



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Community Development and Infrastructure

Subject: Approve Second Amendment to Agreement with Kimley-Horn and Associates

Meeting Date: February 11, 2025

Formal Title: Approve second amendment to agreement with Kimley-Horn and Associates, Inc. to revise fee schedule, and take related actions

Recommended Actions

1. Approve second amendment to agreement with Kimley-Horn and Associates, Inc. to revise fee schedule; and
2. Authorize the Director of Community Development and Infrastructure to sign the amendment on behalf of the County.

Executive Summary

On August 9, 2022, the Board authorized staff to contract with Kimley-Horn and Associates, Inc (Kimley-Horn) to provide services related to the development of a Vehicle Miles Traveled (VMT) Mitigation Program, which was subsequently amended on August 9, 2022. Staff requests that the Board approve a second amendment to agreement No. 22C4597 to update Kimley-Horn's fee schedule. This adjustment will not change the contract's total not-to-exceed amount.

Discussion

In 2022, the County was awarded a grant of \$396,614 from the California Department of Transportation (Caltrans) through the Sustainable Transportation Planning Grants Program. The grant required an 11% match of \$51,386 for the development of a Vehicle Miles Traveled (VMT) Mitigation Program. This program will provide mitigation options for development projects under the California Environmental Quality Act (CEQA).

On August 9, 2022, the Board authorized staff to contract with Kimley-Horn and Associates, Inc (Kimley-Horn) for \$283,746.74 to complete the scope of work. Subsequently, on April 9, 2024, the Board approved Amendment 1 to extend the contract term from June 26, 2024 to June 30, 2025, expand the scope of work and fee schedule, and increase the contract amount by \$104,753.02, bringing the total to \$388,499.76. The amendment included a \$32,005 allocation to a subconsultant as part of Kimley-Horn's fee schedule.

However, the subconsultant costs totaled only \$1,665, due to staffing changes, leaving a \$30,340 balance. To ensure the program's completion, this balance must be reallocated toward Kimley-Horn staffing costs.

The proposed contract amendment will divert unexpended funding from a subconsultant to the consultant to complete the project in a timely manner. The primary deliverables are the study documenting the details of the program and development of the corresponding fee program.

Financial Impact

There is no financial impact related to this amendment. The total cost of the consultant contract would remain \$388,499.76, which is paid for by the grant and the required local match. The second amendment results in a shift of funds from subconsultant to consultant staff.

Strategic Initiatives

Operational Plan - Attainable Housing, Reliable Transportation, Sustainable Environment

Climate Action - Transportation

Submitted By:

Matt Machado

Recommended By:

Carlos J. Palacios, County Administrative Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.