



MEMORANDUM

To: Board of Directors
From: Lisa Lurie, Executive Director
RE: 1080.8.3 & 1080.8.4 Procurement Policy Exemption Request for Camara Environmental
Date: September 13, 2023

The RCD wishes to enter into a Consultant Services Agreement (CSA) with Camara Environmental for FY 2023-2024 for technical advising and permitting assistance to implement various programs and projects focused on watershed restoration and species recovery, including the permit coordination program and agriculture conservation planning, with funding from a variety of sources. Camara Environmental possesses unique skills, experience, and competencies to perform these special services.

The total CSA for Camara Environmental for the 2023-2024 fiscal year is for an amount not to exceed \$210,000. The annual contracted amount to Camara Environmental for each specific work program from each individual state funding source does not pass the \$100,000 state-funded threshold outlined in Section 1080.6.1 of the Procurement Policy that would trigger the informal bid process. The annual contracted amount to Camara Environmental for one federally funded work program (USDA Regional Conservation Partnership Program) is NTE \$25,354 which does pass the \$10,000 federal-funded threshold outlined in Section 1080.6.1 of the Procurement Policy that would trigger the informal bid process. With this one work program exceeding the federal-funded threshold and with the cumulative CSA amount up to \$210,000, in the interest for full Board review and transparency staff are discussing this CSA in its entirety with the Board for approval of exemption of the informal procurement process. Staff believes an exemption to the informal procurement process is appropriate under section 1080.8.3 Proprietary Contracts as the work is unique due to the specialized skill or experience of the consultant. In the case of the work funded under the USDA Regional Conservation Partnership Program agreement, Camara Environmental would also qualify for an exemption under 1080.8.4 Compatibility and Continuity as the consultant has been providing technical advising related to the conservation planning, site assessment, design, and permitting of these stormwater management projects since 2020 and the remaining work to be completed during this fiscal year is a continuation of that work, supporting the implementation phase.

It is therefore recommended that the board approve an exemption to the informal bidding procedure under Section 1080.8.3 and 1080.8.4 of the Procurement Policy and authorize the Executive Director, or designee, to negotiate a contract for consultant services with Camara Environmental to support technical advising of various programs and projects.