MEETING DATE: November 19, 2013

BRIEF SUBJECT/ISSUE DESCRIPTION:
Approve the contract with Touchstone Consultants as the successful vendor in the Request for Proposals for a Community Needs Assessment and Feasibility Study in Hamilton City utilizing Community Development Block Grant funds.

Contact: Suzi Kochens
Phone: 934-1466

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)
Scott Gruendl, HHSA Director

Required 10 Minutes

☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

LEGAL/PERSONNEL/FISCAL

☐ RETURN MINUTE ORDER TO PAT AUSER
☐ RETURN CERTIFIED COPY OF:
☐ Other:

ATTACHMENTS

☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution
☐ Ordinance
☐ Proclamation
☐ Policy Update
☐ Code Update
☐ Other

Public Hearings & Committee Vacancies

☐ State ☐ Federal

Legislation

Bill#: 
☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

Funding Source/Impact

☐ General Fund Impact
☐ Other: CDBG/PTA
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

Contracts, Leases & Agreements

☐ New ☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:
This request does not require the use of County General Funds.
1. Approve Touchstone Consultants as the successful vendor in the Request for Proposals (RFP) procurement process for a Community Needs Assessment and Feasibility Study in Hamilton City.
2. Authorize the Health and Human Services Agency Director, or designee, to execute the contract.
3. Authorize the Health and Human Services Agency Director, or designee, to modify or amend the contract contingent upon the review and approval of County Counsel.

Reviewed By (if applicable):

Scott Gruendl, Director

Personnel Director

Department of Finance
COUNTY OF GLENN
BOARD REPORT

Submitted by  Glenn County Health and Human Services Agency

EXECUTIVE SUMMARY

There are three (3) national objectives to be considered for funding under the Community Development Block Grant (CDBG) Program. The objectives of the program are:

- Benefitting low and moderate-income persons;
- Preventing or eliminating slums or blight; or
- Meeting other community development needs having a particular urgency because of existing conditions that pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.

Most activities applied for by Glenn County and funded under CDBG’s General and Economic Development Allocations meet the national objective of benefitting low and moderate-income persons.

In April 2012, a collaborative effort between the Human Resource Agency (HRA) and the Planning & Public Works Agency (PPWA) produced a comprehensive Super NOFA Grant application that was awarded funding for 3 projects/programs—a Needs Assessment and Feasibility Study in Hamilton City (Planning & Technical Assistance), a Microenterprise Technical Assistance Program and a Storm Drain, Curb and Gutter project in Hamilton City.

RECOMMENDATION(S):

This request does not require the use of County General Funds.

1. Approve Touchstone Consultants as the successful vendor in the Request for Proposals (RFP) procurement process for a Community Needs Assessment and Feasibility Study in Hamilton City.
2. Authorize the Health and Human Services Agency Director, or designee, to execute the contract.
3. Authorize the Health and Human Services Agency Director, or designee, to modify or amend the contract contingent upon the review and approval of County Counsel.

HISTORY AND BACKGROUND:

In April 2012, the County’s Planning and Public Works Agency, in conjunction with the Human Resource Agency, applied for Community Development Block Grant funding through the Super NOFA process. The County applied for the three aforementioned programs and projects and each were funded for the full amount.

One of the projects funded through the Super NOFA process is for a community needs assessment in Hamilton City to determine if there is a need for a community center and community based activities. If the needs assessment determines that a need exists in Hamilton City then a Feasibility Study will be completed. The data to be gathered during the needs assessment will lay the foundation for future funding applications and would demonstrate a collaborative effort among public and private entities.

In August 2013 staff from the HHSA released a Request for Proposals for a consulting firm to administer the needs assessment and the feasibility study. Through this process, 3 consulting firms from across the country returned proposal packages that were very competitive and demonstrated expertise and success with Community Needs Projects. Through the review process, the Hamilton City Task Force and Advisory
Committee requested that each make an oral presentation to the review committee to clarify the needs of the County and the expertise and professionalism of the potential vendor.

After a very competitive process, Touchstone Consulting was selected to provide professional consulting services for the Community Needs Assessment and Feasibility Study in Hamilton City.

**FISCAL/PERSOONNEL IMPACT(S):**

This request does not require the use of County General Funds.

**ANALYSIS/DISCUSSION**

Through the collaborative process, both private and public entities within the County will work together with the Touchstone Consulting to create and implement a qualitative and quantitative approach to determine the needs of the Hamilton City community. This approach has already proven, and will continue to prove, that the needs of our citizens can best be met by a focused and dedicated approach among all stakeholders.

