



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: 07/02/2019
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Janette D. Pell, Director (805) 560-1011
 Contact Info: Skip Grey, Assistant Director (805) 568-3083
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, ratify, and authorize the Chair to execute a Professional Services Agreement with Kitchell/CEM, Inc. in the amount of \$200,000.00 to provide Consulting and Project Management Services; and
- b) 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 consulting and project management services for various capital projects approved by the Board of Supervisors and is engaging Kitchell to provide on-site project management services.

Background:

Over the past six months, 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 General Services will utilize Kitchell to

assist with managing the beginning phases of these and other projects 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	\$ 200,000.00		\$ 200,000.00
Total	\$ 200,000.00		\$ 200,000.00

The contract will be funded utilizing General Services’ Capital Outlay Fund 30 and funds are available.

Special Instructions:

Provide two (2) duplicate originals of the PSA with Kitchell and a Minute Order to Leann Anderson, Capital Projects Coordinator, General Services Department.

Attachments:

1. Professional Services Agreement with Kitchell.

Authored by:

Skip Grey, Assistant Director