



## SUMMARY REPORT

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**Agenda Date:** 3/16/2021

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

**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:**

As-Needed Property Maintenance, Repair, and Management Services Agreements

**Recommended Action:**

- A) Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute six services agreements for maintenance, repair and management work on fee lands as follows: 1) an agreement with Prunuske Chatham, Inc. in an amount not-to-exceed \$125,000; 2) an agreement with Hanford Applied Restoration & Conservation in an amount not-to-exceed \$75,000; 3) an agreement with Rob Evans & Associates in an amount not-to-exceed \$100,000; 4) an agreement with WRA Landscape Restoration, Inc. in an amount not-to-exceed \$50,000; 5) an agreement with Sonoma Ecology Center in an amount not-to-exceed \$25,000; and 6) an agreement with Oak Grove Construction in an amount not-to-exceed \$25,000. These contracts total \$400,000 and are effective from date of execution to March 31, 2024
- B) Delegate to the General Manager of the Sonoma County Agricultural Preservation and Open Space District the authority to execute individual task orders under the agreements for any amount up to the not-to-exceed amounts for each agreement.

**Executive Summary:**

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) owns and manages approximately 4,000 acres of land, and holds more than 118,000 acres of conservation easements. In accordance with the Board-approved Stewardship Manual and Fee Lands Strategy, properties owned by Ag + Open Space may require maintenance, management, and occasional repair to protect the conservation values for which the lands were protected.

The protection of these resources requires activities ranging from construction and maintenance of fencing, vegetation management, debris removal, road maintenance, fuel load suppression, erosion control, illegal *Cannabis* operation removal, invasive species management, and protection and enhancement of sensitive resources.

Ag + Open Space issued a Request for Proposal for this work on October 16, 2020. Based on the proposals received, Ag + Open Space plans to award six as-needed contracts to various proposers to implement this

work. Ag + Open Space will award individual projects to the contractors through task order based on availability, experience and pricing.

**Discussion:**

Ag + Open Space owns and manages approximately 4,000 acres of land, and holds more than 118,000 acres of conservation easements. On November 20, 2012, the Board approved Ag + Open Space's Fee Land Strategy. This guidance document directs staff to manage Ag + Open Space lands in a manner that protects the Ag + Open Space's investment, public safety, and the conservation values of the properties, and further directs staff to transfer identified recreational lands to appropriate entities such as Regional Parks, the City of Sonoma, and the City of Healdsburg. Ag + Open Space-owned properties all require some level of management and maintenance, which is accomplished through organized volunteer workdays and contracts for land management and maintenance services. The contracts that are recommended for approval are similar in nature and scope to previous contracts with numerous different entities for similar services on Ag + Open Space-owned lands.

Ag + Open Space intends to plan for and manage these properties through the use of service providers capable of preparing resources studies, obtaining permits, and implementing the most essential land management tasks for each property.

The cyclical and unpredictable nature of the work, as well as the Board direction to transfer most Ag + Open Space-owned properties (fee lands) to recreational and other entities in the coming years, suggests a need for contractors rather than staff to accomplish these tasks. In order to be most efficient, Ag + Open Space proposes six as-needed service agreements (on file with the Clerk of the Board) for a total amount not to exceed \$400,000 with:

- 1) Prunuske Chatham, Inc. in an amount not-to-exceed \$125,000
- 2) Hanford Applied Restoration & Conservation in an amount not-to-exceed \$75,000
- 3) Rob Evans & Associates in an amount not-to-exceed \$100,000
- 4) WRA Landscape Restoration, Inc. in an amount not-to-exceed \$50,000
- 5) Sonoma Ecology Center in an amount not-to-exceed \$25,000
- 6) Oak Grove Construction in an amount not-to-exceed \$25,000

All of these agreements are effective from the date of execution to three years from March 31, 2024. These contracts total \$400,000 for various services as described in Attachment 1 (List of Contractors and Awards). The contractors are responsible for obtaining any applicable and required permits, such as Lake and Streambed Alteration permits, and may be responsible for environmental evaluation services such as vegetation, habitat, fuel load assessments, cultural resources studies, and threatened and rare species surveys. Certain contractors may also provide environmental impact assessment services (California Environmental Quality Act (CEQA) analysis and documentation) for projects as may be required as part of the

capital improvement project, management plan implementation, or habitat restoration work that may be implemented pursuant to these agreements on Ag + Open Space properties.

