

DEPARTMENT: Administration/Public Works

Rick Benson
BY: Lee Stetson, Interim CAO
Dana Hertfelder, Public Works Director
PHONE: 966-3222

06-520

RECOMMENDED ACTION AND JUSTIFICATION:

It is recommended that the Board of Supervisors approve a resolution and authorize the award of a Professional Service Agreement in the amount of \$33,000 to Schaaf & Wheeler, Consulting Civil Engineers for a Planning and Technical Assistance Community Development Block Grant (PT/A CDBG) to develop a drainage study exclusively for the town of Coulterville.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On July 19, 2005, the Board of Supervisors authorized staff to proceed with the development of a **Project Design Phase** for a PT/A Community Development Block Grant (CDBG) grant application to retain an advisor to develop a drainage study for the town of Mariposa. During that meeting, the Board of Supervisors directed staff to include the town of Coulterville in the application process.

On September 13, 2005, a Public Hearing was held for **Application Submittal Phase** for the CDBG Planning/Technical Assistance Grant Program to retain a consult to develop a drainage study for both the town of Mariposa and Coulterville.

On December 14, 2005, the Department of Housing and Community Development of the State of California notified the County of Mariposa of the grant award.

On June 5, 2006, the County received the CDBG Agreement #05—PTAA-1455, from the Department of Housing and Community Development, authoring the commencement of the project.

On August 24, 2006, staff submitted solicitation through an RFP process to seven (7) civil engineering contractors, an information network that distributes information throughout the State of California to civil engineering contractors, along with submitting a public notice in the local newspaper. Only one response was received, which was over budget. Consequently, the State CDBG Office suggested downscaling the project to reflect only one area, namely, Coulterville; and re-submit a second RFP to contractors to develop a drainage study for the town Coulterville.

The second RFP solicitation process produced only two proposals, one of which was excessively over budget. HOWEVER, Schaaf & Wheeler, who submitted an **excellent proposal** was within budget. The references produced by Schaaf & Wheeler were outstanding. Rating criteria was based upon contractor integrity, resources, capacity, experience, compliance with public policy, record of past performance and cost.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not approving the requested actions will cause a delay in meeting guidelines established by the Department of Housing and Community Development, which would jeopardize the timeline and ultimately the grant award.

Financial Impact? (x) Yes () No Current FY Cost: \$33,000 Annual Recurring Cost: \$
 Budgeted In Current FY? () Yes () No () Partially Funded
 Amount in Budget: \$33,000
 Additional Funding Needed: \$0
 Source:
 Internal Transfer _____
 Unanticipated Revenue _____ 4/5's vote
 Transfer Between Funds _____ 4/5's vote
 Contingency _____ 4/5's vote
 () General () Other

Professional Service Agreement, page 1 - 5
 Scope of Work, Exhibit. "A", page 6-8
 CDBG Requirements Exhibit "B", page 9
 Anti-Lobbying Certification, Exhibit "C", page 10- 13
 Std Construction Language, Exhibit "D", page 14-15

CLERK'S USE ONLY:

Res. No.: 06-520 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 () Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

CAO:
