseload over the next fiscal year. This continuity will ensure that the projects will be completed in a timely manner.

The pricing associated with this Agreement is comparable to the Board approved rates charged for the department for their services in the same function and the contractor has agreed to extend the current rate without adjustment through June 30, 2013. Therefore the price is deemed fair and reasonable. The agreement allows for quick flexibility and can be terminated by either party at any time if necessary.

The proposed Amendment will extend the current Agreement for one (1) year at an estimated compensation not to exceed \$590,000. The actual cost will be based on a reimbursement method for actual hours worked at the current approved rate. The entire cost of this agreement is paid for with Deposit Based Development Fees.

This extension will allow the department time to make a comprehensive analysis on specific departmental needs and to ensure a smooth transition between contracts, without negative impact on current case processing. The department requests that the Board approve the Amendment to the contract as recommended through June 30, 2013.



5. Except to the extent specifically modified or amended hereunder, all of the terms, covenants and conditions of the Agreement shall remain in full force and effect between the parties hereto.

IN WITNESS HEREOF, the parties hereto have caused this Amendment to the Agreement to be duly executed this day and year first written above.

**APPROVALS**

COUNTY Approvals:

Planning Department

Carolyn Syms Luna  
Carolyn Syms Luna, Director

4/11/12  
Dated

HOGLE-IRELAND, INC.:

Pamela Steele  
Signature

PAMELA STEELE  
Printed Name

4/11/12  
Dated

APPROVED AS TO FORM:

Marsha Victor  
Marsha Victor, Principal Deputy

3/28/12  
Dated

Hogle-Ireland, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Dated

COUNTY OF RIVERISDE

\_\_\_\_\_  
Chairman, Riverside County Board of Supervisors

\_\_\_\_\_  
Dated

ATTEST:

\_\_\_\_\_

\_\_\_\_\_