



SUMMARY REPORT

Agenda Date: 3/10/2020

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

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

Staff Name and Phone Number: Kim Batchelder, 565-7355

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Agreement Extensions for Baseline Consultants

Recommended Action:

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute time-only amendments to the following professional service agreements:

- A) First Amendment to Agreement with Robert Evans dba Rob Evans & Associates, extending the term until December 31, 2023.
- B) First Amendment to Agreement with Prunuske Chatham, Inc., extending the term to December 31, 2023.
- C) First Amendment to Agreement with Roger Sternberg, extending the term to December 31, 2023.

Executive Summary:

In March 2017, the Sonoma County Agricultural Preservation and Open Space District advertised a Request for Proposals for as-needed baseline condition assessment services. The Sonoma County Agricultural Preservation and Open Space District received a total of eight proposals and contracted with four consultants for a total of \$250,000 in July 2017.

In October 2017, in the midst of the planning process for baseline documentation work, Sonoma County experienced devastating wildfires that had a significant impact on the operations and priorities of all Sonoma County departments and special districts, necessitating a shift in focus to response, recovery, and resiliency. In October 2019, the Kincade Fire once again required a shift in staff resources to focus on more immediate disaster-related efforts.

Baseline documentation services are essential for establishing the current condition of Sonoma County Agricultural Preservation and Open Space District protected properties. Property conditions observed during annual monitoring visits are compared to the conditions documented in the baseline, to determine if the terms of the conservation easement are being met.

Staff is recommending that your Board approve amendments to three consultant contracts for baseline documentation services, to extend the term of for complete the scope of work outlined in each contract as the

need for this service is ongoing:

- First Amendment to Agreement with Robert Evans dba Rob Evans & Associates, extending the term until December 31, 2023.
- First Amendment to Agreement with Prunuske Chatham, Inc., extending the term to December 31, 2023.
- First Amendment to Agreement with Roger Sternberg, extending the term to December 31, 2023.

No additional funding is required for the requested term extensions.

Discussion:

The Sonoma County Agricultural Preservation and Open Space District's (Ag + Open Space) primary conservation tool is the conservation easement, which protects land through the purchase of development rights from willing sellers in areas prioritized for protection in Ag + Open Space's Acquisition Plan, Connecting Communities and the Land. In addition, Ag + Open Space accepts open space easements granted through the Sonoma County (County) permitting process. Ag + Open Space ensures the perpetual protection of these lands through regular monitoring visits and other procedures, for which Baseline Documentation serves as an essential reference. To date Ag + Open Space has protected over 119,000 acres via the purchase of conservation easements and fee title, and acceptance of open space easements through the County's development project approval process.

Ag + Open Space's practice has been to prepare baseline documents through consultant contracts managed by Ag + Open Space staff. This approach allows for the staff property-specific knowledge to be best utilized in the gathering of existing information about a property for the consultant, and the consultant's technical expertise to be used in the detailed analysis of this information, site visit to confirm and document current property condition, and preparation of a legal document that meets Ag + Open Space's needs. Staff review the baseline documents to ensure that the documents are of consistent quality and are accurate. Landowners are required to sign the final document to indicate their confirmation of the documented conditions. Utilizing consultants in this way has leveraged limited Ag + Open Space staff resources to complete as many baseline documents as possible.

Baseline Report services will be required for a number of existing protected lands that do not yet have documentation and for future conservation and open space easement acquisitions. Ag + Open Space anticipates requiring approximately six to twelve Baseline Documentation and/or Current Condition Reports per year. It is the intention of Ag + Open Space to complete all outstanding Baseline Documentation Reports and Current Condition Reports in the next three years. Utilizing several different service providers has maximized the time of Ag + Open Space staff and resulted in baseline documents and current condition reports being completed in an efficient and timely manner, while maintaining a positive working relationship with the landowners.

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In March 2017, Ag + Open Space advertised a request for proposals for qualified contractors to provide Baseline Documentation and Current Conditions Report services for a variety of Ag + Open Space-protected properties throughout Sonoma County. Eight proposals were received and four contractors were chosen through the initial competitive process. With authorization from the Board of Directors, the General Manager of Ag + Open Space executed the following contracts:

1. Agreement with Robert Evans dba Rob Evans & Associates for \$125,000
2. Agreement with Prunuske Chatham, Inc. for \$75,000
3. Agreement with Pacific Watershed Associates, Inc. for \$25,000
4. Agreement with Roger Sternberg for \$25,000

Ag + Open Space seeks to extend the term for three of the four contracts. As a result of the fires of October 2017 and October 2019, the scopes of work were impacted or delayed. The subject contracts were executed with specific scopes of work and timelines based on existing conditions at that time. As circumstances have changed, it is necessary to amend these contracts to reflect current conditions.

Staff is recommending that your Board approve amendments to three consultant contracts for baseline documentation services, to extend the term of each contract as the need to complete this ongoing service:

- First Amendment to Agreement with Robert Evans dba Rob Evans & Associates, extending the term until December 31, 2023.
- First Amendment to Agreement with Prunuske Chatham, Inc., extending the term to December 31, 2023.
- First Amendment to Agreement with Roger Sternberg, extending the term to December 31, 2023.

Prior Board Actions:

July 18, 2017: Board Action #2 The Board authorized the General Manager to execute as-needed professional services agreements for baseline documentation with (1) Rob Evans in the not-to-exceed amount of \$125,000; (2) Prunuske Chatham, Inc. in the not-to-exceed amount of \$75,000; (3) Pacific Watershed Associates, Inc. in the not-to-exceed amount of \$25,000; and (4) Roger Sternberg in the not-to-exceed amount of \$25,000.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$50,000	\$75,000	\$51,000
Additional Appropriation Requested			
Total Expenditures	\$50,000	\$75,000	\$51,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$50,000	\$75,000	\$51,000

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Use of Fund Balance			
Contingencies			
Total Sources	\$50,000	\$75,000	\$51,000

Narrative Explanation of Fiscal Impacts:

Since Board approval of the three original contracts in 2017, approximately \$49,000 has been expended, with approximately \$176,000 left. The response to the 2017 Sonoma Complex Fires and the 2019 Kincade Fire precluded activity on baseline documentation. No additional funds are being allocated to the contracts. The terms are being extended to complete the delayed work.

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

Narrative Explanation of Staffing Impacts (If Required):

No additional appropriations are needed.

Attachments:

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

1. Robert Evans 1st Amendment
2. Prunuske Chatham Inc. 1st Amendment
3. Roger Sternberg 1st Amendment