



## Legislation Details (With Text)

**File #:** 22-2180      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 11/15/2022      **In control:** Board of Supervisors

**On agenda:** 4/4/2023      **Final action:** 4/4/2023

**Title:** Planning and Building Department, Economic Development Division, recommending the Board consider the following:

- 1) In accordance with Chapter 3.13, Section 3.13.030 of County Ordinance Code, Contracting Out, find that specialty skills and qualifications not expressly identified in County classifications are required for the performance of this work;
- 2) Approve and authorize the Chair to sign Agreement 7140 with Helix Environmental Planning, Inc., for the provision of as-needed environmental services for broadband specific projects, with a not-to-exceed amount of \$150,000, and a term of three (3) years effective upon execution; and
- 3) Authorize the Purchasing Agent, or designee, to execute any further documents determined necessary related to Agreement 7140, including amendments which do not increase the not-to-exceed amount or term of the Agreement, contingent upon approval by County Counsel and Risk Management.

**FUNDING:** Transient Occupancy Tax. (TOT)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Contract Routing Sheet, 2. B - Agreement 7140 - PE, 3. Executed Agreement 7140

Date	Ver.	Action By	Action	Result
4/4/2023	1	Board of Supervisors	Approved	Pass

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**FUNDING:** Transient Occupancy Tax. (TOT)

**DISCUSSION / BACKGROUND**

In August 2019, the Chief Administrative Office, Procurement and Contracts Division, on behalf of the Department of Transportation and Planning and Building Department (Department), issued Request for Qualifications (RFQ) 20-918-043 for various as-needed consultant services, which included categories for both Land Use Planning and Environmental Services. In accordance with the County's

Procurement Policy C-17, Section 7.10, Request for Qualifications, staff from various divisions within the Department form evaluation committees to review responses received for each of the categories pertaining to the Department. In March and May of 2021, the Procurement & Contracts Manager issued lists of qualified firms for these consulting service categories.

The Department currently utilizes a number of consultant contracts on an as-needed basis to assist with various land use planning and environmental projects; however, the majority of existing agreements are primarily used for Planning and/or developer funded projects. It was determined that an additional as-needed environmental services agreement was necessary to assist with broadband specific projects.

At the present time, the County does not have staff to perform California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance work, as it requires very specialized skill sets that are not available in-house. Therefore, the Department has the need to utilize consulting services with technical expertise in completing these as-needed environmental services for broadband specific projects. Chapter 3.13 of the El Dorado County Code of Ordinances, Contracting Out, includes Section 3.13.030, Criteria, which establishes those instances where contracts may be awarded and work can be performed by independent contractors. It is recommended that the Board find that the work under the proposed Agreement requires specialty skills and qualifications not expressly identified in County classifications. (Criteria 3.13.030 (B)).

Under the proposed Agreement, Helix Environmental Planning, Inc. (Helix), will provide the Department with as-needed environmental services for broadband specific projects including, but not limited to:

- Scoping, outreach, or public information meetings with County staff;
- Preparation and circulation of CEQA and NEPA compliance documents such as Initial Studies, Mitigated Negative Declarations, Negative Declaration, and Environmental Impact Reports;
- Development and preparation of technical studies to support the environmental review process;
- Implementation guidance and planning for mitigation measures; and
- Mitigation monitoring and reporting

## **ALTERNATIVES**

The Board may choose not to approve the proposed Agreement. This would result in delays in completing other tasks and projects that staff are currently fully engaged on as those staff would have to absorb the additional work needed.

## **PRIOR BOARD ACTION:**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel and Risk Management have approved the proposed Agreement.

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

There is no change to Net County Cost associated with this item. Funding for these services has been included in the Department's Fiscal Year 2022-23 budget, and funding for these services beyond Fiscal Year 2022-23 will be included in subsequent years' budgets accordingly.

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

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) original copies of the Agreement; and
- 2) The Clerk of the Board will forward one (1) fully-executed original Agreement to the Chief Administration Office, Procurement and Contracts Division, for further processing.

#### **STRATEGIC PLAN COMPONENT**

Good Governance: Evaluate requests and recommendations based on complete assessment of the best available information, with the goal of reaching well informed decisions.

Economic Development: Invest in infrastructure needs to improve and maintain competitiveness.

#### **CONTACT**

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