



SUMMARY REPORT

Agenda Date: 7/9/2024

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Sonoma County Regional Parks

Staff Name and Phone Number: Isabelle Boutin/Elizabeth Tyree/Steve Ehret, 707-565-2041

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Regional Parks As-Needed Professional Services Agreements

Recommended Action:

Authorize the director of the Regional Parks Department to execute forty-one (41), new multi-year, As-Needed Professional Service Agreements with a "not to exceed" amount ranging from \$75,000 to \$1,500,000, depending on the professional service discipline. The individual consultants fall within eleven (11) different professional service disciplines. Consultants and "not to exceed" amounts are listed in the Discussion section of the item.

Executive Summary:

The adopted Five-Year Capital Project Plan for Regional Parks identifies 107 projects including regional trails, river and coastal access parks, community parks, and regional open space parks and preserves. The diverse and extensive list of projects recommended in the plan require a range of professional services. To expedite contracting for these services over the next five years, the Regional Parks Department proposes that multi-year as-needed agreements with several firms for each professional services discipline be utilized. The Purchasing Agent and County Counsel office support this approach.

Regional Parks is requesting the Board authorize the Director of Regional Parks to execute multi-year as-needed professional service agreements for eleven (11) types of frequently used professional services: appraisal and acquisition, architectural and access compliance, biological resources, civil and biological engineering, civil engineering - boat launch and marinas, cultural resources, environmental and regulatory processing, environmental site assessment, geotechnical engineering, land surveying, and traffic engineering.

Discussion:

On June 16, 2009, the Board approved Regional Parks' first use of multi-year as-needed service agreements which resulted in improved efficiency in Regional Parks, County Counsel, and the Purchasing departments by significantly reducing processing overhead of Professional Service Agreements. A single agreement was used to perform multiple services for a variety of projects. By eliminating the need to prepare separate request for proposals, contracts, and Board reports for numerous contracts, staff costs were reduced by an estimated 4,330 hours, a savings of \$143,570 over four years. In addition, workload efficiencies were realized, and project schedules were shortened by two to six months.

The Request for Proposals (RFP) was posted to the Supplier Portal on March 5, 2024, and event invitations

were sent to 1,003 suppliers. Over 2,200 notifications were also sent to subscribers of the County's RFP posting list. The contracts have been reviewed by the Purchasing Department and County Counsel to develop the overall approach to setting up these agreements.

Following the execution of these as-needed agreements, staff will obtain fee proposals from multiple firms for each specific project, thus ensuring the County is receiving the best price and product. As it is standard with County as-needed agreements, there is no guarantee of any minimum amount of work for any consultant. The agreements' maximum not-to-exceed amounts are based upon projects that are identified in the Department's approved Five-Year Capital Project Plan. All the funds expended will be consistent with the amounts appropriated for each project by the Board of Supervisors. The contract amounts also include contracting capacity for unforeseen projects that arise over the course of a five-year period.

Regional Parks evaluated and selected the consultants based upon an RFP and analysis of numerous criteria, including written proposal, demonstrated ability to perform the services described, experience, qualifications, expertise, cost efficiency, history of providing similar services with other public agencies, willingness to agree to County's contract language, and quality of work. The forty-one (41) proposals (by thirty-one (31) different consultants) recommended for as-needed agreements were selected from fifty-one (51) proposals received across the eleven (11) different service areas by thirty-six (36) consultants. A summary of the recommended contracts by professional service type is provided below:

1) Appraisal & Acquisition Services (\$200,000):

Proposals received, four (4), Recommended contracts:

1. Associated Right of Way Services, Inc. (AR/WS)
2. Overland, Pacific & Cutler, LLC (OPC)
3. Paragon Partners Consultants, Inc.
4. Ward Levy Appraisal Group, Inc.

2) Architectural & Access Compliance Services (\$150,000):

Proposals received, four (4), Recommended contracts:

1. Axia Architects
2. NJ Associates, Inc. (DBA NJA Architecture)
3. Stephanie Felch (DBA Praxis Architects)
4. Ware Associates, Inc.

3) Biological Resources (\$250,000):

Proposals received, seven (7), Recommended contracts:

1. Prunuske Chatham, Inc.
2. Questa Engineering Corporation
3. Sequoia Ecological Consulting, Inc.
4. Sonoma Ecology Center

5. Swift Biological Consulting LLC
6. WRA, Inc.

4) Civil & Bio-Engineering Services (\$1,500,000):

Proposals received, eleven (11), Recommended contracts:

1. Alta Planning + Design, Inc.
2. BKF Engineers
3. Brelje & Race Consulting Engineers
4. EBA Engineering
5. Prunuske Chatham, Inc.
6. Questa Engineering Corporation
7. Sonoma Resource Conservation District

5) Civil Engineering - Boat Launch (\$750,000):

Proposals received, one (1), Recommended contracts:

1. GHD Inc.

6) Cultural Resources (\$300,000):

Proposals received, six (6), Recommended contracts:

1. Alta Archaeological Consulting LLC
2. Sonoma State University, Anthropological Studies Center
3. Environmental Science Associates (ESA)
4. Evans & De Shazo, Inc. (EDS)

7) Environmental & Regulatory Processing (\$300,000):

Proposals received, five (5), Recommended contracts:

