



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: Planning &  
Development  
Department No.: 053  
For Agenda Of: June 21, 2016  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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TO: Board of Supervisors

FROM: Department Planning & Development  
Director(s) Glenn Russell, Ph.D., Director, 568-2085

Contact Info: Peter Cantle, Deputy Director, Energy & Minerals Division  
568-2519

SUBJECT: **Approval of Amendment No. 1 to the professional services contract with Robert Brown Engineers for engineering consulting services for oil and gas projects within the County, all Supervisorial Districts**

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**County Counsel Concurrence:**

As to form: Yes

**Auditor-Controller Concurrence:**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

- a. That the Board of Supervisors approve and authorize the Chair to execute Amendment No. 1 to Robert Brown Engineers' existing professional services contract with an end date of June 30, 2016 (Contract No. BC 16-034), increasing the contract amount by \$50,000, for a total contract not-to-exceed cost of \$380,000 to allow the contractor to continue providing engineering consulting services to the Energy & Minerals Division for oil and gas projects.

**Summary Text:**

Expenditures are required beyond the original scope of the existing Robert Brown Engineers professional services contract so that the vendor may continue to provide engineering consulting to the Planning & Development Department, Energy & Minerals Division for energy projects located within the County. The shutdown of both the Plains All American Pipeline and those energy projects whose operations rely on the pipeline's service has created more engineering support needs than originally anticipated. This, coupled with other more minor, but unforeseen engineering support tasks, necessitates a budget augmentation to allow for continued service through the end of the fiscal year. The amended contract (Attachment 1) contains Exhibit A-1, a letter from Robert Brown Engineers dated June 8, 2016,

which describes the projects that have required engineering support beyond what was anticipated in the original contract. If approved, the additional \$50,000 that is requested herein would augment the current contract, for a new not-to-exceed amount of \$380,000.

**Background:**

On June 12, 2015, the Board of Supervisors executed an Agreement for Services (Attachment 2) with Robert Brown Engineers to provide engineering consulting services on various oil and gas projects in an amount not to exceed \$330,000.00. The term of the contract spans July 1, 2015 to June 30, 2016.

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-going Cost:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal			
Fees			
Other: Reimbursement			\$ 380,000.00
<b>Total</b>	\$ -	\$ -	\$ 380,000.00

All costs for work conducted by Robert Brown Engineers are fully reimbursed by oil and gas project applicants. These funds are budgeted in the Operating Expenditures of the Energy & Minerals Division on page D-289 of the County of Santa Barbara Fiscal Year 2015 – 2017 Operating Plan. A budget revision is not necessary because appropriation already exists for these expenditures within P&D’s budget.

**Key Contract Risks:**

A risk analysis was performed and the proposed contractual agreement was rated as having **moderate** risk due to its moderate complexity, one-year term and moderate visibility. All costs incurred are fully reimbursed by oil and gas project applicants through monthly invoices. The recommended Contractor, Robert Brown Engineers, has provided consultant services to the Energy & Minerals Division since 2000. The County has consistently received excellent services from Robert Brown Engineers under these contracts. The Agreement indemnifies County agents, officers, and employees from all claims that arise from activities performed under the Agreement and no claims have been made by either the County or Robert Brown Engineers under previous Engineering Consulting contracts.

**Special Instructions:**

The Clerk of the Board will forward a copy of Amendment No. 1 and Minute Order to P&D, Energy Division, attention Errin Briggs.

**Attachments:**

Attachment 1: Contract Amendment No. 1 to Contract No. BC 16-034

Attachment 2: Agreement for Services with Robert Brown Engineers, dated June 12, 2015

**Authored by:** Errin Briggs