

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
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**Agenda Number:**

**Prepared on:** June 5, 2003  
**Department:** P&D  
**Budget Unit:** 053  
**Agenda Date:** June 17, 2003  
**Placement:** Administrative  
**Estimate Time:** N/A  
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**TO:** Board of Supervisors

**FROM:** Valentin Alexeeff  
Director, Planning & Development

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Development Review North County

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Development Review North County

**SUBJECT:** Addition of Environmental Consultant to EIR Services Contract for One Year

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**RECOMMENDATION:**

That the Board of Supervisors:

Authorize the Chair to execute a 2003 services contract with the environmental consulting firms of EDAW Inc. and URS Corp. thereby adding EDAW and URS to the County's existing list of environmental review services consultants.

**ALIGNMENT WITH BOARD STRATEGIC PLAN:**

The above recommendation is primarily aligned with Goal No. 3, Strengthen the County's Administration and Organization.

**EXECUTIVE SUMMARY AND DISCUSSION:**

The County uses a list of pre-qualified consultant teams placed under services contracts at established rates for a year, who can provide environmental review services as needed for private development projects. These fourteen existing services contracts expire at the end of the year, 2003. The addition of EDAW and URS will bring the number of pre-qualified consulting firms to sixteen.

## **BACKGROUND:**

In an effort to streamline the environmental review process, 1993/94 legislative amendments to the California Environmental Quality Act (CEQA) established a shortened time line for public agencies to contract with environmental consultants for preparation of environmental impact reports (EIRs). CEQA as amended in 1994, requires that consultants be under contract *within 45 days of an Initial Study determination that an EIR is required.*

In 1993, the Board of Supervisors approved changes to the Planning and Development procedure for EIR consultant contracting to meet the new CEQA time lines. Rather than issue a separate Request For Proposal for each project EIR, as had been the prior procedure, number of pre-qualified consultant teams, selected from a competitive bid process, are placed under services contracts at established rates for a year.

As individual EIR projects come up, several of the firms under services contract are requested to submit focused proposals. Based on review of the focused proposals by Planning and Development staff and the applicant, a firm is selected by the applicant (exceptions exist for oil and gas projects which have joint agency review.) A Notice To Proceed can then be issued immediately after selection, since the firm is already under contract. This shortens the time for beginning EIR preparation, and allows the County to meet the state-mandated time line for EIR contracting.

Since 1996, fourteen firms have been under services contract. Each year the consultants are asked to update billing rates and statements of qualifications. Based on these changes and past performance, P&D recommends whether or not to extend the individual contracts. In addition, P&D periodically licenses Statements Of Qualifications from interested firms. Every 1-2 years staff considers the proposals and recommends additional firms. EDAW and URS are proposed to be added this year bringing the total to sixteen firms under services contract.

### **Contracts Entered Into This Year**

To date, no contracts have been entered into this year.

### **Expectations Under Services Contracts**

The services contract would not obligate the County to direct any amount of work to the consultant. This consultant would only be used if selected through the Focused Proposal process. The services contracts would obligate the consultant to the rates, sub-consultants, and management team identified in their contract.

**MANDATES AND SERVICE LEVELS:**

The use of consultant services contracts for EIR preparation is permissible but not mandated under CEQA. However, this process allows the County to meet CEQA-mandated time lines for EIR consultant contracting. No change in program or service levels.

**FISCAL AND FACILITIES IMPACTS:**

The negotiations of these contracts have cost approximately \$500.00, which is within the present P&D budget for this fiscal year.

Costs for processing permit applications, including CEQA review and consultant costs, are funded by applicants on a project-by-project basis, in accordance with the Planning and Development fee schedule.

**SPECIAL INSTRUCTIONS:**

- o Clerk of the Board will forward a copy of the Minute Order and copy of executed contract to Planning and Development Staff.
- o Planning and Development will forward copy of executed contract to consultant firm.

**CONCURRENCE:**

County Counsel, Risk Management, and Auditor-Controller

**ATTACHMENTS:**

Consultant Signed Contract  
Contract Summary Form