The results of the Study will be used by the County to aid in future funding applications for community based projects, including engineering, design, financial feasibility, etc.
AGREEMENT BETWEEN THE COUNTY OF GLENN, HUMAN RESOURCE AGENCY/
COMMUNITY ACTION DIVISION,
AND
TOUCHSTONE CONSULTANTS

This agreement is entered into by and between the County of Glenn, Human Resource
Agency/Community Action Division ("County") and Touchstone Consultants ("Contractor") for the purpose
of providing professional consulting services in the development of a Hamilton City Community Center
Needs Survey, Analysis and potentially a Feasibility Study.

1. RESPONSIBILITIES OF CONTRACTOR

During the term of this Agreement, Contractor shall provide professional consulting
services to conduct a community needs survey, analysis the survey and potentially a
feasibility study. The tasks, description and deliverables assigned to Contractor shall be
as noted in Attachment A. Phase II of the Project (Feasibility Study) shall not commence
unless the community needs survey and analysis determine that the community has need
for, and will support, a community center.

2. RESPONSIBILITIES OF THE COUNTY

The County shall:
A. Provide overall project administration and management to Contractor.
B. Pay Contractor upon receipt and approval of the invoice(s).

3. COMPENSATION

The total amount of this agreement shall not exceed $91,600.00. Contractor shall be
compensated monthly based upon the completion of project milestones-reference
Attachment B for Task List and Associated Fee.

4. BILLING AND PAYMENT

Contractor shall submit all invoices and supporting documentation (survey results,
analysis, final report) to the Glenn County Human Resource Agency, 420 E. Laurel Street,
Willows, CA 95988, Attention: Suzi Kochems, Resource Development Program Manager,
within 30 days after completion of the services described in paragraph 1 of this agreement.

5. **TERM OF AGREEMENT**

This agreement shall commence on November 5, 2013 and shall terminate no later than December 31, 2014.

6. **TERMINATION OF AGREEMENT**

If Contractor fails to perform his duties to the satisfaction of County, or if Contractor fails to fulfill in a timely and professional manner his obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement effective immediately upon County giving written notice thereof to Contractor. Either party may terminate this agreement on 30 days written notice. County shall pay Contractor for all work satisfactorily completed as of the date of notice. County may terminate this contract immediately upon oral notice should funding cease or be materially decreased.

7. **ENTIRE AGREEMENT: MODIFICATION**

This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no others.

8. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of County.

9. **EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed
to create an employer/employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement, provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of County is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal Government, which would be withheld from compensation if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers' Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

10. **INDEMNIFICATION**

Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the County, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Contractor, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, but excluding liability due to the negligence, misconduct or omission of the County. Contractor and County acknowledge and agree that notwithstanding that liability may ultimately be apportioned by a finder of fact in accordance with the principles of comparative negligence; Contractor shall nonetheless have the responsibility of the provision of a defense to County. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under worker's compensation acts, disability benefit acts, or other employee benefits acts.
11. **INSURANCE**
Contractor agrees to carry insurance coverage in the amounts of at least $1,000,000 per occurrence for Commercial General Liability and Automobile Liability. Contractor shall also carry Workers’ Compensation coverage with statutory limits for the jurisdiction within which the facility is located and $1,000,000 in Employers’ Liability. Such insurance shall include Glenn County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days written prior notice delivered to County. Contractor shall provide County with a certificate of insurance as evidence of insurance protection provided. Insurance certificates provided by any insurance company or underwriter shall not contain the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company” or similar language. Contractor’s insurance coverage shall be primary noncontributing insurance as relates to any other insurance or self-insurance available to the County, its officials, employees, agents or volunteers. Any insurance or self insurance maintained by the County, its officials, employees or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

12. **NON-DISCRIMINATION**
The Contractor shall not discriminate in employment practices or in the delivery of services on the basis of race, religious creed, color, national origin, disability, marital status, political affiliation, sex, age, or sexual orientation of any person. The Contractor shall comply with Executive order 11246, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 and as supplemented in Department of Labor regulation (41 CAR Part 60).

