



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:** July 19, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Glenn Russell, Director of Planning & Development, 568-2084  
Director(s)  
Contact Info: Jeff Wilson, Deputy Director, Development Review 568-2518

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

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**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 Dudek, 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 July 19, 2016 through June 30, 2017, in amount not to exceed \$30,000.00 (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)(4) [Attachment 2].

**Summary Text:**

Dudek has provided biological consultant services to the Department under various contracts for years pursuant to competitive bids. Dudek was hired following a competitive bid process in March 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 Dudek 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:** Dudek 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 shown on page D-289 of the FY 2016-17

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 low complexity, one-year term, limited number of bidders, contract that can be terminated for convenience, submittal of current financial statements (not audited), low visibility, and manually generated performance reports. The recommended Contractor, Dudek, has provided the biological consultant services since 2015, pursuant to previous competitively bid contracts. The County has consistently received excellent services from Dudek 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 Dudek 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.

**Attachments:**

Attachment 1 – Dudek Agreement for Services

Attachment 2 – Notice of CEQA Exemption

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