



## Legislation Details (With Text)

**File #:** 18-0594      **Version:** 1

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**File created:** 4/6/2018      **In control:** Board of Supervisors

**On agenda:** 5/8/2018      **Final action:** 5/8/2018

**Title:** Community Development Services, Planning and Building Department, recommending the Board approve the following:  
 1) Award Request for Proposal 18-918-018 for the provision of services for On-Call Financial Impact Analysis and Public Facilities Financing Plan peer review and preparation to three successful proposers:  
 a) Goodwin Consulting Group, of Sacramento, California;  
 b) Willdan, of Oakland, California; and  
 c) David Taussig & Associates, Inc., of San Jose, California;  
 2) Authorize the Planning and Building Department to negotiate Agreements for Service with the three aforementioned businesses, each with a term of three years and a not-to-exceed amount of \$65,000; and  
 3) Authorize the Purchasing Agent to execute said Agreements, contingent upon County Counsel and Risk Management’s review and approval, including minor revisions as required.

**FUNDING:** Project Applicant Time and Materials Funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Request for Proposal 18-918-018

Date	Ver.	Action By	Action	Result
5/8/2018	1	Board of Supervisors	Approved	Pass

Community Development Services, Planning and Building Department, recommending the Board approve the following:  
 1) Award Request for Proposal 18-918-018 for the provision of services for On-Call Financial Impact Analysis and Public Facilities Financing Plan peer review and preparation to three successful proposers:  
 a) Goodwin Consulting Group, of Sacramento, California;  
 b) Willdan, of Oakland, California; and  
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 2) Authorize the Planning and Building Department to negotiate Agreements for Service with the three aforementioned businesses, each with a term of three years and a not-to-exceed amount of \$65,000; and  
 3) Authorize the Purchasing Agent to execute said Agreements, contingent upon County Counsel and Risk Management’s review and approval, including minor revisions as required.

**FUNDING:** Project Applicant Time and Materials Funding.

**DEPARTMENT RECOMMENDATION**

Community Development Services, Planning and Building Department, recommending the Board approve the following:

- 1) Award Request for Proposal (RFP) 18-918-018 for the provision of services for On-Call Financial Impact Analysis (FIA) and Public Facilities Financing Plan (PFFP) peer review and preparation to three successful proposers:
  - a) Goodwin Consulting Group, of Sacramento, California;
  - b) Willdan, of Oakland, California; and
  - c) David Taussig & Associates, Inc., of San Jose, California;
- 2) Authorize the Planning and Building Department to negotiate Agreements for Service with the three aforementioned businesses, each with a term of three years and a not-to-exceed amount of \$65,000; and
- 3) Authorize the Purchasing Agent to execute said Agreements, contingent upon County Counsel and Risk Management's review and approval, including minor revisions as required.

Staff is also recommending the Board make findings that it is more feasible and economical to engage an outside consultant to assist the County with fiscal and financial consulting services on an as needed basis in accordance with Ordinance 3.13.040.

The County requires assistance with fiscal and financial consulting services as new development proposals are processed and implemented by the County or by other public agencies that may affect the County. There are specialty skills required for the work to be performed under this Agreement that are not expressly identified in County classifications. In addition, tasks related to the FIA and PFFP require short term, but intensive, work efforts that are impractical for current County staff to perform without impacting other operational duties. The level of work is too infrequent to warrant hiring new employees. The independent contractor will serve as short term, highly specialized staff support on very critical and time sensitive projects.

Preparation of FIA and PFFP documents does not imply any commitment whatsoever by the County that the Projects will be approved by the Board.

## **DISCUSSION / BACKGROUND**

In November 2017, at the request of Planning and Building Department, the Procurement and Contracts Division of the Chief Administrative Office issued a RFP for on-call services for peer review or preparation of FIA and PFFP documents. An FIA is prepared for development projects to estimate the ongoing revenues that would be generated by it and the ongoing costs that will be incurred in order to determine the fiscal impacts that will result to the County General Fund. The FIA will include a projection of property tax and sales tax revenues, transient occupancy taxes, property tax in-lieu of vehicle license fees, gas taxes, and other revenues that will result from new development within the Project. These revenues will be compared to the total cost of providing police, fire, street maintenance, park maintenance, County administration, and other services that may be funded by the General Fund. To the extent service costs exceed estimated revenues, a mechanism should be proposed in the FIA to mitigate the projected deficit.

The PFFP for a project will set forth a proposed funding strategy for public infrastructure and community facilities that are needed to serve the project. Funding capacity from land-secured financing, such as Mello-Roos or assessment districts, will be estimated and applied to assist in funding facilities in a timely manner. The PFFP will also provide an estimate of the total infrastructure burden for each land use, and determine whether these burdens are viable based on the competitive marketplace and industry-standard tests of feasibility.

The County received five proposals for the RFP. Staff reviewed and ranked all responses received,

and recommends that Agreements be awarded to three successful proposers, Goodwin Consulting Group, Willdan, and David Taussig & Associates, Inc., each in the amount of \$65,000 for a term of three years.

### **ALTERNATIVES**

The Board could choose to not approve the Agreements. As staff does not have the capacity to perform the FIA and PFFP analyses, project applicants would need to hire their own outside consultants, and the County would no longer retain oversight of this aspect of the development project.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office, Procurement and Contracts Division

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

There is no change to Net County Cost associated with this item. The consultants will be paid by the County from monies paid to the County from the project applicants. No costs are to be incurred by the County.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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Community Development Services, Planning and Building Department