13. **NOTICES**
Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first-class mail to the following addresses:
An Agreement between the County of Glenn and Touchstone Consultants

If to County:  
Glenn County Human Resource Agency  
Scott Gruendl, Director  
420 E. Laurel Street  
Willows, CA 95988  
(530) 934-6514  
sgruendl@hra.co.glenn.ca.us

If to Contractor:  
Touchstone Consultants  
Mark Heckey, Sole Proprietor  
7432 Hardy Street  
Orangevale, CA 95662  
(707) 249-5748  
mheckey@comcast.net

Notice shall be deemed to be effective two days after mailing.

14. AGENCY CONTACTS

Program:  
Suzi Kochems, Resource Development Manager  
420 E. Laurel Street  
Willows, CA 95988  
(530) 934-1466  
skochems@hra.co.glenn.ca.us

Fiscal:  
Korri VonSeggern, CAD Fiscal  
(530) 934-1461

15. AVAILABILITY OF FUNDS

All funding under the Contract is subject to the availability of State or Federal funds.

16. RIGHT TO AUDIT AND MONITOR

The Department of Housing and Community Development (HCD), the Department of Housing and Urban Development (HUD) and County shall have the right to monitor all work performed, as well as to review all records and procedures to assure that the expenditure of funds is in conformity with this agreement and applicable Federal and State regulations.

17. INDEPENDENT CONTRACTOR CLAUSE

It is specifically and expressly understood between the parties that this agreement creates no relationship of employer/employee between the parties and that Contractor is, and shall remain throughout the term of this agreement, an independent contractor. Contractor agrees that he is not, and will not become, an employee, partner, agent or principal of county while this agreement is in effect. Contractor agrees that he is not entitled to the rights or benefits afforded to County's employees, including disability or
unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Contractor is responsible to pay or provide from his own expense, all federal and state income taxes, including estimated taxes, social security, and any other payroll tax obligations that he may owe as a result of compensation received for services rendered pursuant to this agreement.

Contractor is further responsible for providing, at his own expense, disability, unemployment, and other insurance, workers' compensation, training, permits and licenses for himself and for his employees and subcontractors. Contractor agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, attorney's fees, or damages suffered by County resulting from Contractor's failure to comply with these provisions.

18. CONFIDENTIALITY/PRIVACY

A. Personally Identifiable Information ("PII") is defined as an individual's first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to: social security number, passport number, credit card number(s), clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.

B. To the extent that the work under this Agreement requires the Contractor to have access to PII, the Contractor shall, after receipt thereof, treat such PII as confidential and safeguard such information from unauthorized use and disclosure. Contractor agrees to execute a Confidentiality Agreement protecting PII, when necessary, and further agrees not to appropriate such PII for its own use or to disclose such information to third parties unless specifically authorized by the County, in writing. If, and when Contractor becomes aware of, or should reasonably have been aware of, a breach of PII, Contractor shall notify County within two (2) business days.
19. **RECORDS RETENTION**
Contractor shall maintain all records required by the Federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement. Contractor shall retain all records pertinent to expenditure incurred under this Agreement for a period of five (5) years after the submission of the final Financial and Accomplishment Report (FAR) submitted by County to funding source signaling the completion of the grant. If there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

20. **CONFLICT OF INTEREST**
Contractor agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, director or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the Contractor hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the County, or of any designated public agencies or consultants that are receiving funds under the State CDBG program.

21. **GENERAL COMPLIANCE WITH FEDERAL REQUIREMENTS**
Contractor agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)). Contractor also agrees to comply with all other applicable Federal, state and local laws, regulations and policies governing the funds provided under this Agreement. Contractor further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

22. **ACCOUNTING STANDARDS**
Contractor agrees to comply with OMB Circular A-110 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

23. **UNIFORM ADMINISTRATIVE REQUIREMENTS**

Contractor will ensure that they are in compliance with all applicable uniform administrative requirements under 24 CFR 507.502 and 24 CFR Part 84, and or part 85, as applicable.

24. **RELIGIOUS ORGANIZATION**

Contractor agrees that funds provided under this contract will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the Federal regulations specified in 24 CFR 570.200(j).

25. **THE TRAINING, EMPLOYMENT AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS ASSURANCE OF COMPLIANCE**

a) The work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

b) Contractor will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of this Agreement. The parties to this Agreement certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
26. **ANTI-LOBBYING CERTIFICATION**

Contractor hereby certifies that:

a) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuance, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

b) If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

c) It will require that the language of paragraph (d) of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all consultants shall certify and disclose accordingly; and

d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

27. **DRUG-FREE WORKPLACE REQUIREMENTS**

Contractor shall comply with the requirements of the Drug-Free Workplace Act of 1990 and shall provide a drug-free workplace by taking the following actions:
An Agreement between the County of Glenn and Touchstone Consultants

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions will be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available counseling, rehabilitation and employee assistance programs; and (4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed contract will: (1) receive a copy of the Contractor's drug-free workplace policy statement, and (2) agree to abide by the terms of the Contractor's statement as a condition of employment under this Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future Agreements. If the County determines that any of the following has occurred: (1) the Contractor has made false certification or violated the certification by failing to carry out the requirements as noted above.

