



**COMMUNITY DEVELOPMENT AGENCY
LONG RANGE PLANNING DIVISION**

**2850 Fairlane Court, Placerville, CA 95667
Phone (530) 621-4650, Fax (530) 642-0508**

October 21, 2014

TO: Board of Supervisors

FROM: David Defanti, Assistant Director

Subject: Amendment II to Agreement for Services No. 11-53166 with Kittelson and Associates, Inc. for On-Call Traffic Engineering and Transportation Planning Services

On November 1, 2011, the Board approved Agreement for Services No. 11-53166 with Dowling Associates, Inc. for a not-to-exceed amount of \$300,000 for a three-year term to assist the County with on-call traffic engineering and transportation planning services.

On January 16, 2012, Dowling Associates, Inc. had a change of ownership and became a wholly owned subsidiary of Kittelson & Associates, Inc. Because Kittelson & Associates Inc. and Dowling Associates, Inc. file their taxes under Kittelson's federal employer identification number, an Amendment to the contract was required.

On December 4, 2013, the Board approved Amendment I to Agreement for Services No. 11-53166, changing the ownership from Dowling Associates, Inc. to Kittelson & Associates, Inc., with no changes to compensation, the fee schedule or term of the agreement.

As Agreement for Services No. 11-53166 expires on October 31, 2014, and there is an ongoing need for peer review of traffic studies to supplement staff resources, staff recommends the Board approve Amendment II to extend this Agreement for two years. Amendment II will also change the Contract Administrator to David Defanti, and replace Exhibit B, fee schedule, in its entirety. There is no increase in the total not-to-exceed compensation amount of the Agreement.

REASON FOR RECOMMENDATION

Amendment II allows for the completion of work underway for peer reviews of traffic studies submitted by applicants as required by conditions of approval for tentative maps, parcel maps, and commercial development applications, as well as other on-call services. While staff is relying less on consultants and is increasingly doing more of this work internally, extending this contract will allow for flexibility in prioritizing workload as

needed to meet Board objectives and to provide temporary help during an upcoming planned staff leave.

The Purchasing & Contracts Division concurs with the Division's decision to amend this Agreement and concurs that the Department's request is in compliance with Board of Supervisors Policy C-17.

The El Dorado County Employees Association, Local #1, has been informed of this proposed Amendment.

Clerk of the Board Follow Up Actions

1. The Clerk of the Board to obtain the Chair's signature on the two originals of the Second Amendment to Agreement for Services No. 11-53166.
2. The Clerk of the Board to forward one fully-executed original to the Division for further processing.

Contact

David Defanti, Assistant Director
CDA Long Range Planning Division