



REQUEST FOR SOLE/SINGLE SOURCE

To: Purchasing Department or for use at the Board of Supervisors

*to include in AgendaQuick

From: Elisa Sabatini, Manager of Natural Resources

Reference Number: BOS Agreement #: 20-104 (GSD#: 3703)

Since sole/single source purchasing is an exception to the normal procurement function, it must be objectively justified. Completion of this form should facilitate that process and provide a written record of the basis used in sole procurement decisions. **Completion of this request does not constitute approval.**

Supplier Name:	Consero Solutions
Street Address:	231 "G" Street, Suite 21
City/State/Zip:	Davis, CA 95616
Phone:	916-505-7191
General Description of Commodity or Service requested to be Purchased and its function:	
Work Order Authorization to provide a) project management and grant writing services for funding emergency drought response and critical infrastructure projects; and b) ongoing work to further Yolo County interests related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability.	

Note: Please use as much space needed to completely answer each question, or attach additional pages.

1) Explain why this is the only product or service that can meet the needs of the Department.

The State is releasing approximately \$500,000,000 in emergency drought response funding in the coming weeks (late August 2021 – October 2021) to provide immediate support to communities facing water supply challenges. The 2021 drought has created significant issues with community drinking water supplies, most notably in Knights Landing, Madison, the town of Yolo, and the Wild Wings community. In addition, individual residential wells are going dry in the central Yolo portion of the County. These funds are expected to be made available through the Department of Water Resources (\$200,000,000) and the State Water Resources Control Board (\$200,000,000) with other programs and agencies being released on a weekly basis. The first \$200,000,000 from DWR will be made available on a "first come, first served" basis and applications may be submitted at any time. The County's Administrator's Office is currently in the process of filling vacant positions and does not have the staffing resources available to adequately respond to these emergency funding opportunities.

Given the extremely short timeframe for submission of funding applications and the "first come, first served" methodology being implemented by the State, staff recommends sole sourcing with Consero Solutions, who has performed very similar work for the County in the past, to ensure timely submittal of funding applications.

Delta, Flood and Habitat Program Services

Since July 2013 the County has contracted with Consero Solutions to provide professional consulting services pertaining to the County's Delta Advocacy program including the Bay Delta Conservation Plan, the DWR - FESSRO Central Valley Flood System Conservation Strategy, the Delta Counties Coalition, and the federal Biological Opinion process. Consero will assist the County Administrator's office with the evaluation of state and federal proposals to increase Yolo Bypass inundation for fish habitat and expand the Yolo Bypass for flood protection, as well as other duties as assigned.

2) What necessary features does this vendor provide which are not available from other Vendors?

Emergency Drought and COVID Recovery Funding

This vendor has obtained institutional knowledge through past work for the County and is familiar with the water/wastewater agencies within the County, their stakeholders and governance structures, and their immediate needs. This vendor is also familiar with the County's protocols, adopted policies, and strategic plan, thus, ensuring consistency with the County's policies. This vendor also has extensive experience with grant writing and project management for Yolo County projects (most recently, the Yolo Bypass Wildlife Area Drainage Improvement project and the Cache Creek Nature Preserve replacement project) as well as existing relationships with State and Federal agencies. Finally, this vendor has the capacity to assist the County with the compilation and ranking of immediate infrastructure needs, identification of funding sources, and grant writing.

Delta, Flood and Habitat Program Services

The County is in the midst of negotiations that are intended to avoid litigation with various state and federal agencies over agricultural and economic impacts that will result from the implementation of state/federal projects in the Delta and Yolo Bypass. Consero has been involved in all aspects of these ongoing efforts, including directing the work of sub-consulting agricultural economists for the purpose of quantifying impacts to the County and regional economy. Staff anticipates that these negotiations will continue through the first half of the contract period.

3) Why are these specific features/qualifications required?

The nature of the work performed requires a breadth and depth of knowledge of all aspects of local governance (law and justice, social services, natural resources, recreation, etc) and the ability to react quickly to PSP's put out by the state and federal government. The work also requires an in depth knowledge of Delta related habitat, ecosystem, flood, and adaptive management policies and projects.

4) Why are other sources providing like goods or services unacceptable?

Staff has been unable to identify any other firms that provide similar services on the County's "On call List" and given the extremely short application periods for this emergency funding, staff does not recommend issuing an RFP which would result in a delay of 6-8 weeks. Further, Task 2 is an unavoidable extension of a FY 20/21 task that was delayed due to the COVID-19 pandemic.

5) What other products/services have been examined and rejected?

None. (See #4) There were no other vendors identified on the "On-Call List" that provide these services.

6) Will this purchase obligate us to a particular vendor for future purchases?
(Either in terms of maintenance or more "like" items in the future)

No.

