



**BOARD OF SUPERVISORS
AGENDA LETTER**

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

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: December 16, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Director(s): Kirk Lagerquist, Director
Contact: John Green, Assistant Director

DocuSigned by:
Kirk Lagerquist
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SUBJECT: Termination of Contract with UltraSystems Environmental Incorporated for Orcutt Library Environmental Services, Project No. PRJ-000233 (20056)

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Director of General Services to execute a 30-day Notice of Termination of Agreement dated December 16, 2025 (Attachment A), terminating for convenience the Professional Services Agreement with UltraSystems Environmental Incorporated for Environmental Consulting services for the new Orcutt Library Project (Agreement), County Project PRJ-000233 (20056) in the Fourth Supervisorial District;
- b) Delegate authority to the Director of the General Services, or his designee, to take actions necessary for the close-out of the Agreement, subject to the Board's ability to rescind this delegated authority at any time; and
- c) Determine the above actions are not a project under the California Environmental Quality Act guidelines pursuant to Section 15378(b)(5) because it consists of organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item requests Board of Supervisors (Board) approval to terminate the Professional Services Agreement with UltraSystems Environmental Incorporated for environmental consulting services for the new Orcutt Library Project and to delegate authority for completion of the Agreement close-out activities. Termination for convenience is authorized under Part 11.01A of the Agreement. The adjustment of funding priorities requires reallocating designated funds to support a new direction for environmental services and other critical project-related activities.

Background:

As outlined in the Orcutt Community Plan, the County of Santa Barbara does not operate a library system in unincorporated areas. All branch facilities in these areas are operated through contracts with the cities of Santa Maria, Santa Barbara, and Lompoc, and are jointly funded by the County and the respective cities. The City of Santa Maria serves the unincorporated area of Orcutt and currently operates the Orcutt Branch Library in a leased facility located at 175 Broadway Street.

On December 12, 2023, the Board awarded a contract to RRM Design Group to conduct a feasibility study comparing three potential sites, including the Union Oil Building and the Conoco Phillips 66 properties, for the future Orcutt Library, and to prepare an architectural and space needs summary. Based on the study, the preferred project site was identified as an open space, non-recreational parcel located at the corner of Clark Avenue and Foxenwood Lane in unincorporated Orcutt. This location was selected due to its proximity to the proposed OASIS Community Center, which is being privately developed as a separate project at the same location. The County is currently in contract to purchase the property, as authorized by the Board's approval of the Purchase and Sale Agreement on November 4, 2025.

On July 31, 2025, General Services issued a solicitation for environmental consulting services to evaluate the proposed library site and prepare environmental review documentation meeting California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements.

One proposal was received on August 28, 2025. After evaluation in accordance with the selection criteria outlined in the Request for Proposals, UltraSystems Environmental Incorporated was determined to be qualified proposer. Based on their qualifications and a reasonable cost proposal, General Services recommended awarding a Professional Services Agreement to UltraSystems Environmental Incorporated.

On November 18, 2025, the Board approved an Agreement with UltraSystems Environmental Incorporated for environmental consulting services for the new Orcutt Library Project, with a base contract amount not to exceed \$339,670.00 and supplemental services not to exceed \$33,967.00 to address potential changes or additions to the scope of work.

Due to shifts in funding priorities for the Orcutt Library Design Project, the County has determined that the funds allocated for the UltraSystems Environmental Incorporated Agreement must be reallocated to support a new approach to environmental services and other critical project-related needs.

Performance Measure:

The UltraSystems Environmental, Incorporated Agreement, totaling \$373,637.00, is funded through allocated Cannabis One-Time funds. At no fault of UltraSystems Environmental Incorporated, the

Agreement requires termination to reallocate these funds to support the new Orcutt Library design advancement through schematic design, which is a critical need to the project and environmental process.

Fiscal and Facilities Impacts:

The approved Budget Revision, BJE-0010880, allocated \$500,000.00 in available Cannabis One-Time Funding to support the UltraSystems Environmental Incorporated Agreement, which totals \$373,637.00. At no fault of UltraSystems Environmental Incorporated, the Agreement requires termination to reallocate these funds to advance the new Orcutt Library design through the schematic design phase, a critical need for both the project and the environmental process. These budgeted funds will remain in the Capital Outlay Fund 0030, Project PRJ-000233 (20056) and be allocated towards other project costs.

A General Fund allocation of \$500,000.00 was budgeted in FY 2023-24 and has supported the initial stages of the project. The remainder of these General Funds will continue to supplement future project needs.

Fiscal Analysis:

Since the Agreement approval on November 18, 2025, UltraSystems has participated in one meeting and has not been issued a Notice to Proceed. The General Services Department will reserve \$1,000 to cover any expenses associated with time provided prior to the authorization of this termination for convenience. This amount is expected to be absorbed within project contingencies and will not increase the overall project cost.

Special Instructions:

Please forward a copy of the Minute Order approving this action to Ashton Ellis, Project Manager, Capital Projects, via email to aellis@countyofsb.org.

Attachments:

Attachment A – UltraSystems Environmental, Inc. Notice of Intent to Terminate Agreement

Attachment B – 20056 UltraSystems Environmental, Inc. PSA

Contact Information:

Ashton Ellis
Project Manager, General Services Department
aellis@countyofsb.org