



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: May 17, 2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Glenn Russell, Director of Planning & Development, 568-2084
Director(s)
Contact Info: Anne Almy, Supervising Planner, Development Review 568-2053

SUBJECT: **Agreement for Professional Services between the County of Santa Barbara and Storrer Environmental Service, LLC for biological consultant services to the Planning and Development for Review of Development Applications, All Supervisorial Districts.**

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. Approve and authorize the Chair to execute an agreement with Storrer Environmental Service LLC, a local Vendor, for consulting services to provide biological assessments in support of permit applications, for the Planning and Development Department for the period of May 17, 2016 through June 30, 2017, in amount not to exceed \$100,000.00 (Attachment 1); and

B. Determine that the services contract does not constitute a project under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15378(b)(5) [Attachment 2].

Summary Text:

Storrer Environmental Services has provided biological consultant services to the Department under various contracts for years pursuant to competitive bids. Storrer Environmental Service, LLC was hired following a competitive bid process in July 2015 to provide biological assessments in support of permit applications, on an as needed basis, not to exceed \$30,000. At this time, work by Storrer Environmental Service, LLC will exceed the \$100,000 purchasing threshold when combined with existing contracts; therefore, board approval is required before P&D can authorize additional services through Notices to Proceed.

To effectively direct Contractor activities and control costs, Notices to Proceed would be issued, as necessary, for individual development applications and specific activities required for biological review of the application. The Notices to Proceed will be based upon an agreed upon work required for individual applications developed by P&D staff and the Contractor. The Contractor would then invoice the Planning & Development Department upon completion of tasks for the services provided. All costs incurred under this Agreement would be fully reimbursed by those project applicants who receive the biological services.

Background: Storrer Environmental Services, LLC will be responsible for providing biological consulting services to the Planning and Development Department on an as needed basis. These services include, but are not limited to, peer review of applicant-submitted technical reports, independent field survey of project sites, independent and objective evaluation of potential project-specific and cumulative impacts, and identification of mitigation measures to reduce environmental and biological impacts to the extent feasible.

Fiscal and Facilities Impacts:

Budgeted: Yes. Funding for these services is budgeted in the Planning and Development Permitting Budget Program, as shows on page D-289 of the FY 2015-16 Recommended Operating Plan and will be included in the FY 2016-17 recommended budget.

Fiscal Analysis: All costs for services provided by the Contractor to the County would be fully reimbursed by project applicants, as required by reimbursement agreements. There is no General Fund Contribution impact.

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, limited number of bidders, and moderate visibility. The recommended Contractor, Storrer Environmental Services, has provided the biological consultant services since 1997, pursuant to previous competitively bid contracts. The County has consistently received excellent services from Storrer Environmental Services 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 Storrer Environmental Services under previous biological contracts.

Staffing Impacts: No additional staffing needed to implement and manage this contract.

Special Instructions:

1. Please forward a duplicate original executed Agreement and a copy of the Minute Order to Crysta Rider, P&D Accounting.
2. Please forward one copy of the executed Agreement and one copy of the Minute Order to Anne Almy, P&D Development Review Division.

Attachments:

Attachment 1 – Storrer Environmental Services, LLC Agreement for Services
Attachment 2 – Notice of CEQA Exemption

Authored by: Anne Almy, Supervising Planner, ext. 2053.