

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

**Clerk of the Board Use Only**  
**Meeting Date**                      **Held Until**  
 \_\_\_/\_\_\_/\_\_\_                              \_\_\_/\_\_\_/\_\_\_  
**Agenda Item No:**                      **Agenda Item No:**  
 \_\_\_\_\_

Department: Regional Parks

( ) 4/5 Vote Required

Contact:  
Todd Holmes

Phone:  
(707) 565-2590

Board Date:  
June 16, 2009

Deadline for Board Action:

**AGENDA SHORT TITLE:**

Regional Parks As-Needed Agreements – Multiple Firms

**REQUESTED BOARD ACTION:**

Authorize Chairperson of the Board of Supervisors to execute new multi-year as-needed professional agreements for:

- 3 Civil Engineering Agreements not to exceed \$150,000 each
- 1 Geotechnical Engineering Agreement not to exceed \$100,000
- 4 Land Surveying Agreements not to exceed \$100,000 each
- 3 Traffic Engineering Agreements not to exceed \$100,000 each

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD APPROVAL**

**Estimated Cost**                      \$

**Contingencies**                      \$  
(Fund Name:                      )

**Amount Budgeted**                      \$

**Unanticipated Revenue**                      \$  
(Source:                      )

**Other Avail Approp**                      \$  
(Explain below)

**Other Transfer(s)**                      \$  
(Source:                      )

**Additional Requested:**                      \$

**Add'l Funds Requested:**                      \$

**Explanation (if required):**

**Prior Board Action(s):**

Board approved the Regional Parks 2008-2013 5-Year Capital Project Plan.

**Alternatives - Results of Non-Approval:**

Regional Parks will need to contract for each professional service agreement individually. Non-approval will increase administrative costs and potentially lead to scheduling delays for park projects.

**BACKGROUND:** (On File with the Clerk: 11 As-Needed Contracts (5 copies each))

**Discussion:**

The adopted Five Year Capital Project Plan for Regional Parks contains numerous projects that require a range of professional services. In order to expedite contracting for these services over the next three 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 four types of frequently used professional services: Civil Engineering, Land Surveying, Geotechnical Engineering, and Traffic Engineering. In addition to contracting out for these services, Regional Parks will use other County staff if appropriate to perform this work. However, regardless of whether these services are provided under an as-needed versus case-by-case contractual arrangement, there are many tasks that cannot be provided in-house by County staff, either due to specialized knowledge required, or due to peaks in workload. Contracting for these services is consistent with the practice by the department for many years.

Multi-year as-needed service agreements will improve efficiency in Regional Parks, County Counsel, and the Purchasing departments by greatly reducing the number of Professional Service Agreements that will have to be processed to complete the projects in the Department's Five Year Capital Project Plan. A single agreement can be 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 can be minimized, work load efficiencies can be realized, and project schedules can typically be shortened by two to six months. As-needed service agreements have a general scope of work per county guidelines for such agreements.

Regional Parks coordinated with the Purchasing Agent and County Counsel to develop the overall approach to setting up these agreements. When the request for proposals 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, staff also conducted internet research to seek out potential firms.

**Attachments:**

**On File With Clerk:** 11 As-Needed Contracts (5 copies each)

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**

**BACKGROUND:**

Following the execution of as-needed agreements, staff will obtain quotes for each project 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 known projects that are identified in the Department's approved Five Year Capital Project Plan. All the funds expended will be consistent with the adopted Five Year Capital Project Plan and within the amounts appropriated for each project. The contract amounts also include contracting capacity for unforeseen projects that often arise over the course of a three year period.

Regional Parks selected the consultants based upon a Request for Proposal (RFP) and analysis of numerous criteria, including quality and scope of related work experience, ability to perform tasks, competence, references, past work performance with the Department, willingness to agree to County's contract language, cost efficiency, and responsiveness to the RFP.

A summary of the proposals sent, received, and recommended contracts is provided below.

<b>Contract Type</b>	<b>Proposals Sent</b>	<b>Proposals Received</b>	<b>Proposed Agreements</b>
Civil Engineering	20	12	3
Land Surveying	21	17	4
Geotechnical Engineering	10	3	1
Traffic Engineering	10	4	3

Civil Engineering:

- Green Valley Consulting Engineers
- Coastland Engineers
- Bellecci & Associates

Land Surveying:

- Carlenzoli an Associates
- Cinquini and Passarino, Inc.
- Pacific Land Surveys
- Ray Carlson and Associates, Inc.

Geotechnical Engineering

- BACE Associates

Traffic Engineering

- Crane Transportation Group
- Transpedia, Inc.
- W-Trans, Inc.

Depending upon the success of this model, the department may bring additional as-needed agreements before the Board in the future.

**Request:** Authorize the Chairperson of the Board of Supervisors to execute new as-needed professional service agreements for Civil Engineering, Land Surveying, Geotechnical Engineering, and Traffic Engineering.