



## SUMMARY REPORT

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**Agenda Date:** 7/13/2021

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**To:** Board of Supervisors

**Department or Agency Name(s):** Regional Parks

**Staff Name and Phone Number:** Steve Ehret (707) 565-1107

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**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 with the following providers: Design Workshop, Inc.; Environmental Sciences Associates; Prunuske Chatam, Inc., Questa Engineering Corporation; Restoration Design Group, Inc.; WRA, Inc.; and Moore, Iacofano, Goltsman, (MIG) 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 discipline. 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. Pursuant to Article 5.2 (Contracting Out Bargaining Unit Work - Union Notice) of the Memorandum of Understanding ("MOU") between the County of Sonoma and SEIU Local 1021, Regional Parks notified SEIU 1021 about seeking approval from the Sonoma County Board of Supervisors to contract out Landscape Architectural services. SEIU 1021 representatives confirmed on June 21, 2021 that they have no objection to contracting out the services described in the Professional Service Agreements.

**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 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 current contract expiration date. Additionally, the amendments each 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. Each

consultant Agreement is listed below with the new expiration date of their extended Agreement.

**Landscape Architecture Services:**

1. Design Workshop, Inc., Sacramento - new expiration date: 07/11/22
2. Environmental Science Associates (ESA), Petaluma- new expiration date: 07/11/22
3. Prunuske Chatham, Inc., Sebastopol - new expiration date: 07/11/22
4. Questa Engineering Corporation, Point Richmond - new expiration date: 07/11/22
5. Restoration Design Group, Berkeley - new expiration date: 07/11/22
6. WRA, Inc., San Rafael - new expiration date: 07/11/22
7. Moore, Iacofano, Goltsman, Inc. (MIG), Berkeley- new expiration date: 07/11/21.

**Prior Board Actions:**

June 15-18 Budget Hearings Actions including adoption of the FY 2021-22 Regional Parks capital project program.

August 4, 2020, Board approved Regional Parks As-Needed Professional Service Agreements - One year extensions for Landscape Architecture

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 6, 2017, Board approved an amendment to Regional Parks As-Needed Agreement - Terms Extensions for forty-two (42) agreements.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY 22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			

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Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

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.

<b>Staffing Impacts:</b>			
<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):**

None

**Attachments:**

None

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

1. Professional Service Agreement\_Design Workshop
2. Professional Service Agreement\_ESA
3. Professional Service Agreement\_PCI
4. Professional Service Agreement\_Questa Engineering
5. Professional Service Agreement\_RDG
6. Professional Service Agreement\_WRA
7. Professional Service Agreement\_MIG