



## SUMMARY REPORT

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

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**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:** Allison Schichtel, 565-7353  
**Vote Requirement:** Majority  
**Supervisory District(s):** Countywide

**Title:**

First Amendment to As-Needed Licensed Land Surveyor Service Agreements

**Recommended Action:**

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute first amendment agreements to three existing As-Need Licensed Land Surveyor Service Agreements, extending the term for each agreement to April 30, 2024 and adding in aggregate \$300,000 for a total contract amount of \$600,000 as follows:

1. First amendment agreement with Cinquini & Passarino, Inc., in an amount not-to-exceed \$130,000, resulting in a total contract amount of \$305,000;
2. First amendment agreement with Ray Carlson and Associates, Inc. in an amount not-to-exceed \$110,000, resulting in a total contract amount of \$185,000;
3. First amendment agreement with BKF Engineers in an amount not-to-exceed \$60,000, resulting in a total contract amount of \$110,000.

**Executive Summary:**

Since 1990, the Sonoma County Agricultural Preservation and Open Space District has protected over 122,000 acres across the County. Currently, the agency owns and manages over 3,000 acres and holds conservation easements and open space easements across more than 119,000 acres. The agency requires surveying services for a number of actions related to planning, acquisition, and/or stewardship of existing and future conservation easements and fee properties. To address a continuing need for land surveying services, the Sonoma County Agricultural Preservation and Open Space District proposes to amend contracts with Cinquini & Passarino, Inc., Ray Carlson and Associates, Inc., and BKF Engineers to add in aggregate \$300,000 in funds, resulting in a total contract amount of \$600,000.

**Discussion:**

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) is committed to protecting the highest priority working and natural lands through the acquisition and long-term stewardship of existing and future conservation easements and/or fee title properties. The agency is permanently obligated to ensure that the terms of the conservation easements are being honored and that the public's investment remains intact.. It is critical that Ag + Open Space have a clear understanding of the legal boundaries of all real property interests acquired. Ag + Open Space has a continuing need for land surveying services in support of ongoing conservation easement acquisition, fee title transfers, and stewardship.

In February 2019, Ag + Open Space issued a Request for Proposal (RFP) for As-Needed Licensed Land Surveyor Services. On April 30, 2019 the Board authorized the General Manager of Ag + Open Space to execute three service agreements totaling \$300,000 effective for three years ending on April 30, 2022. Ag + Open Space has spent more of the funds allocated in the As-Needed Licensed Land Surveyor Services agreements during the past two years than anticipated due to the unforeseen need for more complex surveying services in support of conservation easement acquisition, open space easement baseline documentation, and easement amendments. To meet the agency's continuing need for land surveying services, Ag + Open Space proposes to amend contracts with Cinquini & Passarino, Inc., Ray Carlson and Associates, Inc., and BKF Engineers to extend the term for each agreement to April 30, 2024 and to add in aggregate \$300,000 in funds, resulting in a total contract amount of \$600,000 as follows:

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**Prior Board Actions:**

April 30, 2019: The Board of Directors approved three service agreements for as-needed licensed land surveyor services.

**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	100,000	100,000	100,000
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	100,000	100,000	100,000
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

**Narrative Explanation of Fiscal Impacts:**

This amount is appropriated in the 21-22 FY and will be incorporated in the projected years' budgets.

**Staffing Impacts:**

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

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

**Attachments:**

1. First Amendment Agreement with Cinquini & Passarino, Inc.
2. First Amendment Agreement with Ray Carlson & Associates, Inc.
3. First Amendment Agreement with BKF Engineers

**Related Items “On File” with the Clerk of the Board:**

1. Original Agreement with Cinquini & Passarino, Inc.
2. Original Agreement with Ray Carlson & Associates, Inc.
3. Original Agreement with BKF Engineers