28. **AMERICANS WITH DISABILITIES ACT**

Contractor assures the County that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

29. **AUDIT/RETENTION AND INSPECTION OF RECORDS**

Contractor must have intact, auditable fiscal records at all times. County, or its funding sources, shall have the right to review, obtain, and copy all records pertaining to performance under this agreement. Contractor agrees to provide to County or its delegates any relevant information requested and shall permit County or its delegates access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the
purposes of determining compliance with PCC § 10115 et seq., GC § 8546.7 and 2 CCR § 1896.60 et seq. Contractor agrees to maintain such records for a period of four (4) years after final payment under the agreement.

30. CONFLICT RESOLUTION

County has established a procedure for the filing of grievances from any party concerning the CDBG program and this agreement. If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of the HRA Director.

A. Alternative Dispute Resolution

1. The aggrieved party may seek resolution through alternative means of dispute resolution such as mediation or facilitation. Dispute resolution proceedings must be initiated within forty-five (45) calendar days from the date of the alleged occurrence. At the initial session of the dispute resolution proceedings, the party must be advised in writing of his or her right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

2. If mediation, facilitation, or other dispute resolution processes are selected, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed upon dispute resolution agreement, the proceeding must be confidential.

B. Grievance Procedure for Unresolved Complaints

If the matter is not resolved within thirty (30) calendar days from the date the informal dispute resolution process began, the neutral party must again inform the aggrieving party of his or her right to file a formal grievance. In the event an aggrieving party files a grievance, the neutral party may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may
be referred to or introduced into evidence at the grievance and arbitration hearing. Any decision by the neutral party is advisory and is not binding unless both parties agree.

C. Time Limitations

Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one (1) year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than thirty (30) calendar days after the filing of such grievance. A decision on any such grievance must be made no later than sixty (60) calendar days after the filing of the grievance.

D. Arbitration

1. Arbitrator
   a. Joint selection by parties. If there is an adverse decision against the party who filed the grievance, or sixty (60) calendar days after the filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties.
   b. If the parties cannot agree on an arbitrator within fifteen (15) calendar days after receiving a request from one of the grievance parties, County’s Legal Counsel will appoint an arbitrator from a list of qualified arbitrators.

2. Time Limits
   a. Proceedings. An arbitration proceeding must be held no later than forty-five (45) calendar days after the request for arbitration, or, if the arbitrator is appointed by the Chief Executive Officer, the proceeding must occur no later than thirty (30) calendar days after the arbitrator’s appointment.
   b. Decision. A decision must be made by the arbitrator no later than thirty (30) calendar days after the date the arbitration proceeding begins.

3. The cost. The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails under a binding arbitration proceeding, the State or local applicant that is a party to the grievance must pay the total cost of the proceeding and the attorney’s
fees of the prevailing party.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the
day and year set forth below.

TOUCHSTONE CONSULTANTS/CONTRACTOR:

Signature ___________________________ Date ___________________________

GLENN COUNTY HUMAN RESOURCE AGENCY
APPROVED AS TO CONTENT AND FUND AVAILABILITY:

Scott Gruendl, Director ___________________________ Date ___________________________

APPROVED AS TO FORM:

HUSTON T. CARLYLE, JR., County Counsel
County of Glenn, California ___________________________

☐ Approved by Fiscal Manager _________
☐ Approved by Program Manager _________
☐ Approved by Divisional Deputy _________
## Phase 1: Community Needs Assessment & Analysis

