



## SUMMARY REPORT

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**Agenda Date:** 1/27/2026

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**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:** Misti Arias (707) 565-7360; Allison Schichtel, (707) 565-7353  
**Vote Requirement:** Majority  
**Supervisory District(s):** Countywide

**Title:**

As-Needed Licensed Land Surveyor Service Agreements

**Recommended Action:**

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute four service agreements for Licensed Land Surveyor Services for agency-led acquisition and stewardship projects for a combined contract value not to exceed \$300,000 for three years, ending on January 13, 2029, with an option to extend for two additional one-year periods as follows:

- A. An agreement with Cinquini & Passarino, Inc., in an amount not to exceed \$150,000;
- B. An agreement with BKF Engineering in an amount not to exceed \$50,000;
- C. An agreement with Brelje & Race Consulting Engineers in an amount not to exceed \$50,000;
- D. An agreement with Lescure Engineers, Inc. in an amount not-to-exceed \$50,000.

**Executive Summary:**

Since 1990, the Sonoma County Agricultural Preservation and Open Space District has protected over 127,000 acres across the county. Currently, the agency owns and manages over 1,700 acres and holds conservation easements and open space easements across more than 126,000 acres. Each property was acquired for a specific conservation purpose and must be stewarded in perpetuity to permanently protect the identified conservation values.

In some cases, land surveying services are required to complete planning, acquisition, or stewardship activities for agency-protected properties. Four service providers were selected pursuant to a request for proposals process to help satisfy this need.

The services agreement was reviewed by Human Resources in compliance with MOU language and notification to the appropriate employee organization was provided.

**Discussion:**

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) seeks to enter open-scope contracts for as-needed licensed land surveyor services. Ag + Open Space is committed to protecting critical working and natural lands of Sonoma County through the acquisition and long-term stewardship of existing and future conservation easements and fee title properties. As the easement holder, Ag + Open Space is permanently obligated to ensure that the terms of the conservation easement are being honored and must steward properties in perpetuity. Ag + Open Space has a need for licensed land surveying services in support of ongoing conservation easement acquisition, fee title transfers, and stewardship, including the following

tasks:

**Task 1.** Provide typical licensed land surveyor services such as:

- Review existing, prepare new, or plot legal descriptions for property boundaries and easement designation areas (e.g., building envelopes)
- Locate boundaries and other locations on the ground and mark appropriately
- Establish new monuments and complete Records of Survey
- Gather spatial data
- Create Geographic Information Systems (GIS) data compatible with Ag + Open Space's GIS software
- Create maps or surveys showing easement area boundaries, lines, centerlines, landmarks, and other relevant features

**Task 2.** Serve as Responsible Charge - Professional Land Surveying

Serve as responsible charge for Ag + Open Space in accordance with California Code of Regulations Section 404.2, overseeing Ag + Open Space staff and consultants in gathering and maintaining data and preparing maps. The consultant licensed land surveyor will review and approve methods of data collection, processing, maintenance, and development of draft map products prior to finalization.

### **Competitive Selection Process**

On October 21, 2025, Ag + Open Space opened a Request for Proposal (RFP) process to identify and screen qualified contractors for the work described above. The work was divided into two tasks, as described above. The RFP was sent to 970 firms and advertised on the County of Sonoma Purchasing website. A total of five entities submitted proposals for this RFP. A panel of four Ag + Open Space staff, with representation from Acquisition and Stewardship programs, evaluated proposals against the following criteria: 1) Demonstrated ability to perform the services described; 2) Experience, qualifications, and expertise; 3) Costs relative to the scope of services; 4) Quality of work as verified by references; 5) A demonstrated history of providing similar services to comparable entities; 6) Willingness to accept the County's contract terms; and 7) Any other factors the evaluation committee deems relevant. The four recommended firms submitted responsive proposals that clearly addressed the needs of Ag + Open Space and thoughtfully responded to the elements described in the RFP. The proposed contract amounts reflect anticipated needs for the services available under each contract. Cinquini & Passarino, Inc. is recommended to serve as responsible charge.

Once a project or technical need has been identified, staff will reach out to contractors to describe Ag + Open Space's needs under the as-needed agreement. Specific details of each work assignment will be determined during project initiation, including the specific project scope of work, schedule for completion of the project scope, and the proposed cost. Staff will prepare a Task Order (see sample in Attachment 1) to memorialize these terms. The Task Order must be signed by Ag + Open Space staff and the Contractor prior to the onset of work. Ag + Open Space does not guarantee any minimum or maximum amount of work to be completed under the as-needed agreements. One advantage of selecting multiple service providers is the ability to request cost estimates from a pre-approved group of consultants in order to keep approved task orders competitive across many markets.

**Local Preference**

All of the selected firms have locations in Sonoma County and have significant experience working in our unique geographical landscapes.

**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:**

4/16/2024: Amendments to As-Needed Licensed Land Surveyor Service Agreements

7/11/2023: Second Amendment to Cinquini & Passarino, Inc. Services Agreement

7/13/2021: First Amendment to As-Needed Licensed Land Surveyor Service Agreements

4/30/2019: As-Needed Licensed Land Surveyor Contracts

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 25-26 Adopted</b>	<b>FY 26-27 Projected</b>	<b>FY 27-28 Projected</b>
Budgeted Expenses	\$80,000	\$125,000	\$95,000
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$80,000</b>	<b>\$125,000</b>	<b>\$95,000</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$80,000	\$125,000	\$95,000
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$80,000</b>	<b>\$125,000</b>	<b>\$95,000</b>

**Narrative Explanation of Fiscal Impacts:**

Ag + Open Space has adequate appropriations in its FY 25-26 budget for the \$80,000 in contract expenditures. Appropriations will be requested for FY 26-27 and FY 27-28 in the recommended budgets.

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

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**Attachments:**

1. Sample Task Order
2. Professional Services Agreement with Cinquini & Passarino, Inc.
3. Professional Services Agreement with BKF Engineering
4. Professional Services Agreement with Brelje & Race Consulting Engineers
5. Professional Services Agreement with Lescure Engineers, Inc.

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

N/A