



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 4/16/2024

To: Board of Directors of the Sonoma County Agricultural Preservation and Open Space District
Department or Agency Name(s): Sonoma County Agricultural Preservation and Open Space District
Staff Name and Phone Number: Allison Schichtel, 707-565-7353
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Amendments to As-Needed Licensed Land Surveyor Service Agreements

Recommended Action:

Authorize the General Manager to execute amendment agreements to two existing As-Need Licensed Land Surveyor Service Agreements, extending the term for each agreement to April 30, 2027:

1. Second Amendment Agreement with Ray Carlson and Associates, Inc.
2. Third Amendment Agreement with Cinquini & Passarino, Inc.

Executive Summary:

Since 1990, the Sonoma County Agricultural Preservation and Open Space District has protected over 125,000 acres across the County. Currently, the agency owns and manages over 1,700 acres, holds conservation easements and open space easements across more than 123,500 acres, and is expecting to close on numerous acquisition projects in the next fiscal year. The agency requires surveying services for several actions related to acquisition and stewardship of existing and future conservation easements and fee properties.

To address a need for the continuation of land surveying services that Ray Carlson and Associates, Inc. and Cinquini & Passarino, Inc. are providing for current acquisition and stewardship projects, the Sonoma County Agricultural Preservation and Open Space District staff proposes to amend its contracts with Ray Carlson and Associates, Inc. and Cinquini & Passarino, Inc. extending the term of the contracts from April 30, 2024 to April 30, 2027. Staff will issue a Request for Proposals for As-Needed Licensed Land Surveyor Services to identify additional qualified contractors in Summer 2024.

No additional funds are being requested at this time. The current not-to-exceed amount for the contract with Ray Carlson and Associates, Inc. is \$185,000; the not-to-exceed amount for the contract with Cinquini & Passarino, Inc. is \$455,000.

Discussion:

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) is committed to protecting the highest priority working and natural lands through the acquisition and long-term stewardship of existing and future conservation easements and fee title properties. As the easement holder, the agency is permanently obligated to ensure that the terms of the conservation easement are honored and must steward properties in perpetuity to ensure that the public's investment remains intact and the conservation values remain protected. Ag + Open Space has an immediate and continuing need for land surveying services in

support of ongoing conservation easement acquisition projects, fee title transfers, and stewardship.

In February 2019, Ag + Open Space issued a Request for Proposal (RFP) for As-Needed Licensed Land Surveyor Services. On April 30, 2019 the Board authorized the General Manager of Ag + Open Space to execute three service agreements with Ray Carlson and Associates, Inc., Cinquini & Passarino, Inc., and BKF Engineers, totaling \$300,000 effective for three years ending on April 30, 2022, as follows:

- An agreement with Cinquini & Passarino, Inc., in an amount not-to-exceed \$175,000;
- An agreement with Ray Carlson and Associates, Inc. in an amount not-to-exceed \$75,000;
- An agreement with BKF Engineers in an amount not-to-exceed \$50,000.

In July 2021, the Board authorized the General Manager of Ag + Open Space to execute first amendments to the three As-Needed Licensed Land Surveyor Service Agreements, extending the term for each agreement to April 30, 2024 and adding in aggregate \$300,000 for a total contract amount of \$600,000, as follows:

- First amendment agreement with Cinquini & Passarino, Inc., in an amount not-to-exceed \$130,000, resulting in a total contract amount of \$305,000;
- First amendment agreement with Ray Carlson and Associates, Inc. in an amount not-to-exceed \$110,000, resulting in a total contract amount of \$185,000;
- First amendment agreement with BKF Engineers in an amount not-to-exceed \$60,000, resulting in a total contract amount of \$110,000.

In July 2023, the Board authorized the General Manager of Ag + Open Space to execute a second amendment to the agreement with Cinquini & Passarino, Inc. to add add \$150,000 resulting in a total contract amount of \$455,000.

To meet Ag + Open Space's needs for land surveying services in support of current and future fee title acquisition, conservation easement acquisition, baseline documentation, and easement amendment projects, Ag + Open Space proposes to amend its contracts with Ray Carlson and Associates, Inc. and Cinquini & Passarino, Inc. to extend the term of the contracts to April 30, 2027. Of the three original contracts awarded, Ray Carlson and Associates, Inc. and Cinquini & Passarino, Inc. have demonstrated expertise and skills necessary to support complex conservation transactions. No additional funds are being requested at this time. Ag + Open Space will issue a new Request for Proposals for As-Needed Licensed Land Surveyor Services to identify additional qualified contractors in Summer 2024.

Strategic Plan:

N/A

Racial Equity:

N/A

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

July 11, 2023: The Board of Directors approved a second amendment agreement with Cinquini & Passarino, Inc.

July 13, 2021: The Board of Directors approved amendments to three service agreements for as-needed licensed land surveyor services.

April 30, 2019: The Board of Directors approved three service agreements for as-needed licensed land surveyor services.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$0		
Additional Appropriation Requested		\$0	\$0
Total Expenditures	\$0	\$0	\$0
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$0	\$0	\$0
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$0	\$0	\$0

Narrative Explanation of Fiscal Impacts:

The funding in these contracts has been included in previous Ag + Open Space budgets. There are sufficient funds to cover future anticipated work and the current not-to-exceed amounts for each contract will not change with the extension.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

1. Second Amendment Agreement with Ray Carlson & Associates, Inc.
2. Third Amendment Agreement with Cinquini & Passarino, Inc.

Related Items "On File" with the Clerk of the Board:

1. Original Agreement with Cinquini & Passarino, Inc.
2. First Amendment Agreement with Cinquini & Passarino, Inc.
3. Second Amendment Agreement with Cinquini & Passarino, Inc.
4. Original Agreement with Ray Carlson & Associates, Inc.

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5. First Amendment Agreement with Ray Carlson & Associates, Inc.