The services described above are not specific to any one project or property but would potentially apply to any Ag + Open Space property.

Once a project or technical need has been identified, Ag + Open Space staff may invite cost specific quotes for services from the vendors under contract for that work scope so as to ensure that Ag + Open Space receives a competitive price for the services to be performed. If needed, staff will initiate a pre-quote meeting to describe Ag + Open Space's needs to the contractor(s) who may be engaged for the work. Once specific details of a project are determined, including the schedule and cost, Ag + Open Space staff will prepare a Task Order to authorize the work. See On File 7 (Sample Task Order). The Task Order must be signed by Ag + Open Space staff and the contractor prior to the start of work.

Some of this work (repair and capital improvements) would be subject to competitive bidding under the Uniform Public Construction Cost Accounting Act (the Act) if the cost of the work were to exceed \$60,000. To comply with the Act, Ag + Open Space will not award task orders under these contracts for projects exceeding \$50,000 so that the task and costs to administer the task do not exceed \$60,000.

Ag + Open Space does not guarantee any minimum amount of work to be completed under the as-needed agreements.

#### Competitive Selection Process

Ag + Open Space conducted a Request for Proposal (RFP) process to identify and screen qualified contractors for the work described above. The work was divided into fourteen broad categories of tasks, see Attachment 2 (Scope of Work). The RFP was sent to 435 firms and advertised on the Ag + Open Space website. Nine candidates submitted proposals for this RFP. Using a set of selection criteria, an internal committee reviewed all of the proposals, scored each according to the pre-established criteria, and then selected the top ranked candidates capable of satisfying the services needed by Ag + Open Space. The review committee opted to award a portion of the funding to six of the proposers for a variety of different tasks. These candidates submitted responsive proposals that clearly addressed the needs of Ag + Open Space and thoughtfully responded to the elements described in the RFP. Larger contracts have been offered to three of the service providers (Prunuske Chatham Inc., Hanford Applied Restoration and Conservation, and Rob Evans & Associates) due to their qualifications and ability to provide a wide variety of services.

#### Local Preference, Local Experience

All of the selected firms are located in Sonoma County, and most have significant experience working in our unique ecological landscapes.

#### **Prior Board Actions:**

November 20, 2012: The Board of Directors approved Ag + Open Space's Stewardship Manual

and Fee Lands Strategy. (Board Action #33)

March 28, 2017: The Board of Directors approved nine service agreements for property maintenance, repair and management of Ag + Open Space lands.  
(Board Action #1)

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY 21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	150,000	150,000	100,000
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>150,000</b>	<b>150,000</b>	<b>100,000</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	150,000	150,000	100,000
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>150,000</b>	<b>150,000</b>	<b>100,000</b>

**Narrative Explanation of Fiscal Impacts:**

This work was considered when the FY 20-21 budget was adopted and there are adequate appropriations for these contracts, and will continue to be appropriated for future budget years. Annual land management and maintenance costs are expected to be reduced over time, as ownership of additional properties are transferred to other entities for long-term operation and maintenance.

**Staffing Impacts:**

<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

No additional appropriations are needed.

**Attachments:**

1. List of Contractors and Awards
2. Scope of Work

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

1. Agreement between the District and Prunuske Chatham, Inc.

2. Agreement between the District and Hanford Applied Restoration & Conservation.
3. Agreement between the District and Rob Evans & Associates.
4. Agreement between the District and WRA Landscape Restoration, Inc.
5. Agreement between the District and Sonoma Ecology Center.
6. Agreement between the District and Oak Grove Construction, Inc.
7. Sample Task Order