Legislation Text

File #: 2019-1038, **Version:** 1

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Sonoma County Regional Parks
Staff Name and Phone Number: Scott Wilkinson, 565-2734
Vote Requirement: Majority
Supervisorial District(s): All Districts

Title:
Regional Parks As-Needed Professional Service Agreements

Recommended Action:
Authorize Chairperson of the Board of Supervisors to execute fifty-one (51), new multi-year, As-Needed Professional Service Agreements totaling an estimated $300,000 to $550,000 annually. The individual consultants fall within eleven (11) different professional service disciplines, each with its own “not to exceed” amount listed in the Discussion section of the item.

Executive Summary:
The adopted Five-Year Capital Project Plan for Regional Parks identifies 108 projects including regional trails, river and coastal access parks, community parks, and regional open space parks and preserves. The diverse and extensive list of projects recommended in the plan require a range of professional services. In order to expedite contracting for these services over the next three to five years, the Regional Parks Department proposes that multi-year as-needed agreements with several firms for each professional services discipline be utilized. The Purchasing Agent and County Counsel support this approach.

Regional Parks is requesting that the Board approve multi-year as-needed professional service agreements for eleven (11) types of frequently used professional services: appraisal and acquisition, architectural and access compliance, biological resources, civil and biological engineering, civil engineering - boat launch and marinas, cultural resources, environmental and regulatory processing, environmental site assessment, geotechnical engineering, land surveying, and traffic engineering.

Discussion:
In June 16, 2009, the Board approved Regional Parks’ first use of multi-year as-needed service agreements which resulted in improved efficiency in Regional Parks, County Counsel, and the Purchasing departments by significantly reducing processing overhead of Professional Service Agreements. A single agreement was used to perform multiple services for a variety of projects. By eliminating the need to prepare separate request for proposals, contracts, and board reports for numerous contracts, staff costs were reduced by an estimated 4,330 hours, a savings of $143,570 over four years. In addition, work load efficiencies were realized, and project schedules were shortened by two to six months.

When the Request for Statements of Qualifications (RFQ) was circulated, Regional Parks used the Department's existing consultant list, as well as lists from other sources such as the Department of

Transportation and Public Works, and the Sonoma County Water Agency. In addition, the notification of the RFQ was emailed to every registrant on the County's Purchasing Division Portal totaling more than nine hundred (900) firms or entities. The contracts have been reviewed by the Purchasing Department and County Counsel to develop the overall approach to setting up these agreements.

Following the execution of these as-needed agreements, staff will obtain fee proposals from multiple firms for each 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 not-to-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 a three to five year period.

Regional Parks evaluated and selected the consultants based upon an RFQ and analysis of numerous criteria, including quality and scope of related work experience, ability to perform tasks, local preference policy, competence, references, past work performance with the Department, willingness to agree to County's contract language, cost efficiency, and responsiveness to the RFQ. The fifty-one (51) proposals (by forty-one (41) different consultants) recommended for as-needed agreements were selected from seventy-four (74) proposals received across the eleven (11) different service areas by fifty-one (51) consultants. Twenty-six (26) of the recommended forty-one (41) consultants meet the County's Local Vendor Preference Policy, and the remaining fifteen (15) hail from outside the County. A summary of the recommended contracts by professional service type is provided below:

1) Appraisal & Acquisition Services ($75,000):

Proposals received, five (5), Recommended contracts:

1. Associated Right of Way Services, Inc.
2. Kathy Wood & Associates
3. Overland, Pacific & Cutler, LLC
4. Paragon Partners Ltd
5. Ward Levy Appraisal Group, Inc.

