



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:** July 2, 2019  
**Placement:** Administrative  
**Estimated Tme:** NA  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** General Services      Janette D. Pell, Director (805) 560-1011  
Contact Info:                  Skip Grey, Assistant Director (805) 568-3083  
**SUBJECT:**      **Amendment to Independent Contractor Agreement with Vanir Construction Management, Inc. for Services Associated with Main Jail**

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence: Sheriff's Office**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a Second Amendment to the Agreement with Vanir Construction Management, Inc., which will modify the scope of services of the original agreement; extend the term to December 31, 2019; and increase the original contract by \$54,650.00, for a total contract amount up to and not to exceed \$269,650.00.
- b) Approve and authorize the Director of General Services to issue contingency amendments to the above agreement in an amount not to exceed \$21,500 for a total contract amount up to \$291,150.00.
- c) Find that the proposed actions are 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, and direct staff to file of a Notice of Exemption on that basis.

**Summary Text:**

These actions are recommended to extend the term of the existing contract with Vanir Construction Management, Inc. from June 30, 2019 to December 31, 2019, which will allow sufficient time for revision of the Main Jail implementation plan. The amendment will also increase the contract amount by \$54,650.00 and add an additional design scope, which modifies the plan per changes made by County staff and addresses the consolidation of the security electronics control room upgrades. The actions also include an update to and renewal of the General Services Director’s previously delegated authority to issue contingency amendments up to an additional \$21,500, which could result in a total contract amount not to exceed \$291,150.

**Background:**

On December 5, 2017, the Board approved a contract with Vanir Construction Management, Inc. to assist General Services and the Sheriff’s Office in researching options and develop a plan for prioritizing, packaging, and phasing improvements to the County’s Main Jail, including strategies for relocating inmates. The original contract amount was \$215,000; the General Services Director was authorized to issue amendments to increase the contract amount up to an additional \$21,500 for a total contract amount of \$236,500. The General Services Director has not yet exercised this authority.

In February 2019, Vanir submitted an Implementation Plan to the County. County staff reviewed the plan and provided comments. With the authorization of this second amendment, Vanir will revise the implementation plan and also include design services to upgrade and consolidate the entire security electronics system across four locations at the jail. The amendment increases the contract amount from \$215,000 to \$269,650.00. The recommended action would also preserve the General Services Director’s authority to increase the contract amount up to an additional \$21,500 for a total contract amount not to exceed \$291,150.

**Performance Measure:**

The Vanir Agreement identifies milestones and deliverables the Consultant must achieve in order to receive payment based on percentage of completion of tasks.

**CEQA:**

The proposed administrative actions do not constitute a project within the meaning of the California Environmental Quality Act (CEQA) pursuant to 14 CCR 15378(b)(4), (b)(5). Projects identified in the implementation plan will be analyzed individually under CEQA.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Main Jail Implementation Plan Vanir contract Amendment 2	\$54,650		\$54,650
Total	\$54,650		\$54,650

**Narrative:**

This action will bring the total contract amount for the Main Jail Implementation Plan to \$291,150.00. This includes the original Vanir contract of \$215,000.00, plus \$21,500.00 contingency, plus the amount

of this second amendment of \$54,650.00. The original \$215,000.00 contract amount has been expended and funds exist in Capital Fund 0030 to fund this additional work.

**Key Contract Risks:**

Since the Vanir agreement identifies milestones and deliverables associated with each phase of the project, there are limited risks as invoicing is directly tied to fulfilling the contract requirements.

**Staffing Impacts:**

None

**Special Instructions:**

Provide one (1) duplicate original of the Agreement with Vanir and a Minute Order to Leann Anderson, Project Coordinator, General Services Department.

**Attachments:**

1. Amendment No. 2 to Agreement for Services of Independent Contractor (1 original; 1 duplicate original)
2. Amendment No. 1 to Agreement for Services of Independent Contractor
3. Original Contract
4. Notice of Exemption

**Authored by:** Skip Grey, General Services Department