



Legislation Text

File #: 24-33, Version: 1

Memorandum

Date: January 9, 2024

To: The Honorable Lake County Board of Supervisors

From: Benjamin Rickelman, Deputy County Administrative Officer

Subject: Consideration and Discussion of an Agreement with black dog DESIGNS and Camoin Associates for Economic Development Design Services, for an amount not to exceed \$44,289.97, and Authorize the Chair to Sign

Executive Summary:

On July 19, 2023, your Board was briefed on the County acquiring economic development design services as part of my economic development work plan. The Board has allocated funding for economic development activities with ARPA funds, which these design services will be part of. RFP 24-04 was issued August 4, 2023, with a submission deadline of Friday, September 8, 2023. Eight potentially qualified firms were proactively contacted. Six Proposal were ultimately received and determined to be complete. A Consultant Selection Panel was convened Friday, October 13, 2023, and a follow-up interview was conducted with the provisionally top-ranked candidate on Wednesday, October 18, 2023.

As a result of that process, black dog DESIGNS and Camoin Associates was identified as the most suitable firm to conduct the Scope of Work envisioned by RFP 24-04. In the intervening time, staff negotiated the terms of an Agreement, attached here for your review and public inspection.

Notices of Intent to Award were sent to all respondents by email Tuesday, December 22, 2023. No protests are anticipated by the deadline of Tuesday, December 29, 2023, at noon PST. Staff recommends your Board Approve the Agreement with black dog DESIGNS and Camoin Associates not to exceed \$44,289.97. Because of your Board’s earlier action to allocate ARPA funds for economic development activities this is a budgeted expense.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

- Purchasing Considerations** (check all that apply): Not applicable
- Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")
 - Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

- For Technology Purchases: Vetted and Supported by the [Technology Governance Committee](http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf) [<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>](http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf) ("Yes," if checked)
- Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 [<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>](http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm)

(check all that apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Approve the Agreement with black dog DESIGNS and Camoin Associates for an Amount Not to Exceed \$44,289.97 and Authorize the Chair to Sign.