



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: December 11, 2018

Subject: Approve a contract with Francisco & Associates, Inc., for On-Call Assessment Engineering Services, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement with Francisco & Associates, Inc., in the amount not to exceed \$400,000, to provide on-call assessment engineering services, for the period January 1, 2019 to December 31, 2021, Countywide. Project No.: Various.

**FISCAL IMPACT:**

100% Special Revenue Funds.

**BACKGROUND:**

The Public Works Department is involved in the formation, annexation and administration of assessment districts throughout the County. As part of this regular work, consultant services are required to augment staff and provide special technical assistance on an on-call basis. After a solicitation process, Francisco & Associates, Inc. was one of two firms selected to provide assessment engineering services. These services include the preparation of the annual Engineer's Report for the Countywide Lighting and Landscaping Districts

☒ 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

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

ABSENT: John Gioia, District I  
Supervisor

By: Laura Cassell, Deputy

Contact: Rochelle Johnson  
(925)313-2299

(LL-2), the preparation of

BACKGROUND: (CONT'D)

annual reports for County Service Areas, sanitation districts and water districts, the preparation of preliminary and final tax rolls, conducting feasibility, rate and nexus studies, the preparation of documents for assessment district formation, proceedings and annexations, and other assessment engineering services as needed.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, this Consulting Services Agreement would not be executed. This would delay assessment engineering processes for various special districts in the County, interrupting funding and delivery of public services.