



SUMMARY REPORT

Agenda Date: 8/4/2020

To: Board of Supervisors

Department or Agency Name(s): Regional Parks

Staff Name and Phone Number: Scott Wilkinson, 565-2734

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Regional Parks As-Needed Professional Service Agreements - Extensions for Landscape Architecture

Recommended Action:

Authorize Chair to execute a one-year extension for seven (7) existing As-Needed Professional Service Agreements for the Landscape Architecture professional service discipline. Regional Parks is recommending term extensions for all agreements, and also recommends adding a new “shall not exceed” amount for five (5) of the agreements:

- A. Design Workshop, Inc. (add \$160,000 to the “shall not exceed” amount for a new total contract amount of \$410,000);
- B. Environmental Sciences Associates (add \$170,000 to the “shall not exceed” amount for a new total contract amount of \$420,000);
- C. Moore, Iacofano, Goltsman, Inc.;
- D. Prunuske Chatham, Inc. (add \$170,000 to the “shall not exceed” amount for a new total contract amount of \$420,000);
- E. Questa Engineering Corporation (add \$200,000 to the “shall not exceed” amount for a new total contract amount of \$450,000);
- F. Restoration Design Group, Inc. : (add \$180,000 to the “shall not exceed” amount for a new total contract amount of \$430,000);
- G. WRA, Inc.

Executive Summary:

The adopted Five Year Capital Project Plan for Regional Parks contains numerous projects including both the renovation and improvement of existing park and trail facilities, as well as developing public access and opening new parklands and new class I trail facilities throughout the County. These projects require a range of professional services, and in order to expedite contracting for these services, Regional Parks proposes extending seven (7) previously approved, As-Needed Professional Service Agreements with several firms, covering the Landscape Architecture service discipline. Regional Parks also proposes adding a new “shall not exceed” amount in five (5) of the seven (7) agreements. In the case of all seven (7) of the agreements, the terms remain unchanged. Prior to the final expiration date of the active As-Needed Agreements, Regional Parks will publish a Request for Proposals for a new round of multi-year, As-Needed Agreements.

When possible, Regional Parks will continue to use staff resources, and request professional services from other County staff, if appropriate, to perform work in support of project goals. However, regardless of whether these services are provided under an as-needed versus case-by-case contractual arrangement, there are often tasks that cannot be adequately provided by County staff, either due to workload capacity, or the need for specialized knowledge, skills, and/or professional licensure requirements. In these situations the As-Needed consultants will be utilized.

Discussion:

The original seven (7) contracts were approved by your Board in July of 2017, and contracting for services using multi-year, As-Needed Professional Service Agreements is consistent with the practice utilized by Regional Parks since 2009. In July of 2019, your Board approved fifty-one (51), new multi-year, As Needed Professional Service Agreements with Regional Parks. In June of 2019, your Board approved the Regional Parks 5-year Capital Project Plan for the period Fiscal Year 2019-2020 through Fiscal Year 2023-2024. In June of 2017, your Board approved a one year extension of the group of ten (10) different frequently used disciplines (originally approved in March of 2014) that included an increase in funds for seven (7) of the consultants. Extending this group of contracts for one of the more frequently used professional service disciplines used in the design and development of park improvements has allowed the department to manage the current and near-term project demands.

Regional Parks continues to realize significant and ongoing demand for Landscape and Architecture services. These services are important to developing successful design solutions to complex park and recreation projects. Consultants are involved in projects that are ongoing or where additional phases of work are anticipated, and they have reached or are approaching the maximum amount available in their contracts. The department continues to coordinate with the Purchasing Agent and County Counsel to develop and maintain an acceptable approach to establishing, and amending these agreements. Having As-Needed Agreements in place results in improved efficiency for Regional Parks, County Counsel, and Purchasing by significantly reducing the number of Professional Service Agreements needed to be processed in order to complete projects in the Department's Five Year Capital Project Plan. By eliminating the need to prepare individual requests for proposals, review and process numerous contracts and associated board reports, staff costs can be minimized, and project schedules can typically be shortened by two to six months. The expiration date for each extended Agreement shall be one year from the expiration date of the original contract expiration date. Additionally, the five (5) contract extensions in which an increase in the "shall not exceed" amounts is being requested, as well as the remaining two (2) amendments, include language requiring consultants to comply with the living wage ordinance. Three months before the final expiration date of the active As-Needed Agreements, Regional Parks will publish a Request for Proposals for a new round of multi-year, As-Needed Agreements.

Staff will continue the practice of obtaining quotes from the multiple firms on the list for each particular project, thus ensuring the County is receiving the best price and product. As is standard with County As-Needed Agreements, there is no guarantee of any minimum amount of work for any consultant. The agreements' maximum shall-not-exceed amounts are based upon projects that are identified in the Department's approved Five Year Capital Project Plan. All the funds expended will be consistent with the amounts appropriated for each project by the Board of Supervisors. The contract amounts also include contracting capacity for unforeseen projects that arise over the course of the contract period.

Seven (7) As-Needed Agreements are being recommended for one-year extensions, as set forth below. In five (5) of these seven (7) Agreements Parks is also requesting a new “shall not exceed” amount. Each consultant Agreement is listed with the new expiration date of their extended Agreement. In the case of the five (5) consultant agreements in which new “shall not exceed” amounts are also being requested, additional details in terms of the amount remaining in the consultant Agreement, and the additional amount being added is also included in the below summary.

Landscape Architecture Services:

- A. Design Workshop, Inc., Sacramento - new expiration date: 07/11/21 (add \$160,000 to the “shall not exceed” amount for a new total contract amount of \$410,000); current remaining=\$91,597;
- B. Environmental Science Associates (ESA), Petaluma- new expiration date: 07/11/21 (add \$170,000 to the “shall not exceed” amount for a new total contract amount of \$420,000); current remaining = \$84,994;
- C. Moore, Iacofano, Goltsman, Inc. (MIG), Berkeley- new expiration date: 07/11/21; current remaining=\$239,500;
- D. Prunuske Chatham, Inc., Sebastopol - new expiration date: 07/11/21 (add \$170,000 to the “shall not exceed” amount for a new total contract amount of \$420,000); current remaining=\$77,791;
- E. Questa Engineering Corporation, Point Richmond - new expiration date: 07/11/21 (add \$200,000 to the “shall not exceed” amount for a new total contract amount of \$450,000); current remaining=\$32,888;
- F. Restoration Design Group, Berkeley - new expiration date: 07/11/21 (add \$180,000 to the “shall not exceed” amount for a new total contract amount of \$430,000); current remaining=\$66,028;
- G. WRA, Inc., San Rafael - new expiration date: 07/11/21; current remaining \$235,050.

Prior Board Actions:

July 9, 2019, Board approved fifty-one (51), new multi-year, As Needed Professional Service Agreements with Regional Parks.

June 11, 2019, Board approved Regional Parks 5-year Capital Project Plan for the period Fiscal Year 2019-2020 through Fiscal Year 2023-2024.

July 11, 2017, Board approved seven (7), new multi-year, Landscape Architecture As-Needed Professional Service Agreements with Regional Parks.

June 26, 2017, Board approved an amendment to Regional Parks As-Needed Agreement - Terms Extensions for forty-two (42) agreements.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			

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State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

None.

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

Narrative Explanation of Staffing Impacts (If Required):

No funds are specifically committed to these as-needed contracts. When work is required under one of these contracts it will be paid for from funds already committed to the particular project for which the contract is being utilized.

Attachments:

None.

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

Seven (7) - Amendments to existing As-Needed Professional Agreements, including five (5) with new "shall not exceed" contact amounts.