



SUMMARY REPORT

Agenda Date: 7/7/2020

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Agricultural Commissioner/Sealer of Weights & Measures

Staff Name and Phone Number: Andy Casarez, (707) 565-5716

Vote Requirement: 4/5th

Supervisorial District(s): Countywide

Title:

Amendment to a Professional Services Agreement for Engineering and Geologic Review of VESCO Projects

Recommended Action:

Authorize the Agricultural Commissioner/Sealer of Weights and Measures (AWM) to execute the first amendment to a not-to-exceed \$100,000 professional services agreement with LACO Associates (Consultant) for engineering and geologic review of VESCO projects through December 31, 2021.

Executive Summary:

In June 2012 the County entered into an agreement with Consultant for the review of engineering and geologic components of vineyard and orchard site development plans as well as agricultural grading and drainage improvement plans and to verify that such plans comply with Chapter 36 of the Sonoma County Code and the Best Management Practices. The County entered into subsequent agreements for services in 2015 and 2017. The term for the 2017 agreement was for three years with a termination date of June 30, 2020.

AWM was scheduled to release a Request for Proposals (RFP) in March 2020, when Sonoma County was affected by the Coronavirus pandemic. A local shelter-in-place was ordered, and the County shifted its focus to essential services.

AWM planned to conduct the RFP in time to have a new contract in place when the Consultant's contract expired on June 30, 2020. However, due to the events related to the local health emergency, AWM is seeking to extend the professional services agreement for a period of 18 months to allow time for a thorough RFP to take place.

As indicated in the discussion that follows, AWM completed a RFP process in 2012 to confirm that a relationship with the Consultant was in the best interest of the County. It is acknowledged that another RFP is due to revisit whether it continues to be in the best interest of the County to continue the relationship with this Consultant.

Discussion:

In 2012 it was determined after conducting a RFP that it was in the best interest of the County to enter into an agreement with Consultant. The scope of work was to review the engineering and geologic components of

vineyard and orchard site development plans as well as agricultural grading and drainage improvement plans and verify that such plans comply with Chapter 36 of the Sonoma County Code and the Best Management Practices.

The initial contract authorized by the Board of Supervisors between the County and Consultant in 2012 was for one year term, with two one-year extension options for an amount not to exceed \$160,000.

In 2015, the Board of Supervisors authorized a subsequent agreement between the County and Consultant for a one year term, with two one-year extension options for an amount not to exceed \$100,000.

Lastly in 2017, the County entered into a new agreement under department head authority with the Consultant for a three-year term for an amount not to exceed \$50,000.

In anticipation of a June 30, 2020 end date of the current agreement, AWM drafted a RFP to test the market to determine if a continued agreement with Consultant was in the best interest of the County. On March 10, 2020, AWM presented to the Board of Supervisors a draft copy of the RFP for informational purposes. The RFP was on track to be released shortly thereafter, when the coronavirus pandemic affected Sonoma County. Due to the shelter-in-place order the County shifted its focus to essential services, which resulted in the RFP being placed on hold.

The proposed amendment to a professional services agreement for engineering and geologic review of VESCO projects would provide the County with the time needed to conduct a RFP and identify a consultant that would best meet the needs of the County.

The proposed amendment to the professional services agreement with the Consultant will extend the original agreement for a period of 18-months, through December 31, 2021. The budget requested is a not to exceed amount of \$100,000. That amount is collected as a pass-through fee for services paid by the VESCO permittee for review of level two projects and projects that include grading and drainage components to ensure compliance with Chapter 36 of the Sonoma County Code and Best Management Practices.

AWM intends to release the RFP as soon as reasonably possible as the County lifts the shelter-in-place and resumes normal business.

Prior Board Actions:

3/10/2020 - Draft RFP for engineering and geologic review of VESCO projects (Informational)

12/15/2015 - Execute agreement with LACO Associates for engineering services

4/24/2012 - Execute agreement with LACO Associates for engineering services

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses		\$100,000	\$100,000
Additional Appropriation Requested			
Total Expenditures		\$100,000	\$100,000

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Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		\$100,000	\$100,000
Use of Fund Balance			
Contingencies			
Total Sources		\$100,000	\$100,000

Narrative Explanation of Fiscal Impacts:

The expenditures not to exceed \$100,000 is collected as a pass-through fee for services paid by the VESCO permittee. There is no baseline cost for the agreement and expenses will only be incurred when the services required. When expenditures are incurred, the permittee is billed for those services and payment is remitted to the Consultant.

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

Narrative Explanation of Staffing Impacts (If Required):

n/a

Attachments:

Amendment to a Professional Services Agreement for Engineering and Geologic Review of VESCO Projects.

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

n/a