

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 4/21/03
Department Name: General Services
Department No.: 063
Agenda Date: 07/01/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ronald Cortez, Director
General Services Department

STAFF CONTACT: Paddy Langlands, Facilities Manager (568-3096)
Yvonne Munoz, Departmental Analyst (568-3075)

SUBJECT: Professional Services Contract with Jack T. Williams, for Project Management and with Robert Nisbet for Facility Development Services, with the General Services Department
All Supervisorial Districts

Recommendation(s):

- A. That the Board of Supervisors approve the Professional Services Contract with Jack T. Williams as Facilities Projects Manager for the period July 1, 2003 through June 30, 2004. The contract amount, including all benefits, shall not exceed \$85,000 per 12-month period.
- B. That the Board of Supervisors approves the Professional Services Contract with Robert Nisbet for facility development services for the period July 1, 2003 through June 30, 2005. The contract amount including all benefits shall not exceed \$ 120,000 per 12- month period.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 2. Ensure the Public Health and Safety and Provide Essential Infrastructure.

Executive Summary and Discussion:

Recommendation A. Jack Williams is responsible for the Santa Barbara County's Deferred Maintenance annual budget of \$1,500,000. These projects are complex in technical aspect, design, specifications, bidding to Government Contract Code and general project management. Currently Mr. Jack Williams is working in General Services, Facilities Maintenance Division, as Project Manager, (Contractor on Payroll) and this contract renewal will ensure continuity in the many major, deferred maintenance projects that are already in varying stages of progress as well as completing future projects as set out in the deferred maintenance program. Facilities Maintenance is actively working on eliminating the deferred maintenance backlog.

Subject: Professional Services Contract with Jack T. Williams and Robert Nisbet, for Project Management with the General Services Department, Facilities Services Division

Agenda Date: July 1, 2003

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Mr. Williams has a master's degree in engineering and many years of proven project management experience for agencies like the Federal Government (NASA), Hughes Aircraft and Santa Barbara County. While with General Services, Mr. Williams has proven to be a valuable member of the Facilities Team in the delivery on many diverse and complex projects. His contract is in the not-to-exceed amount of \$85,000 per 12-month period, including benefits for the term beginning July 1, 2003 and ending June 30, 2004. Either party can terminate the contract by giving a 60-day written notice of termination.

Recommendation B.

On November 6, 2001 your Board approved the issuance of Certificates of Participation (COPs) to fund eight building projects with a total budget of \$41 million. Additionally, the Department is developing six other building projects with a total budget of \$14 million to be constructed over the next 3 years as well. Robert Nisbet has been the Project Manager for the Facility Program Strategic Plan since its inception, August 2000. Mr. Nisbet's services are required to carry out the action steps of the plan, which has an estimated budget of \$55,000,000. Responsibilities include project development, project management, administration of consultant contracts and the coordination of financing services. The cost of the Project Management services was incorporated in all of the estimated project costs previously presented to your Board.

Mandates and Fiscal Impacts

None

Fiscal and Facilities Impacts:

Recommendation A. Funds for in the amount of \$85,000 for Mr. William's contract are available in Fund 0001, Department 063, Program 1225.

Recommendation B. Funds in the amount of \$120,000 for Mr. Nisbet's contract are available in Fund 0001, Department 063, Program 1230.

Special Instructions: After Board action, distribute as follows:

1. Original document to Board's Official File
2. Duplicate original document and Minute Order to Paddy Langlands, Facilities Manager

Concurrence:

County Counsel
Auditor-Controller
Risk Manager