7) Explain why the price for this commodity/service is considered to be fair, reasonable, and the best possible price, and explain the negotiation efforts that were taken to obtain this price.

The consultant's rates are competitive and fall on the lower range of what the County typically pays for similar professional services.

8) Explain the impact to the County if the Sole/Single Source justification were not approved.


Emergency Drought and COVID Recovery Funding

If the sole source is not approved staff will issue an RFP for these services, resulting in less funding being available (as funding is first come, first served), and potentially, all available funding being allocated. Infrastructure projects are frequently very expensive, some costing tens of millions of dollars, and \$200,000,000 could be awarded quite quickly depending on the number and type of applications received.

Delta, Flood and Habitat Program Services

Work that is critical to ongoing negotiations (described above) between the Board and state/federal agencies would stall.

I have made a diligent effort to review comparable products or services. I feel confident that the sole/single source purchase is justified and feel confident in explaining the justification to the general public. I hereby certify as to the validity of the information and feel confident this justification for sole/single source would withstand audit or vendor protest.

REQUESTERS NAME	SIGNATURE	DATE
Elisa Sabatini		August 20, 2021
DEPARTMENT HEAD NAME	SIGNATURE	DATE

Based on the above statements and justification, I hereby agree with the purchase of this product or service on a sole/single source basis.

PURCHASING AGENT SIGNATURE REQUIRED * (NO SIGNATURE REQUIRED FOR BOS CONTRACT APPROVALS)	DATE

**COUNTY OF YOLO
COUNTY ADMINISTRATOR'S OFFICE**

**WORK AUTHORIZATION
ARCHITECTURAL/ENGINEERING SERVICES**

Agreement Number: 20-104

BOS Agreement Number: 20-104

General Services Number: 3703

Project: Project Management and Grant Writing Services

Contractor: Consero Solutions

Contact Person: Petrea Marchand

Phone: 530.746.2083

Project Description: Policy analysis, grant writing, project management, and other work associated with Yolo County's priorities related to: 1) emergency drought, infrastructure, and COVID-19 projects and related work; and 2) ongoing work to further Yolo County interests related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability..

Task Definition and Schedule:

For FY 21/22 the following tasks have been defined:

Task 1: Development, funding, and implementation of emergency drought, infrastructure, COVID-19 projects, and related work (\$50,000)

Consero will help identify funding opportunities, write grant applications, and manage projects to maximize funding from new state and federal grant programs to help with emergency drought, infrastructure, and COVID-19 projects and other work. Work may include applications to fund new wells, ground water recharge, or wastewater infrastructure in unincorporated communities. Consero may perform other work as needed to assist staff with these efforts.

Task 1 total: \$50,000

Task 2: Support Yolo County staff work related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability (\$75,000)

Consero will support staff in the County Administrator's office with policy analysis, project review, project management, and other support related to representing Yolo County's interest in policy and project discussions related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability.

Subtask (a): Assist with development and implementation of the Yolo Bypass Salmonid Fish Passage and Habitat Improvement Project and other projects on the east side of the County

Consero will assist with development and implementation of the Yolo Bypass Salmonid Passage and Habitat Improvement Project and other projects in the east side of Yolo County, including but not limited to the Memorandum of Understanding (MOU) between the California Department of Water Resources and Yolo County related to the Yolo Bypass Salmonid Fish Passage and Habitat Improvement Project. This work will focus on minimizing impacts to agriculture and other land uses. Work may include, but is not limited to, training new staff hired consistent with the MOU, reviewing documents, preparing comment letters, developing policy recommendations, assisting with meetings and presentations, and otherwise supporting staff to ensure County views are represented during project implementation.

Subtask (b): Assist with efforts to secure funding and support for Phase 2 of the Yolo Bypass Drainage and Infrastructure Study Update.

Consero will help Yolo County secure funding and other support to implement the 2020 update to the Yolo Bypass Drainage and Infrastructure Study, including developing a strategy to further the vision for the Tule Canal developed during the update process and identifying funding opportunities to implement projects. This work will include meeting with potential funding agencies and securing support from stakeholders for funding proposals. It may also include grant writing.

Subtask (c): Participate in Delta and agricultural sustainability policy processes as needed

Consero will participate in Delta and agricultural sustainability policy processes of interest to Yolo County, including but not limited to the Integrated Adaptive Management Integration Team (IAMIT), the Fisheries Engineering Technical Team, and the Yolo Bypass Cache Slough Partnership. This work includes developing policy recommendations, drafting meeting summaries and presentations, briefing staff and elected officials as needed, following up on action items, and other work.

