



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 3/10/2020

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Agriculture/Weights and Measures
Staff Name and Phone Number: Andy Casarez, 565-5716
Vote Requirement: Informational Only
Supervisorial District(s): All

Title:

Engineering and Geologic Review of Vineyard and Orchard Site Development Ordinance (VESCO) Plans Request for Proposals (RFP)

Recommended Action:

Receive a draft copy of the Engineering and Geologic Review of VESCO Plans RFP. (Informational Only)

Executive Summary:

The Department of Agriculture/Weights & Measures is seeking proposals from qualified applicants to work as engineering and geologic consultants for the Vineyard and Orchard Site Development Ordinance (VESCO) program. Successful applicants will be asked to peer review engineered agricultural grading and drainage projects, geologic reports, and vineyard and orchard development plans for accuracy and compliance with VESCO standards pursuant to Chapter 36 of the Sonoma County Code and the Department's Best Management Practices for VESCO Agricultural Erosion and Sediment Control manual (BMP manual), which is further defined in Chapter 36, Section 02.060.

Discussion:

The Department of Agriculture/Weights & Measures (AWM) administers the County's VESCO program. VESCO permitting is a ministerial process in which vineyard or orchard development projects must be evaluated according to the standards set forth in Chapter 36 of the Sonoma County Code (Chapter 36) and the Department's Best Management Practices for VESCO Agricultural Erosion and Sediment Control manual (BMP manual) (Sec.36.02.060). Under Chapter 36, an application and plans must be filed, reviewed, and approved by AWM prior to commencing vineyard or orchard site development work (Sec.36.04.010).

Prior to 2012, the review and approval of VESCO applications and plans were conducted by a staff member of AWM with a background in soil conservation while engineered agricultural grading and drainage projects were peer reviewed by engineers at Permit Sonoma. In 2012 engineered agricultural grading and drainage project review was brought to AWM. Also in 2012, standards for Level 2 projects with tree removal were adopted that required the utilization of the universal soil loss equation (USLE) and/or the Revised Universal Soil Loss Equation (RUSLE2) to ensure that projects will have no net increase in soil loss from the pre-development conditions. In addition, changes were made to VESCO which required geologic reports which identify and make recommendations regarding areas of instability be submitted with certain projects (BMP manual Ch. 4). As a result of these changes, engineered plans which require peer review by a licensed engineer and geologic reports that require peer review by a certified engineering geologist (Sec.36.10.060)

started to come to AWM, which does not employ licensed engineers or certified engineering geologists. AWM has been under contract with a consultant from 2012, and the contract is set to expire on June 30, 2020. As such, the Department must again reach out for potential candidates. The Department is conducting an RFP to find a firm to contract with to review and verify compliance with standards for VESCO projects that include engineering and/or geologic reports. (Sec.36.10.060). This is also defined as any Level II plans as described in Chapter 36 (Sec.36.04.010.B), both with and without tree removal (Sec.36.16.060), any project with a grading (Sec.36.06.010) or drainage (Sec.36.08.010) component, and any project that has areas of instability (Sec.36.16.070).

Department Requirements:

AWM is seeking to contract with a firm that will perform the following services. Working in conjunction with County staff, review and verify compliance with standards for VESCO Plans submitted to AWM that include engineering and/or geologic reports (in other words, any Level II plan as defined in Chapter 36 (Sec.36.04.010), any plans with grading (Sec.36.06.010) and/or drainage (Sec.36.08.010), and any plans with areas of instability (Sec.36.16.070). In addition to reviewing submitted documents, project review may include conducting site visits to verify information contained in the application package (Sec.36.14.040.D).

The contract that will be awarded as a result of this RFP will be for as needed services to allow for flexibility during seasonal fluctuations, as well as to accommodate changes to the ordinance or BMP manual. AWM will conduct a workshop in a public meeting before the Board of Supervisors on June 2, 2020 to evaluate potential revisions to the ordinance and BMPs. The contract will be awarded after that date. There shall be no representation of minimum or maximum hours during a contract period. All fees charged by the contractor as a result of project review shall be billed to the project applicant by AWM, and those fees collected on behalf of the contractor will be remitted to the contractor for payment of services.

Consulting firm will provide written comments submitted to AWM upon conclusion of all phases of review with stamped and signed sets of plans provided by the engineer upon completion of the review process.

Consulting firm will be available as a subject matter expert to respond to questions from County staff and project applicants regarding the technical elements of project review and to defend their work.

Key Personnel and Licensure Requirements:

The key personnel must include a licensed civil engineer and certified engineering geologist. Applicants will be requested provide current copies of certifications and licenses and resumes for all key personnel and back-ups that highlights their relevant experience.

The key licensed professional engineer should have a knowledge of VESCO standards and have experience with upland and agricultural land hydrology and hydraulics, the use of Universal Soil Loss Equation (USLE) and Revised Universal Soil Loss Equation (RUSLE2), and developing or reviewing grading, drainage, and vineyard/orchard development plans.

The key certified engineering geologist should have knowledge of VESCO standards and have experience with upland and agricultural land hydrology and hydraulics, writing/reviewing engineering geologic and geotechnical reports, identifying areas of slope instability and mass wasting, and conducting factor of safety

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analysis for slope stability.

Schedule:

- Release of RFP to public 3/23/2020
- Response proposals due 4/17/2020
- Award Contract 7/07/2020

Selection Process:

All proposals received by the County will be reviewed for content, including but not limited to professional qualifications, related experience, and cost of the bidding consultants. The County may, during the evaluation process, request from any proposer additional information which the County deems necessary to determine the proposer's ability to perform the required services.

The County reserves the right to select the proposal which in its sole judgment best meets the needs of the County. ***The lowest proposed cost is not the sole criterion for recommending contract award.***

The firm will be selected by an Evaluation Committee which will consist of County personnel, wine-grape industry representatives, and relevant experts. A recommendation will then be made to the Board of Supervisors for this project, but the Board is not bound to accept the recommendation or award the project to the recommended firm.

Anticipated date to bring item back for award of contract by the Board of Supervisors:

July 7, 2020

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$50,000	\$125,000	\$125,000
Additional Appropriation Requested			
Total Expenditures	\$50,000	\$125,000	\$125,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$50,000	\$125,000	\$125,000
Use of Fund Balance			
Contingencies			
Total Sources	\$50,000	\$125,000	\$125,000

Narrative Explanation of Fiscal Impacts:

The contract issued as a result of this RFP will be written with a not to exceed amount of \$125,000 for FY 20-21 and FY 21-22. However, the costs generated as a result of the contracted work will be paid by the permit applicant as a pass through fee. The contract will be drafted in a manner that does not guarantee any level of payment to the contractor when services are not required. A contract currently exists through June 30, 2020 for FY 19-20 in the amount of \$50,000. There are no additional fiscal impact for this period.

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

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

- Draft Engineering and Geologic Review of VESCO Plans RFP
- Attachment A - VESCO RFP Sample Agreement
- Attachment B - VESCO RFP Declaration of Local Business for Services
- Attachment C - VESCO RFP Living Wage Solicitation Form
- Attachment D - VESCO RFP Sample Insurance Requirements

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

N/A