



SUMMARY REPORT

Agenda Date: 4/30/2019

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: Sheri J. Emerson, 565-7358
Vote Requirement: Majority
Supervisory District(s): Countywide

Title:

As-Needed Licensed Land Surveyor Service Agreements

Recommended Actions:

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute three service agreements totaling \$300,000 for licensed land surveyor services on District-protected lands effective for three years ending on April 30, 2022, as follows:

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

Executive Summary:

Since 1990, the Sonoma County Agricultural Preservation and Open Space District has protected over 117,000 acres across the county. Currently, the agency owns and manages over 4,000 acres and holds conservation easements across almost 110,000 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, and/or stewardship activities for District-protected properties. Three service providers were selected pursuant to a request for proposals process to help satisfy this need.

Discussion:

Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) staff is committed to monitoring conservation easements, managing fee title lands, and evaluating future conservation projects that continue to enhance the value of the 117,000 acres protected with public funds in the County.

Ag + Open Space proposes three as-needed service agreements (on file with the Clerk of the Board) for licensed land surveyor services on Ag + Open Space-protected lands totaling \$300,000 effective for three years ending on April 30, 2022 as follows:

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

Each firm submitted a proposal that was selected based on its ability to fulfill Ag + Open Space needs in the following two areas:

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

- Locate boundaries and other locations on the ground and mark with appropriate marker
- Prepare and/or plot legal descriptions and supporting materials
- 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 showing easement area boundaries, centerlines, man-made landmarks, etcetera

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

Cinquini & Passarino, Inc. will serve as responsible charge for the Ag + Open Space in accordance with California Code of Regulations Section 404.2, overseeing Ag + Open Space staff and separate baseline consultants in gathering and maintenance of data and preparation of various map projects, such as property specific general information maps, site assessment maps, project structure maps, baseline maps, and monitoring maps, among others. The consultant licensed land surveyor would review and approve methods of data collection, processing, maintenance, and development of draft map products prior to finalization.

Competitive Selection Process

Ag + Open Space conducted 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 583 firms and advertised on the Ag + Open Space website and the County Purchasing website. A total of seven entities submitted proposals for this RFP. Using a set of selection criteria, an evaluation committee comprised of internal and external staff reviewed all of the proposals, scored each according to the pre-established criteria, and then the three top ranked candidates capable of satisfying the services needed were interviewed and later selected. These three candidates submitted responsive proposals that clearly addressed the needs of Ag + Open Space and thoughtfully responded to the elements described in the RFP.

Once a project or technical need has been identified, staff will initiate a meeting to describe the agency'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, cost estimate, and payment provisions. Ag + Open Space staff will then prepare a Task Order (see sample in Attachment 1) to memorialize the agreement reached during project initiation or through the project cost estimate process. The Task Order must be signed by Ag + Open Space staff and the Consultant prior to the onset of work. Ag + Open Space will 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 to a pre-approved group of consultants in order to keep approved task orders competitive across many markets.

Local Preference, Local Experience

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

Prior Board Actions:

FISCAL SUMMARY

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses	120,000	90,000	90,000
Additional Appropriation Requested			
Total Expenditures	120,000	90,000	90,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	120,000	90,000	90,000
Use of Fund Balance			
Contingencies			
Total Sources	120,000	90,000	90,000

Narrative Explanation of Fiscal Impacts:

This amount is appropriated in the FY 2018-2019 budget and will be incorporated in the projected year's budgets.

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

1. Sample Task Order

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

1. Agreement with Cinquini & Passarino, Inc.
2. Agreement with Ray Carlson and Associates, Inc.
3. Agreement with BKF Engineers