



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: February 25, 2020
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: 4/5ths

TO: Board of Supervisors
FROM: General Services Janette D. Pell, Director (805) 560-1011
 Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096
SUBJECT: **Professional Services Agreement with Kitchell/CEM, Inc.; All Districts**

County Counsel Concurrence

As to form: Yes

Other Concurrence:

Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute Amendment No. 2 to the Contract with Kitchell/CEM, Inc. of San Luis Obispo, CA, which will provide for additional Consulting and Project Management Services by increasing the maximum compensation limit from \$275,000.00 to \$600,000.00 (an increase of \$325,000.00) and extending the term of the original agreement from ending on June 30, 2020 to ending on June 30, 2021; and
- b) Approve Budget Revision Request # 0006786; and
- c) Find that the recommended action is not a project under the California Environmental Quality Act (CEQA) pursuant to sections 15378(b)(4) and 15378(b)(5) of the CEQA Guidelines, because they consist of administrative and fiscal activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

General Services is in need of extending the consulting and project management services for various capital projects including those approved by the Board of Supervisors and is engaging Kitchell to provide continuing on-site project management, engineering, architectural, and other services.

Background:

Over the past year, the Board of Supervisors has approved over \$70 million of capital project work that will be managed by the General Services department. These projects include the main Santa Barbara County Jail renovation, the Lake Cachuma RV Park upgrades, and the new Probation Building to name a few. To begin planning and design on these projects, on July 2, 2019 General Services sought and received Board of Supervisors approval to enter into a professional services agreement with Kitchell/CEM, Inc. for project management consultant services for a total contract amount not to exceed \$200,000. On November 5, 2019, Amendment No. 1 to this agreement was approved and broadened the services offered and increased the contract amount by \$75,000. After continuing to review the County’s project management needs, General Services has determined the need for additional services and this Amendment No. 2 will increase the contract amount by \$325,000 and extend the term of the agreement by 12 months to ensure there are no delays in moving the projects forward.

Key Contract Risks:

The Professional Services Agreement identifies the scope the consultant must achieve in order to receive payment based hours of work performed and outcomes achieved.

CEQA:

The proposed administrative actions do not constitute a project within the meaning of the California Environmental Quality Act (CEQA) pursuant to sections 15378(b)(4) and 15378(b)(5) of the CEQA Guidelines. An environmental analysis of any project resulting from this effort will be required, and any resulting environmental action will be brought to the Board for approval prior to construction.

Fiscal and Facilities Impacts:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Capital Fund 30	\$ 600,000.00		\$ 600,000.00
Total	\$ 600,000.00		\$ 600,000.00

The contract amendment #2 will be budgeted in the General Services’ Capital Outlay Fund 0030, and is funded with a transfer of one-time, General Fund revenues received for Insurance Proceeds for prior year claims, and budgeted Professional Services not required this fiscal year, per the Budget Revision Request #0006786 attached, along with other identified project funding sources.

The amount remaining on the original \$275,000.00 contract as of January 31, 2020 is \$0. This amendment will increase the contract amount by \$325,000.00, for a total contract amount of \$600,000.00, ensuring no interruption in the management of the many capital projects underway, for the remainder of the fiscal year.

Special Instructions:

Provide one (1) duplicate originals of the PSA with Kitchell and a Minute Order to Patrick Zuroske, General Services Department.

Attachments:

1. Amendment No. 2 to the Agreement For Services Of Independent Contractor
2. Amendment No. 1 to the Agreement For Services Of Independent Contractor
3. July 2, 2019 Professional Services Agreement with Kitchell.
4. Budget Revision Request #0006786

Authored by:

Skip Grey, Assistant Director