Subtask (d): Assist with implementation of Yolo Bypass Wildlife Area Drainage and Habitat Improvement Project and management of other Delta and agricultural sustainability projects

Consero will continue to assist Yolo County with implementation of the Yolo Bypass Drainage and Habitat Improvement Project, including work to secure remaining funding to implement subprojects 2 and 4. Ducks Unlimited, with support from Yolo County, completed construction of subprojects 1, 3, and 5 in 2020. The project is fully permitted and ready for construction. Consero also will help with management of other Delta and agricultural sustainability projects as needed.

Task 2 Total: \$75,000

Project Cost for This Project: \$125,000

Total Cost \$125,000

SCOPE OF WORK

Yolo County

Emergency Drought, Infrastructure, and COVID-19 Project Development and Sacramento-San Joaquin Delta, Flood Management, and Ag Sustainability Support

August 18, 2021

Consero Solutions will assist Yolo County with policy analysis, grant writing, project management, and other work associated with Yolo County's priorities related to: 1) emergency drought, infrastructure, and COVID-19 projects and related work; and 2) ongoing work to further Yolo County interests related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability.

Task 1: Development and implementation of emergency drought, infrastructure, COVID-19 projects and related work (\$50,000)

Consero will help identify funding opportunities, write grant applications, and manage projects to maximize funding from new state and federal grant programs to help with emergency drought, infrastructure, and COVID-19 projects and other work. Work may include applications to fund new wells or wastewater infrastructure in unincorporated communities. Consero may perform other work as needed to assist staff with these efforts.

Task 2: Support Yolo County staff work related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability (\$75,000)

Consero will support staff in the County Administrator's office with policy analysis, project review, project management, and other support related to representing Yolo County's interest in policy and project discussions related to the Sacramento-San Joaquin Delta, flood management, and agricultural sustainability.

Subtask (a): Assist with development and implementation of the Yolo Bypass Salmonid Fish Passage and Habitat Improvement Project and other projects on the east side of the County

Consero will assist with development and implementation of the Yolo Bypass Salmonid Passage and Habitat Improvement Project and other projects in the east side of Yolo County, including but not limited to the Memorandum of Understanding (MOU) between the California Department of Water Resources and Yolo County related to the Yolo Bypass Salmonid Fish Passage and Habitat Improvement Project. This work will focus on minimizing impacts to agriculture and other land uses. Work may include, but is not limited to, training new staff hired consistent with the MOU, reviewing documents, preparing comment letters, developing policy recommendations, assisting with meetings

and presentations, and otherwise supporting staff to ensure County views are represented during project implementation.

Subtask (b): Assist with efforts to secure funding and support for Phase 2 of the Yolo Bypass Drainage and Infrastructure Study Update.

Consero will help Yolo County secure funding and other support to implement the 2020 update to the Yolo Bypass Drainage and Infrastructure Study, including developing a strategy to further the vision for the Tule Canal developed during the update process and identifying funding opportunities to implement projects. This work will include meeting with potential funding agencies and securing support from stakeholders for funding proposals. It may also include grant writing.

Subtask (c): Participate in Delta and agricultural sustainability policy processes as needed

Consero will participate in Delta and agricultural sustainability policy processes of interest to Yolo County, including but not limited to the Integrated Adaptive Management Integration Team (IAMIT), the Fisheries Engineering Technical Team, and the Yolo Bypass Cache Slough Partnership. This work includes developing policy recommendations, drafting meeting summaries and presentations, briefing staff and elected officials as needed, following up on action items, and other work.

Subtask (d): Assist with implementation of Yolo Bypass Wildlife Area Drainage and Habitat Improvement Project and management of other Delta and agricultural sustainability projects

Consero will continue to assist Yolo County with implementation of the Yolo Bypass Drainage and Habitat Improvement Project, including work to secure remaining funding to implement subprojects 2 and 4. Ducks Unlimited, with support from Yolo County, completed construction of subprojects 1, 3, and 5 in 2020. The project is fully permitted and ready for construction. Consero also will help with management of other Delta and agricultural sustainability projects as needed.

Task 3: Other duties as assigned

Consero will assist Yolo County with other duties related to the Sacramento-San Joaquin Delta, flood management, multi-benefit projects or agricultural sustainability as needed.

Deliverables

- Memo outlining funding opportunities for Phase 2 of the Drainage Study Update both for design/engineering and projects
- Development of a strategy to further the Tule Canal vision
- Identification of funding opportunities for the Yolo Bypass Wildlife Area Drainage and Habitat Improvement Project

Timeline

This contract will last from September 1, 2021 to December 31, 2022

Budget

Consero works on a time and materials basis. Consero initially estimates \$125,000 for this work but expects the amount may change depending on County assignments. Consero will keep Yolo County apprised of progress on a monthly basis and will ensure the County knows early in the process if additional resources are needed to complete the work.