Outcome: To determine the need for a Community Center in Hamilton City.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Description</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment Process</strong></td>
<td>Organize and regularly meet with the appointed Advisory Committee to determine the general needs of the community; set goals for an assessment process and create the assessment tool. Utilize social media to keep the Advisory Committee and the general public aware of the project. Utilize financial support to influence consistent participation by the Advisory Committee.</td>
<td>Identify the assessment process and set goals for its success Develop and test assessment tool(s) prior to implementation Develop a Facebook page to ensure consistent and regular communication; identify what to post and who will post it Hold regular meetings with the Advisory Committee to keep them apprised of your progress Pay stipends to the Advisory Committee for their assistance with the assessment and the project as a whole</td>
</tr>
<tr>
<td><strong>Conduct Assessment</strong></td>
<td>Utilize the Advisory Committee to conduct an assessment.</td>
<td>Determine the need exists for, and there is support for, a community based center</td>
</tr>
<tr>
<td><strong>Analyze Assessment Findings</strong></td>
<td>Utilize information obtained during the assessment to conduct an analysis for the County of Glenn; prepare report of findings.</td>
<td>Conduct an analysis of the information collected Prepare a preliminary report of the findings and make a recommendation to the County of Glenn on next steps or feasibility study Present report/findings to the Hamilton City Task Force and to the Glenn County Board of</td>
</tr>
</tbody>
</table>
Phase 2 - Community Center Feasibility Study-the feasibility analysis has three components: draft management plan, concept plan and location rationale.

Component 1 - Draft Management Plan-the purpose of the management plan is to identify the potential users of the center, recognize financial resources and opportunities to fund a facility and identify a management support structure. The related tasks and deliverables are as follows:

<table>
<thead>
<tr>
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<tr>
<td>User Estimates</td>
<td>Consider community input, projected population and trends, as well as, influencing factors such as space availability, access, fees, target groups, programs, services, private partnerships and revenue access/sources.</td>
<td>Identify anticipated usage of the proposed facility and provide a best and worst case scenario. Provide a snapshot of program initiatives required to form a solid business plan.</td>
</tr>
<tr>
<td>Funding Sources and Opportunities</td>
<td>The various sources of both capital and operational funding revenue shall be identified including internal and external sources and possible non-profit and private partnerships. A potential site for the community center has been identified and the property owner is amenable to working with the County on this effort.</td>
<td>Identify funding for design, construction, engineering and operations for the proposed facility as a combined structure. Identify the impact on property taxes and cost to lease the facility given upgrades needed.</td>
</tr>
</tbody>
</table>
| Management and Operations     | Recognizing that traditional and exclusively publicly funded and operation community center facilities may not be appropriate given challenges and opportunities in this area, please give consideration to the following:  
  - Natural partnerships in the delivery of the community center’s objectives  
  - Center utilization  
  - Sport market opportunities for inclusion in a multi-purpose facility plan with North Valley | Recommend a management approach for the design, build and ongoing operation of the community center facility. |
Hockey and Sports Complex
- Identification of ancillary revenue development plan options for the inclusion of other potential partnerships (meals on wheels, community kitchen, facility rental, etc.)

Component 2-Concept Plan-the concept plan is required to identify components of the proposed community center that are consistent with the findings of the needs assessment and the management plan, and provides the County with preliminary costing estimates.

<table>
<thead>
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</thead>
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<tr>
<td>Concept Plan</td>
<td>Identify the indoor and outdoor activity spaces, functional requirements (ADA), inter-related spaces. The specific amenities for consideration include a community kitchen, a conference room, gym, storage and private office spaces.</td>
<td>Provide a concept plan for general costing purposes. The plan will consider utilizing an existing facility and making modifications to it. Additional functions can be included as part of a greater feasibility argument, and as such the recommended outcome should be based on a business concept that may or may not include a community kitchen, a conference room, gym, storage and private office spaces.</td>
</tr>
<tr>
<td>Preliminary Business Plan</td>
<td>Based on the concept plan, prepare preliminary cost estimates for design, construction and ongoing operations.</td>
<td>Prepare preliminary business plan</td>
</tr>
<tr>
<td>Partnerships</td>
<td></td>
<td>The roles of public, private, and non-profit groups should be identified.</td>
</tr>
</tbody>
</table>

Component 3-Location Rational-this component considers where the community center should be located. The location rational will make a recommendation related to preferred sites for the community center facility.
<table>
<thead>
<tr>
<th>Tasks</th>
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</thead>
<tbody>
<tr>
<td>Community Center Locations</td>
<td>Review possible locations for facilities in relation to the findings of the needs assessment, management structure, concept plan and cost estimates, as well as land use constraints for the area. Consideration shall be given to the identified vacant warehouse adjacent to the North Valley Hockey and Sports Complex. The property owner is amenable to restructuring the warehouse to serve in the capacity of community center.</td>
<td>Recommend locations for facilities.</td>
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