

DEPARTMENT: PLANNING

BY: Eric Jay Toll

PHONE: 209-966-5151

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X)

Resolution Authorizing

Recommend that the Board approve a ~~motion~~ ^{Agreement} for the Chairman to sign a personal services contract with Parsons/HBA for preparation of the Mariposa County General Plan update in an amount not to exceed \$400,000.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In FY 1999-2000, the Board of Supervisors authorized and expenditure of \$200,000 to begin preparation of the General Plan update. The implementation of this program was delayed pending appointment of the new director. The new Planning Director was appointed on July 15, 2000, and carried out Board direction to find a consultant to prepare the General Plan update. The steps to implementation are in the attached memorandum.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Failure to implement will delay preparation of the General Plan update and may result in delays updating the General Plan and ensuring a comprehensive approach to development planning as required by State law.

COSTS:

- A. Budgeted current FY () Not Applicable \$ 200,000
- B. Total anticipated costs \$ 400,000
- C. Required additional funding \$
- D. Internal transfers \$

SOURCE:

- A. Unanticipated revenues () 4/5ths Vote Required \$
- B. Reserve for contingencies \$
- C. Source description: _____
- Balance in Reserve for Contingencies, if approved: \$

SPECIAL INSTRUCTIONS:

- List the attachments and number the pages consecutively:
1. Cover memo
 2. Personal Services Contract, Exhibits A and B
 3. Conceptual schedule
 4. Parsons/HBA proposal

CLERK'S USE ONLY:

Res. No.: 50-390 Ord. No. _____
 Vote - Ayes: _____ Noes: _____
 Absent: _____ Abstained: _____
 Approved Denied Not Recommended
 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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:
 _____ Recommended
 _____ For Policy Determination
 _____ Submitted with Comment
 _____ Returned for Further Action

Comment: _____

 A.O. Initials: [Signature]



COUNTY OF MARIPOSA
PLANNING DEPARTMENT

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Eric Jay Toll, Director
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MEMORANDUM

Date: October 31, 2000

To: Board of Supervisors

From: Eric Jay Toll, Planning Director

Topic: Authorization of Chairman to sign services agreement with Parsons/HBA, Inc. to prepare the General Plan

After an extensive and detailed review process, the Planning Department recommends the Board award the General Plan update Services Agreement to Parsons/HBA of Sacramento. The County has undergone a fair, open, and quality process to recommend the consulting team.

The contract is proposed on a time and materials basis with an amount not to exceed \$400,000 without further Board approval. It should be noted that the Board has budgeted \$200,000 in FY 2000-2001 and has anticipated budgeting an additional \$200,000 that will bridge FY 2001-2002 and FY 2002-2003. Parsons recognizes that no more than the budgeted amount (\$200,000) can be spent prior to further budget approvals.

Summary

- The Request for Qualifications and Proposals was released on August 25, 2000. The RFQ/P was mailed to more than 20 firms on the County's maintained mailing list. It was posted on the Mariposa Planning website. It was advertised through Hawkins/Mark-Tell, a firm specializing in providing notices of project proposals to more than 250 consulting firms in California alone.
- Proposals closed on September 25, 2000. Five proposals were received. The proposals were reviewed and ranked by the Planning Director, Public Works Director, Planning Manager, and all four planners. The top three firms were invited for interviews.
- The top three firms, LSA (Riverside, CA), Jones and Stokes (Sacramento), and Parsons (Sacramento) were interviewed on October 18. The interview team was comprised of Planning Director Eric Toll, Planning Manager Sarah Williams, Public Works Director Jim Petropulos, Merced County Assistant Planning Director Bill Nicholson, and Town Planning Director Darin Dinsmore from the Sierra Business Council. Following the interview, the reviewers agreed on offering the project to Parsons.

Attachments

1. The Parsons/HBA Personal Services contract with Exhibits A and B.
2. The original Parsons/HBA proposal. Please note that the Scope of Work in the proposals has been amended. Exhibit A with the contract is the official scope of work.
3. Conceptual work flow outline and schedule.



COUNTY of MARIPOSA

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: ERIC TOLL, Planning Director

FROM: MARGIE WILLIAMS, Clerk of the Board *MWJ*

SUBJECT: Resolution Authorizing the Chairman to Sign a Personal Services Agreement with Parsons/Harland Bartholomew Associates, Inc. for Preparation of the Update to the Mariposa County General Plan Resolution 00-390

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 14, 2000

ACTION AND VOTE:

D) Approval of a Resolution Authorizing the Chairman to Sign a Personal Services Agreement with Parsons/Harland Bartholomew Associates, Inc. for Preparation of the Update to the Mariposa County General Plan

BOARD ACTION: Discussion was held with Eric Toll. Andy Hauge, Parsons/Harland Bartholomew Associates, Inc., reviewed their proposed process for preparation of the Update, including planning fairs to obtain public input. Discussion was held. Supervisor Parker requested that the following be included in the planning fairs: Historical Sites and Records Preservation Commission, Economic Development Corporation, and the Chamber of Commerce. Eric advised of the process that will be used to track all public input.

Input from the public was provided by the following:

Les Overstreet stated he feels it is very important to get the word out and have the public participate in this process. He requested that consideration be given to having paid, professional facilitators, and he noted that worked well with the Visioning Project. He further stated he reviewed the proposal and he does not see any provision for dealing with any conflicts that may exist between the General Plan Update and the Town Planning Areas Specific Plans. He stated he feels the Jones and Stokes comments should be taken into consideration when reviewing the land use and density issues. He also commented on his review of previous work this planning firm has done and concerns that he said he received relative to their work.

Eric Toll advised that they carefully checked references and recommend this firm. (M)Pickard, (S)Reilly, Res. 00-390 adopted/Ayes: Unanimous.

cc: File