



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: December 11, 2018

Subject: Contract extension with Craft Consulting Group for Northern Waterfront Strategic Action Plan

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Conservation and Development, or designee, to execute a contract amendment with Gary Craft (dba Craft Consulting Group), to extend the term from December 31, 2018 through June 30, 2019, with no change to the payment limit of \$125,514, to continue to provide services on the preparation of the Strategic Action Plan and related tasks for the Northern Waterfront Economic Development Initiative.

FISCAL IMPACT:

There is no fiscal impact because there is no increase in fees proposed. The costs of the contract are covered by General Funds specifically allocated in the FY2017-18 Budget to economic development and the Northern Waterfront Economic Development Initiative.

BACKGROUND:

The Department of Conservation and Development (DCD) has an existing contract with Craft to create a Strategic Action Plan for the Northern Waterfront Economic Development Initiative (NWEDI). The service plan for this contract is primarily concerned with the Action Plan, and is intended to be consistent with the framework provided by the staff report of the April 11,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/11/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 11, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Amalia Cunningham,
925-674-7869

cc:

BACKGROUND: (CONT'D)

2017 meeting of the Board of Supervisors' NWEDI Ad Hoc Committee. At the time the contract with Craft was approved last year, the timeline for the work was the best estimate available. The contract was originally set to expire on June 30, 2018, and in May, the Board approved an extension to December 31, 2018.

However, since then due to the high volume of public input and meetings, calendaring meetings, and the need for thorough outreach to partner cities on what will become a joint document, it is clear the contract term does not allow sufficient time for the work to be performed. Additionally, the original distribution of funding among specific tasks needs adjustment to accommodate more revisions and the addition of one more city (Brentwood) to the partners, although no new funds are needed. At this point, the public review draft of the SAP has been submitted and will be reviewed at the Northern Waterfront Ad Hoc Committee meeting on December 5, 2018. Some amount of work to edit the document to better reflect comments made on the public review draft is expected thereafter, before bringing the document to the full Board for review, and then to the partner cities' City Councils.

Extending Craft's contract through June 2019 allows enough time for the consultant to finish editing and presenting the Strategic Action Plan to the various committees and agencies over coming months. The remaining work is anticipated to fit within the existing contract budget and the form of the amendment has been approved by County Counsel.

CONSEQUENCE OF NEGATIVE ACTION:

Without a contract extension, Craft will not be able to continue services on the Strategic Action Plan.