2) Architectural & Access Compliance Services ($150,000):

Proposals received, four (4), Recommended contracts:

1. Glass Architects
2. Owen Group, LP
3. RossDrulisCusenbery Architecture, Inc.
4. STRATAap

3) Biological Resources ($150,000):

Proposals received, twelve (12), Recommended contracts:

1. Environmental Science Associates (ESA)
2. Garcia & Associates
3. Prunuske & Chatham, Inc.
4. Sequoia Ecological Consulting, Inc.
5. Sonoma Ecology Center

6. WRA, Inc.

4) Civil & Bio-Engineering Services ($750,000):

Proposals received, eleven (11), Recommended contracts:

1. Alta Planning + Design, Inc.
2. BKF Engineers
3. Brelje & Race Consulting Engineers
4. EBA Engineering
5. Environmental Science Associates (ESA)
6. Green Valley Consulting Engineers
7. Prunuske Chatham, Inc.
8. Questa Engineering Corporation
9. Sonoma Resource Conservation District

5) Civil Engineering - Boat Launch ($500,000):

Proposals received, one (1), Recommended contracts:

1. Moffatt & Nichol

6) Cultural Resources ($100,000):

Proposals received, seven (7), Recommended contracts:

1. Alta Archaeological Consulting LLC
2. Evans & De Shazo, Inc.
3. Garcia and Associates
4. Sonoma State University Anthropological Studies Center

7) Environmental & Regulatory Processing ($250,000):

Proposals received, eight (8), Recommended contracts:

1. Ascent Environmental
2. Environmental Science Associates (ESA)
3. LSA Associates, Inc.
4. Prunuske, Chatham, Inc.
5. Questa Engineering Corporation
6. WRA, Inc.

8) Environmental Site Assessment ($50,000):

Proposals received, eight (8), Recommended contracts:

1. Analytical Environmental Services
2. EBA Engineering
3. Harris & Lee Environmental Sciences, LLC
4. West Yost Associates, Inc.

9) Geotechnical Engineering ($100,000):

Proposals received, nine (9), Recommended contracts:

1. Brunsing Associates, Inc. (BAI)

2. Geocon Consultants, Inc.
3. Kleinfelder, Inc.
4. Miller Pacific Engineering Group
5. Reese & Associates

10) Land Surveying ($100,000):

Proposals received, six (6), Recommended contracts:

1. BKF Engineers
2. Carlile Macy, Inc.
3. Cinquini & Passarino, Inc.
4. Ray Carlson & Associates, Inc.

11) Traffic Engineering ($100,000):

Proposals received, three (3), Recommended contracts:

1. Alta Planning + Design
2. TJKM Transportation Consultants
3. W-Trans

Pursuant to articles 5.2 and 10.3 of the existing Memorandum of Understanding(s) (MOU) between the County and the Service Employees International Union (SEIU) 1021 and Western Council of Engineers (WCE); the County is required to meet and discuss contracting out bargaining unit work represented by the unions. In March 2019, Regional Parks worked with Employee Relations staff at the Human Resources Department to notify and offer to meet with SEIU 1021 and WCE to discuss the services to be contracted out. A subsequent meeting was held with SEIU 1021 on March 29, 2019 and no meeting was necessary with WCE. The contracting would not result in the lay off or reduction in work hours for employees represented by the Union. Thus, there was no objection from SEIU 1021 or WCE.

Prior Board Actions:

March 25, 2014, Board approved twenty-four (24) Regional Parks As-Needed Professional Service Agreements.

April 22, 2014, Board approved twenty-one (21) Regional Parks As-Needed Professional Service Agreements.

June 21, 2016, Board approved an amendment to extend the term of eight (8) existing Regional Parks As-Needed Agreements for Civil & Bio Engineering Services.

June 6, 2017, Board approved an amendment to extend the terms of forty-two (42) existing Regional Parks As-Needed Professional Service Agreements that Regional Parks maintains with eleven (11) different professional service disciplines, and increased the not to exceed amounts in seven (7) of those agreements.

July 11, 2017, Board approved a Regional Parks As-Needed Professional Services Agreement for Landscape Architectural Services.

Jun 11, 2019, Board accepted the Five-Year Capital Improvement Plan for the period Fiscal Year 2019-2020 through Fiscal Year 2023-2024.

FISCAL SUMMARY

Expenditures	**FY 19-20 Adopted**	**FY20-21 Projected**	**FY 21-22 Projected**
Budgeted Expenses	$550,000		
Additional Appropriation Requested			
Total Expenditures	$550,000		
Funding Sources			
General Fund/WA GF			
State/Federal	$400,000		
Fees/Other (Measure M)	$150,000		
Use of Fund Balance			
Contingencies			
Total Sources	$550,000		

Narrative Explanation of Fiscal Impacts:
No funds are specifically committed to these as-needed contracts. When work is required under these contracts it will be paid for from funds already budgeted to the particular project for which the contract is being utilized. Given past and projected workload over the three-year contract period, we estimate the usage of these agreements will be between $300,000 and $550,000 annually.

