



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-25-37
Meeting 25-10
March 26, 2025

AGENDA ITEM 4

AGENDA ITEM

Award of On-Call Contract for Botanical Resources Services – Inventories and Monitoring

GENERAL MANAGER'S RECOMMENDATION

Award a contract for on-call botanical services to Jodi McGraw Consulting with a term of four (4) years and a not-to-exceed contract amount of \$320,000.

DISCUSSION

On January 22, 2025, the Board awarded contracts for on-call botanical services to five firms, each with a term of four years and a contract value of \$320,000 ([R-25-15](#), [Minutes](#)). The Midpeninsula Regional Open Space District (District) could not reach an agreement on the contractual terms with the University of California (UC) Santa Cruz Arboretum & Botanic Garden (UCSC) due to issues within the UC System's enabling legislation, which does not allow “work for hire”. The General Manager recommends awarding an on-call contract to the next highest-rated firm, Jodi McGraw Consulting, to perform biological inventory and monitoring tasks for District projects.

BUDGET / FISCAL IMPACT

The current fiscal year budget contains:

- sufficient funds.
- insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other project budgets to cover for this expenditure.
- insufficient funds; approval of this item requires a fiscal year budget augmentation.
- future fiscal year budgets will include additional funds to complete the contracted work.

Measure AA

- No, this contract is not part of a Measure AA project.
- Yes, this contract is part of a Measure AA project.

PROCUREMENT PROCESS AND SELECTION

The District released a Request for Qualifications (RFQ) for botanical services on November 12, 2024. Statements of Qualifications (SOQs) were due on December 12, 2024, and the District received sixteen SOQs. The top five (5) qualified firms were recommended for a four-year contract agreement for a not-to-exceed contract amount of \$320,000 each firm. Unfortunately, the District was unable to reach agreement on the contractual terms with one of the top five firms. Jodi McGraw Consulting ranked next in line as the sixth qualified firm and is recommended as a replacement firm for one of the on-call contracts to perform biological inventory and monitoring tasks.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

On January 22, 2025, the Board authorized the award contracts for on-call botanical services to five firms, each contract with a term of four (4) years and a not-to-exceed contract amount of \$320,000 ([R-25-15](#), [Minutes](#)).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

A contract execution is not a project subject to CEQA. Additionally, the proposed field surveys to be conducted by the selected consultants are categorically exempt from CEQA under Article 19, Section 15306:

Section 15306 exempts basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded.

NEXT STEPS

Pending Board approval, the General Manager will enter into an on-call agreement with Jodi McGraw Consulting. As needed, the District will issue task orders to perform inventory and monitoring of botanical resources for projects approved in the Capital Improvement and Action Plan.

Responsible Department Head:

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