1. Environmental Science Associates (ESA)
2. Leonard Charles and Associates
3. Prunuske Chatham, Inc.
4. WRA, Inc.

8) Environmental Site Assessment (\$75,000):

Proposals received, three (3), Recommended contracts:

1. Brunsing Associates, Inc.

2. EBA Engineering

9) Geotechnical Engineering (\$150,000):

Proposals received, three (3), Recommended contracts:

1. Geocon Consultants, Inc.
2. Brunsing Associates, Inc.
3. Miller Pacific Engineering Group

10) Land Surveying (\$250,000)N:

Proposals received, five (5), Recommended contracts:

1. BKF Engineers
2. Brelje & Race Consulting Engineers
3. Cinquini & Passarino, Inc.
4. Ray Carlson and Associates, Inc.

11) Traffic Engineering (\$150,000):

Proposals received, two (2), Recommended contracts:

1. Alta Planning + Design, Inc.
2. Whitlock & Weinberger Transportation, Inc. (DBA W-Trans)

Pursuant to Article 5.2 (Contracting Out Bargaining Unit Work - Union Notice) of the Memorandum of Understanding ("MOU") between the County of Sonoma and SEIU Local 1021, SEIU was notified that the Sonoma County Regional Parks Department would request approval from the Sonoma County Board of Supervisors to contract out professional services. In February 2024, Regional Parks offered to discuss the services to be contracted out with SEIU 1021. The contracting would not result in the lay off or reduction in work hours for employees represented by the Union. Thus, there was no objection from SEIU 1021.

Strategic Plan:

N/A

Racial Equity:

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

No

Prior Board Actions:

September 12, 2023, Board accepted the Five-Year Capital Improvement Plan for the period Fiscal Year 2023-2024 through Fiscal Year 2027-2028.

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August 2, 2022, Board approved twelve (12) Regional Parks As-Needed Professional Services Agreements for two (2) different professional service disciplines: Landscape Architectural and Planning Services and Backcountry Trail Design Services.

July 12, 2022, Board approved amendments to extend the term of forty-nine (49) existing As-Needed Professional Services Agreements, and increased the not to exceed amounts in twenty-two (22) of those agreements.

July 9, 2019, Board approved fifty-one (51) Regional Parks As-Needed Professional Services Agreements for eleven (11) different professional service disciplines.

July 11, 2017, Board approved a Regional Parks As-Needed Professional Services Agreement for Landscape Architectural Services.

June 6, 2017, Board approved an amendment to extend the terms of forty-two (42) existing Regional Parks As-Needed Professional Services Agreements that Regional Parks maintains with ten (10) different professional service disciplines, and increased the not to exceed amounts in seven (7) of those agreements.

June 21, 2016, Board approved an amendment to extend the term of eight (8) existing Regional Parks As-Needed Agreements for Civil & Bio Engineering Services.

April 22, 2014, Board approved twenty (20) Regional Parks As-Needed Professional Services Agreements.

March 25, 2014, Board approved twenty-four (24) Regional Parks As-Needed Professional Services Agreements.

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	\$1,800,000		
Additional Appropriation Requested			
Total Expenditures	\$1,800,000		
Funding Sources			
General Fund/WA GF			
State/Federal	\$800,000		
Fees/Other	\$1,000,000		
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$1,800,000		

Narrative Explanation of Fiscal Impacts:

No funds are specifically committed to these as-needed contracts. When work is required under these

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contracts it will be paid for from funds already budgeted to the particular project for which the contract is being utilized. Given past and projected workload over the five-year contract period, we estimate the usage of these agreements will be between \$1,000,000 and \$1,800,000 annually.

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

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

None

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

Agreement with Alta Archeological Consulting LLC
Agreement with Alta Planning and Design, Inc. / Civil & Bio-Engineering
Agreement with Alta Planning and Design, Inc./Traffic Engineering
Agreement with Associated Right of Way Services, Inc.
Agreement with Axia Architects
Agreement with BKF Engineers / Civil and Bio-Engineering Services
Agreement with BKF Engineers / Land Surveying
Agreement with Brelje & Race Consulting Engineers/Civil & Bio-Engineering Services
Agreement with Brelje & Race Consulting Engineers/Land Surveying
Agreement with Brunsing Associates, Inc. /Environmental Site Assessment
Agreement with Brunsing Associates, Inc. / Geotechnical Engineering
Agreement with Cinquini & Passarino, Inc.
Agreement with EBA Engineering / Civil & Bio-Engineering Services
Agreement with EBA Engineering /Environmental Site Assessment
Agreement with Environmental Science Associates /Cultural Resources
Agreement with Environmental Science Associates / Environmental & Regulatory Processing
Agreement with Evans & De Shazo, Inc.
Agreement with Geocon Consultants, Inc.
Agreement with GHD, Inc.
Agreement with Leonard Charles and Associations
Agreement with Miller Pacific Engineering Group
Agreement with NJ Associates, Inc.
Agreement with Overland, Pacific & Cutler, LLC
Agreement with Paragon Partners Consultants
Agreement with Prunuske Chatham, Inc./ Biological Resources
Agreement with Prunuske Chatham, Inc./Civil & Bio-Engineering Services

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Agreement with Prunuske Chatham, Inc./Environmental & Regulatory Processing
Agreement with Questa Engineering / Biological Resources
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