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

Narrative Explanation of Staffing Impacts (If Required):
None.
Attachments:
None.
Related Items "On File" with the Clerk of the Board:
Fifty-one (51) As-Needed Professional Service Agreements:

Onfile 1 - Appraisal-Acquisition PSA ARWS.pdf; Onfile 2 - Appraisal-Acquisition PSA KathyWoodAssoc.pdf; Onfile 3 - Appraisal-Acquisition PSA Overland-Pacific&Cutler.pdf; Onfile 4 - Appraisal-Acquisition PSA ParagonPartners.pdf; Onfile 5 - Appraisal-Acquisition PSA Ward-Levy-Appraisal.pdf; Onfile 6 - Arch Access

Compliance PSA GLASS.pdf; Onfile 7 - Arch Access Compliance PSA OwenGroup.pdf; Onfile 8 - Arch Access Compliance PSA RDC Arch.pdf; Onfile 9 - Arch Access Compliance PSA STRATAap.pdf; Onfile 10 - Biological-Resources PSA ESA.pdf; Onfile 11 - Biological-Resources PSA GANDA updated.pdf; Onfile 12 - Biological-Resources PSA PCI.pdf; Onfile 13 - Biological-Resources PSA Sequoia Ecological.pdf; Onfile 14 - Biological-Resources PSA Sonoma Ecology.pdf; Onfile 15 - Biological-Resources PSA WRA.pdf; Onfile 16 - Civil-Bio PSA Alta-Planning.pdf; Onfile 17 - Civil-Bio PSA BKF.pdf; Onfile 18 - Civil-Bio PSA BRCE.pdf; Onfile 19 - Civil-Bio PSA EBA.pdf; Onfile 20 - Civil-Bio PSA ESA.pdf; Onfile 21 - Civil-Bio PSA GreenValley.pdf; Onfile 22 - Civil-Bio PSA PCI.pdf; Onfile 23 - Civil-Bio PSA Questa.pdf;
Onfile 24 - Civil-Bio PSA SRCD.pdf; Onfile 25 - Civil-Eng BL Marina PSA Moffatt&Nichol.pdf; Onfile 26 - Cultural PSA Alta-Archaeological.pdf; Onfile 27 - Cultural PSA Evans&DeShazo.pdf; Onfile 28 - Cultural PSA GANDA updated.pdf; Onfile 29 - Cultural PSA SSU-ASC.pdf; Onfile 30 - Enviro-Reg PSA Ascent Environmental.pdf; Onfile 31 - Enviro-Reg PSA ESA.pdf; Onfile 32 - Enviro-Reg PSA LSA.pdf; Onfile 33 - Enviro-Reg PSA PCI.pdf; Onfile 34 - Enviro-Reg PSA Questa.pdf; Onfile 35 - Enviro-Reg PSA WRA.pdf; Onfile 36 - Enviro-Site PSA AES.pdf; Onfile 37 - Enviro-Site PSA EBA.pdf; Onfile 38 - Enviro-Site PSA Harris.pdf; Onfile 39 - Enviro-Site PSA_West Yost.pdf; Onfile 40 - Geotech PSA Brunsing.pdf; Onfile 41 - Geotech PSA Geocon.pdf;
Onfile 42 - Geotech PSA Kleinfelder.pdf; Onfile 43 - Geotech PSA MillerPacific.pdf; Onfile 44 - Geotech PSA Reese.pdf; Onfile 45 - LandSurvey PSA BKF.pdf; Onfile 46 - LandSurvey PSA Carlile Macy.pdf; Onfile 47 - LandSurvey PSA Cinquini&Passarino.pdf; Onfile 48 - LandSurvey PSA RayCarlson.pdf; Onfile 49 - Traffic PSA Alta-Planning-Design.pdf; Onfile 50 - Traffic PSA TJKM.pdf; Onfile 51 - Traffic PSA W-Trans.pdf