



SUMMARY REPORT

Agenda Date: 4/28/2020

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: Catherine Iantosca, 565-5730
Vote Requirement: Majority
Supervisory District(s): Countywide

Title:

As-Needed Mowing and Wildlife Survey Services Agreements

Recommended Action:

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute two as-needed service agreements for mowing and wildlife survey services totaling \$300,000 effective for three years ending on December 31, 2023, as follows:

1. An agreement with Hanford Applied Restoration and Conservation, in an amount not-to-exceed \$150,000;
2. An agreement with Prunuske Chatham, Inc., in an amount not-to-exceed \$150,000

Executive Summary:

The Sonoma County Agricultural Preservation and Open Space District currently owns approximately 4,200 acres of open space land throughout the county. Portions of these properties must be mowed annually for fire abatement and to comply with local fire departments. Properties are mowed every spring and, if needed, again in early fall.

Consultant services are required in order to complete these mowing activities. Additionally, consultants complete wildlife surveys prior to mowing to prevent negative impacts to wildlife from the mowing activities. Two service providers were selected pursuant to a request for proposals process to support the agency's mowing needs.

Discussion:

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) is committed to completing fire abatement mowing of Ag + Open Space-owned properties in an efficient and timely manner. Ag + Open Space is also committed to completing wildlife surveys prior to mowing in order to protect natural resources on its properties. These are classified as essential services under the current Sonoma County Shelter in Place Order.

Ag + Open Space proposes two as-needed service agreements (on file with the Clerk of the Board) for mowing and wildlife survey services totaling \$300,000 effective for three years ending on December 31, 2023, as follows:

1. An agreement with Hanford Applied Restoration and Conservation, in an amount not-to-exceed \$150,000;
2. An agreement with Prunuske Chatham, Inc., in an amount not-to-exceed \$150,000

Both firms submitted proposals that were selected based on their ability to fulfill the tasks described below:

Task 1: Mowing Services

Task 2: Wildlife Survey Services

Mowing Services include mowing annual grasses and other herbaceous vegetation using a tractor-pulled mower, string trimmer, or similar other equipment. Mowing locations may include property boundaries adjacent to road frontages or neighboring structures, and internal roads or trails for vehicle and pedestrian access.

Wildlife Survey Services include surveying planned mowing areas prior to mowing activity, marking locations of any observed wildlife activity in the field, and communicating this information to Ag + Open Space staff and the mowing contractor.

Competitive Selection Process

Ag + Open Space conducted a Request for Proposal (RFP) process to identify and screen qualified contractors for mowing and wildlife survey services. The RFP was sent to approximately 833 firms and advertised on the Ag + Open Space website and the County Purchasing website. A total of 10 entities submitted proposals for this RFP. Using a set of selection criteria, an evaluation committee comprised of internal staff independently reviewed all of the proposals, scored each according to the pre-established criteria, and selected the candidates most capable of providing the identified services. Evaluation criteria included a review of each entity's qualifications, expertise, and demonstrated history of performing the two tasks described in the RFP, along with the costs of service, responsiveness, and merit of the proposals. The two contractors identified above submitted responsive proposals that clearly addressed the needs of the Ag + Open Space and thoughtfully responded to the elements described in the RFP.

Local Preference, Local Experience

Both of the selected firms are located in Sonoma County, and have significant experience working in the Sonoma County community.

Prior Board Actions:

November 20, 2012: Approval of Fee Lands Strategy

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$80,000	\$110,000	\$110,000
Additional Appropriation Requested			

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Total Expenditures	\$80,000	\$110,000	\$110,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$80,000	\$110,000	\$110,000
Use of Fund Balance			
Contingencies			
Total Sources	\$80,000	\$110,000	\$110,000

Narrative Explanation of Fiscal Impacts:

Adequate appropriations are existing in the FY 19-20 budget and will be incorporated into the projected year's budgets.

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

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

1. Professional Service Agreement with Hanford Applied Restoration and Conservation
2. Professional Service Agreement with Prunuske Chatham, Inc.