



SUMMARY REPORT

Agenda Date: 7/11/2023

To: Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Agricultural Preservation and Open Space District

Staff Name and Phone Number: Allison Schichtel, 565-7353

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Second Amendment to Cinquini & Passarino, Inc. Services Agreement

Recommended Action:

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute a second amendment to the surveyor services agreement with Cinquini & Passarino, Inc., increasing the contract value by \$150,000, resulting in a total contract amount not to exceed \$455,000 for term ending on April 30, 2024.

Executive Summary:

Since 1990, the Sonoma County Agricultural Preservation and Open Space District has protected over 123,700 acres across the County. Currently, the agency owns and manages over 1,300 acres, holds conservation easements and open space easements across more than 122,400 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 continuing need for land surveying services, the Sonoma County Agricultural Preservation and Open Space District staff proposes to amend its contract with Cinquini & Passarino, Inc. to add \$150,000 in funds, resulting in a total contract amount not to exceed \$455,000; which does not require change to the existing term ending on April 30, 2024.

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/or fee title properties. As the easement holder, the agency is permanently obligated to ensure that the terms of the conservation easement are being honored and must steward properties in perpetuity to ensure that the public's investment remains intact, and the conservation values are still protected. Ag + Open Space has a continuing need for land surveying services in support of ongoing conservation easement acquisition, fee title transfers, and stewardship.

In February 2019, Ag + Open Space issued a Request for Proposals (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 As-Needed Licensed Land Surveyor Service Agreements totaling \$300,000 effective for three years ending on April 30, 2022.

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As a result of the RFP the original As-Needed Licensed Land Surveyor Service Agreement with Cinquini & Passarino, Inc. was for \$175,000.

On July 13, 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.

The First Amendment to the Agreement with Cinquini & Passarino, Inc. added \$130,000 to the contract, resulting in a total contract amount not-to-exceed \$305,000.

To meet the Ag + Open Space's continuing need for land surveying services in support of fee title acquisition, conservation easement acquisition, baseline documentation, and easement amendments, Ag + Open Space proposes to amend its contract with Cinquini & Passarino, Inc. to add an additional \$150,000 in funds, resulting in a total contract amount of \$455,000. The agreement term remains through April 30, 2024.

Strategic Plan:

N/A

Prior Board Actions:

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	FY 23-24 Adopted	FY 24-25 Projected	FY 25-26 Projected
Budgeted Expenses	\$150,000		
Additional Appropriation Requested			
Total Expenditures	\$150,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$150,000		
Use of Fund Balance			
Contingencies			
Total Sources	\$150,000		

Narrative Explanation of Fiscal Impacts:

This amount of the proposed amendment can be covered within the FY23-24 adopted budget.

Staffing Impacts:

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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 to Agreement with Cinquini & Passarino, Inc.
2. Original Agreement with Cinquini & Passarino, Inc.
3. First Amendment to Agreement with Cinquini & Passarino, Inc.

Related Items “On File” with the Clerk of the Board: