



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 07/16/2024

or Procurement Director Award: ☐

*\* = Mandatory, information must be provided*

**\*Contractor/Vendor Name/Grantor (DBA):**

Tucson Audubon Society

**\*Project Title/Description:**

Soils and vegetation monitoring to support Pima County's Section 10 permit obligations

**\*Purpose:**

Amendment: Contract No. CT-SUS-22\*383, Amendment No. Two (2). This amendment extends the term of the contract to 06/30/2025, amends the scope of work, and increases the contract amount by \$60,120.82. Administering Department: Office of Sustainability and Conservation.

This amendment continues the work that was done by the Tucson Audubon Society in 2023: continuing to implement the second round of monitoring vegetation and soils plots initially established between 2017-2021 that will inform Pima County of the status and trends of key resources on the land that the County owns and manages.

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C.

**\*Program Goals/Predicted Outcomes:**

The Tucson Audubon Society will assist Pima County in meeting its monitoring obligations under the U.S. Fish and Wildlife Service's Section 10 permit. This work will involve re-visiting approximately 20 vegetation monitoring plots annually (for a total of 102) and implementing the soils and vegetation monitoring protocol that will track conditions of vegetation and soil health across County fee and lease lands.

**\*Public Benefit:**

Residents of Pima County have been invested in the acquisition and management of open space lands, which support the Multi-species Conservation Plan as well as a host of other benefits such as recreation and watershed protection. This contract will assist Pima county in determining the health of those lands and inform management actions that can reduce threats and increase the resilience of these lands not only for the benefit of other species, but also human health and well-being.

**\*Metrics Available to Measure Performance:**

Number of vegetation and soil monitoring plots completed.

**\*Retroactive:**

Yes. Due to an administrative oversight (this amendment was initially routed via PD authority based on external department review) this contract amendment was delayed in going to the Board.

TO: COB, 6-25-2024  
Vers: 5  
pgs: 6

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount \$ \_\_\_\_\_ \* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No  
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No  
If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: CT Department Code: SUS Contract Number (i.e., 15-123): 22\*383  
Amendment No.: 02 AMS Version No.: 5  
Commencement Date: 07/01/2024 New Termination Date: 06/30/2025  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 60,120.82

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required: General Fund**

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 60,120.82 % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:** \_\_\_\_\_

**\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Ian Murray

Department: Office of Sustainability and Conservation

Telephone: 724-9489

Department Director Signature: [Signature]

Date: 6/24/24

Deputy County Administrator Signature: [Signature]

Date: 6-24-24

County Administrator Signature: [Signature]

Date: 6-24-24

**Pima County Office of Sustainability and Conservation**

**Project: Soils and vegetation monitoring to support Pima County's Section 10 permit obligations**

**Contractor: Tucson Audubon Society**

**Contract No.: CT-SUS-22\*383**

**Contract Amendment No.: 02**

<b>Orig. Contract Term:</b> 07/15/2022 - 06/30/2023	<b>Orig. Amount:</b>	\$60,201.22
<b>Termination Date Prior Amendment:</b> 06/30/2024	<b>Prior Amendments Amount:</b>	\$60,201.94
<b>Termination Date This Amendment:</b> 06/30/2025	<b>This Amendment Amount:</b>	\$60,120.82
	<b>Revised Total Amount:</b>	\$180,523.98

**CONTRACT AMENDMENT**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1. Background. On July 15, 2022, County and Contractor entered into the above referenced agreement to provide soils and vegetation monitoring to support Pima County's Section 10 permit obligations.

1.2. Purpose. County requires additional monitoring of soils and vegetation plots established on Pima County lands to meet its monitoring obligations under the U.S. Fish and Wildlife Service's Section 10 permit.

**2. Term.** The County is exercising the last extension option to renew the contract for one additional year commencing on July 1, 2024 and terminating on June 30, 2025. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

**3. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$60,120.82. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$180,523.98.

**4. Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit A** (2 pages).

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

**Contract No.: CT-SUS-22\*383**

1

*Revised 8/19/22*

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

Kyle Johnson  
\_\_\_\_\_  
Print DCA Name

6/24/2024  
\_\_\_\_\_  
Date

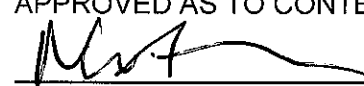
**CONTRACTOR**

  
\_\_\_\_\_  
Authorized Officer Signature

Erin Zylstra, Ecologist  
\_\_\_\_\_  
Printed Name and Title

6/24/2024  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Head

6/24/24  
\_\_\_\_\_  
Date

## **Exhibit A: Scope of Work for Professional Services Vegetation and Soils Surveys in support of the Pima County Multi-species Conservation Plan**

### **Project Description and Scope: Contract Modification**

This project is to assist Pima County in the implementation of vegetation and soils monitoring at long-term monitoring sites.

