

September 1, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED AMENDMENT NO. 3 TO EXTEND TERM WITH BERRY, DUNN, MCNEIL &
PARKER LLC, FOR BUILDING PERMIT PROCESS IMPROVEMENT SERVICES**

Fiscal Impact: None

This is to request your Board's approval of the proposed amendment No. 3 to the Personal/Professional Services Agreement with Berry, Dunn, McNeil & Parker, LLC (BerryDunn) extending the Agreement's expiration date from September 30, 2026 through February 28, 2027. The amendment would allow BerryDunn to optimize configuration between permit and plan review software systems and support implementation of building permit process improvements through the anticipated go-live. This amendment is a no-cost extension and will not increase the maximum compensation payable under the agreement.

The County entered into an agreement with Berry Dunn to support the Kern Transparent Online Permitting System (TOPS) initiative on February 22, 2024. BerryDunn's work has included documenting and assessing the County's existing permitting processes, developing future state processes and procedures, and establishing performance indicators. Amendment No. 1 extended the agreement through June 30, 2026, and added implementation support, Accela optimization and coordination, change-management assistance, and a building-permit fee study. Amendment No. 2 subsequently extended the agreement through September 30, 2026, without changing its scope or compensation. Incorporating the Kern TOPS process improvements into the County's permit and plan review software systems has taken longer than originally anticipated. Extending the agreement through February 28, 2027 will preserve continuity, assist staff with configuration, support implementation, and assess implanted process improvements following go-live.

The proposed amendment has been reviewed and approved as to form by the Office of County Counsel.

Therefore, IT IS RECOMMENDED that your Board approve the proposed Amendment No. 3 to the Personal/Professional Services Agreement with Berry, Dunn, McNeil & Parker, LLC to extend the term from September 30, 2026 through February 28, 2027 to optimize software configuration and support go-live for the Kern TOPS initiative and authorize the Chair to sign.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Anderson".

Nancy Anderson
County Administrative Officer

NA/JA: ECDEV BERRY DUNN AMEND 3

Attachments

cc: County Counsel
Purchasing

AMENDMENT NUMBER NO. 3.
TO
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
(Kern County – Berry, Dunn, McNeil & Parker, LLC)

THIS AMENDMENT TO AGREEMENT, effective _____, is between the COUNTY OF KERN, a political subdivision of the State of California, as represented by the Purchasing Agent ("County") with its principal location at 1115 Truxtun Avenue, Bakersfield, CA 93301, and Berry, Dunn, McNeil & Parker, LLC ("Consultant"), whose principal place of business is at **2211 Congress Street, Portland ME 04102.**

WITNESSETH:

WHEREAS, County and Consultant entered into a Personal/Professional Services Agreement dated **February 22, 2024**, agreement # D248369 (P) ("Agreement"); and

WHEREAS, County and Consultant amended the Agreement ("Amendment No. 1"), effective January 1, 2025, to extend the term from January 1, 2025 through June 30, 2026 and increase compensation from \$172,690 to \$320,190 for the addition of project management support and a permit fee study following the implementation of the building permit process improvement;

WHEREAS, County and Consultant amended the Agreement ("Amendment No. 2"), effective April 14, 2026, to extend the term from June 30, 2026 through September 30, 2026 to continue building permit process improvement services and building permit fee review;

WHEREAS, the parties to the Agreement desire to amend the Agreement as specified below;

NOW, THEREFORE, County and Consultant do mutually agree as follows (check those applicable):

 X **Term.** The Agreement shall be extended from **September 30, 2026** until **February 28, 2027** to complete building permit process improvements and integration into IT support systems, unless sooner terminated as provided for in the Agreement.

 Services N/A.

 Compensation for Services N/A.

 Total Amount Payable Under Agreement N/A.

Except as expressly amended herein, all provisions of the Agreement, as previously amended, shall remain in full force and effect.

[Signatures to follow on next page.]

IN WITNESS WHEREOF, this Amendment Number 3 to the Agreement has been executed as of the date indicated above.

APPROVED AS TO CONTENT:

By _____
Nancy Anderson,
County Administrative Officer

Date _____

APPROVED AS TO FORM:

Office of the County Counsel

By _____
Kelli M. King, Deputy County Counsel

Date _____

COUNTY OF KERN

By _____
Phillip Peters, Chair
Kern County Board of Supervisors
"County"

Date _____

BERRY, DUNN, MCNEIL &
PARKER, LLC

By _____
Kevin Price, Principal
"Consultant"

Date _____