### **TASK 1: Vegetation and Soils monitoring**

#### Scope of TAS Activities and Responsibilities

- 1) TAS will employ the uplands vegetation and soils monitoring protocol by Hubbard et al. (2012)<sup>1</sup> (herein protocol) on County-owned and leased lands.
- 2) Deviations from the protocol are permitted if TAS receives written permission of PCEMP staff. Updates to the protocol will be discussed among the NPS, Pima County, and TAS.
- 3) Employ the entire protocol (including all relevant standard operating procedures) at 20 or more monitoring plots per year between July 1 and February 15 (field season).
- 4) Meet with Pima County staff prior to the field season to ensure all foreseeable issues are addressed.
- 5) All staff working on the protocol and County-controlled lands will attend an extensive protocol training course hosted by the NPS, before the start of the field season. TAS field staff hired for the work on Pima County lands should have prior experience with plants of the desert southwest and be able to effectively and efficiently carry out the protocol.
- 6) Provide notification to Pima County staff Sami Hammer (Sami.Hammer@pima.gov) and Vanessa Prileson (Vanessa.Prileson@pima.gov) at least one week prior to visiting each plot, where feasible (otherwise a minimum 72 hour advance notice) and provide an opportunity for Pima County staff to join the field effort and to give staff enough time to contact our ranch partners.
- 7) All aspects of travel to and from field sites will be the responsibility of TAS; a 4-wheel drive vehicle is required.
- 8) Data for each plot will be entered into the appropriate database used by the NPS inventory and monitoring team, using computers provided by the National Park Service.
  - a. All data quality assurance and quality control procedures will be carried out by TAS or NPS staff.
  - b. Any physical datasheets produced by the effort will be photocopied as soon as possible after leaving the field.

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<sup>1</sup> Hubbard, J. A., C. L. McIntyre, S. E. Studd, T. Nauman, D. Angell, K. Beaupré, B. Vance, and M. K. Connor. 2012. Terrestrial vegetation and soils monitoring protocol and standard operating procedures: Sonoran Desert and Chihuahuan Desert networks, version 1.1. Natural Resource Report NPS/SODN/NRR—2012/509. National Park Service, Fort Collins, Colorado.

- c. Following data entry and processing after the field season Pima County will receive a copy of all data.
  - d. Any required soil samples will be mailed to an appropriate lab at Pima County's expense.
  - e. Any unknown plant will be identified using all appropriate methods including verification using specimens in the University of Arizona Herbarium.
- 9) All Global positioning system data will be collected in UTM NAD 83.

Deliverables by TAS. The following will be provided to Pima County by TAS:

- 1) A memorandum (2-4 pages) will be submitted by May 2, 2025 to Pima County that summarizes plots visited and verification that all work is complete including quality assurance/quality control check of data in the database, herbarium checks of plant specimens that were collected but not identified during field surveys, and any other outstanding issues.

Pima County Responsibilities:

- 1) Determine—prior to the field season— the location of each plot and ensure access issues have been resolved prior to TAS survey.
  - a. Pima County will provide TAS with necessary keys or access codes to locks to facilitate access to plots.
- 2) Provide TAS with Geographic Information System shapefiles of all monitoring sites.
- 3) Meet with TAS personnel to discuss logistics, especially access to each site.
- 4) Facilitate any permitting required by the County's Conservation Lands and Resources department and Regional Flood Control District for County-owned land.
- 5) As relevant, camping will be permitted in appropriate locations.

*Note: Final payment for services outlined in this scope of work will not be processed until the final deliverables and scope items have been satisfactorily completed and approved by OSC and/or agency review*

## Rate Information Table Tucson Audubon Society

**Firm Name:** Tucson Audubon Society

**Project/Contract Description:** Veg/Soil Surveys for Conservation Lands

**Overhead %**

17.5%

**Profit %**

5.0%

	A	B	C	D
DISCIPLINE	DIRECT LABOR RATE (Personnel Hourly Rate +Benefits)	OVERHEAD	PROFIT	BILLING RATE
Vegetation Monitoring Lead	\$27.27	\$4.77	\$1.60	\$33.64
Project Manager	\$44.70	\$7.82	\$2.63	\$55.15
Vegetation Monitoring Technician	\$23.18	\$4.06	\$1.36	\$28.60

**Formulas:**

(A) Direct Labor Rate

(B) Overhead% x (A)

(C) Profit % x (A+B)

(D) Billing Rate (A+B+C)

Personnel	Unit of Time (hour, day, week, month, % of salary, etc)	Number of hours (of hours, days, weeks, months, % of salary, etc.	Hourly rate	Total Salary
Position Description				
Vegetation Monitoring Lead	hours	940.00	\$20.50	\$19,270.00
Vegetation Monitoring Technician	hours	800.00	\$19.50	\$15,600.00
Project Manager		25.00	\$33.61	\$840.25
			<b>Subtotal Salaries</b>	<b>\$35,710.25</b>
<b>Benefits</b>		% of Compensation		
Vegetation Monitoring Technician		33%		\$6,359.10
Vegetation Monitoring Technician		18.89%		\$2,946.84
Project Manager		33%		\$277.28
			<b>Subtotal Benefits</b>	<b>\$9,583.22</b>
			<b>Subtotal Personnel</b>	<b>\$45,293.47</b>
<b>Travel</b>	<b>Unit of Measure</b>	<b>Qty</b>	<b>Cost Per</b>	
Backcountry Per Diem Tech 1	days	53	\$40.00	\$2,120.00
Backcountry Per Diem Tech 2	days	53	\$40.00	\$2,120.00
			<b>Subtotal Travel</b>	<b>\$4,240.00</b>
<b>Total Direct Costs</b>			<b>Total Direct Costs</b>	<b>\$49,533.47</b>
<b>Indirect Costs</b>				
17.5% of Pima County Funded Personnel Costs				\$7,926.36
5% profit (Personnel + IDC)				\$2,660.99
<b>Total Costs</b>				<b>\$60,120.82</b>