



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 13, 2021  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority and 4/5ths

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**TO:** Board of Supervisors  
**FROM:** General Services Janette D. Pell, Director (805) 560-1011  
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096  
**SUBJECT:** **Regional Fire Communication Facility (RFCF) Project- Award Professional Services Agreement (PSA) for Design; First District Project No. 19005**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** SBCo Fire Protection District, SBCo  
Office of Emergency Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the CN24271 (PSA) with RRM Design Group, San Luis Obispo, CA, a corporation, to provide professional design, and construction administration services for the new Regional Fire Communication Facility (RFCF) project, located on Cathedral Oaks Road, Santa Barbara, CA, in an amount not to exceed \$1,369,592.00; and
- b) Approve Budget Revision 0007710; and
- c) Find that this contract is determined by your Board to be exempt from the provisions of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15262 because it consists only of design services for possible future actions that the Board has not approved, adopted, or funded and that will not result in any direct or indirect physical changes in the environment, and direct staff to file a Notice of Exemption on that basis.

**Summary Text:**

The General Services Department, in partnership with the Fire Protection District and Office of Emergency Management (OEM), has initiated the process to procure design services for a new Regional Fire Communications Facility adjacent and linked to the current Emergency Operations Center (EOC) located on County owned property at Cathedral Oaks Road. The services will include full design development with the Fire Protection District and the Office of Emergency Management, constructability reviews, and cost estimating to determine future project funding requirements. The new RFCF will separate dispatch functions for the Fire Protection District and expand and upgrade the current EOC call center and Joint Information Center (JIC). The improvements will include a technological and physical connection to the existing EOC building and include shared services such as the lobby/entry, storage, offices, and utility infrastructure. Once the design is complete and the budget is verified, a review and consideration of project delivery will be performed for the next phase of the potential project. Staff will return to the Board at a later date for further direction.

**Background:**

General Services conducted a competitive, qualification-based selection (QBS) process soliciting Requests for Qualifications (RFQ's) from interested firms. Proposals were due and received on February 18, 2021. Three design teams responded to the RFQ. The selection process employed a review committee comprised of County of Santa Barbara General Services, the Fire Protection District and Office of Emergency Management staff. Each proposal was reviewed and scored based on the criteria established in the RFQ, and a subsequent interview and financial review with the top responding firm was conducted. At this time, General Services is prepared to recommend RRM Design Group to provide professional design services, constructability reviews, cost estimating services, and future construction administration services for the new Regional Fire Communication Facility. The scope of services covered by this PSA is funded by the Santa Barbara County Fire Protection District, the Capital Outlay Fund, and the General Fund. The work is necessary to provide the Fire Protection District with a facility to serve multiple jurisdictions and modernize the EOC call center and JIC to better serve the County during periods of activation. The project will reflect the County's Net Zero Energy (NZE) policy and will utilize Crime Prevention Through Environmental Design (CPTED) principles.

**California Environmental Quality Act (CEQA) Documentation:**

A CEQA categorical exemption is requested for this contract. As part of this PSA, RRM Design Group will be working with the County to help determine if the future project will create environmental impacts that require CEQA actions. The County will be performing a CEQA review and will return to the Board with an update on the potential impacts and mitigative measures, if any, that will be undertaken, if required.

**Performance Measure:**

This PSA will develop the complete design, perform constructability reviews, provide cost estimates, and assess environmental factors and measures for the new RFCF. At the end of this PSA, the project will be ready to move into the bidding phase.

**Fiscal and Facilities Impacts:**

Budgeted: Funds are available; Budget Revision 0007710 is attached for approval and will allocate the available funding in the Fire Protection District Fund, the Capital Outlay Fund and the General Fund to the RFCF project.

**Fiscal Analysis:**

<u>Funding Source</u>	<u>FY 21/22</u>		<u>FY 21/22</u>	
	<u>Professional Services Agreement with RRM Cost</u>	<u>Project Management, Geotechnical, and Survey Cost</u>	<u>Total One-Time Cost</u>	
Fire Protection District	\$ 1,095,674	\$ 608,992	\$ 1,704,666	
Capital Outlay Fund 0030	\$ 273,918	\$ 26,082	300,000	
General Fund 0001	-	126,166	126,166	
<b>Total</b>	<b>\$ 1,369,592</b>	<b>\$ 761,240</b>	<b>\$ 2,130,832</b>	

**Fiscal Narrative:**

The Professional Services Agreement with RRM Design Group is not to exceed \$1,369,592.00 which includes full design services, construction administration services, commissioning services, and sustainability certification services. In addition to the PSA, a total of \$761,240.00 will be funded by the Fire Protection District, Capital Outlay Fund, and General Fund for General Services project management time for both the current design phase and future bidding and construction phases, and separate geotechnical and site survey work. Subsequent bidding and construction phases will be awarded in the future based on the completion of this PSA.

The funding for the design phase of the project will be funded from the Fire Protection District in the amount of \$1,704,666, the Capital Outlay Fund in the amount of \$300,000 and the General Fund in the amount of \$126,166 for a total of \$2,130,832, which includes General Services project management time for design, bidding, and construction phases, and separate geotechnical and site survey work necessary for the completion of the design.

**Key Contract Risks:**

General Services, the Fire Protection District, and OEM will be working closely with RRM Design Group to develop the design for the new RFCF. General Services will be conducting Real Property confirmation, environmental reviews, and subsurface investigations to supplement and inform the design. Programming and space needs have been fully vetted with both the Fire Protection District and OEM to ensure the required functionality and user needs are completely identified and included within the design.

**Staffing Impacts:** None

**Legal Positions:**  
0

**FTEs:**  
0

**Special Instructions:**

Please send one copy of the Minute Order and two duplicate executed originals of the Professional Services Agreement to Tully Wyatt, GS / Support Services Division, Courthouse East Wing.

**Attachments:**

1. One (1) original and two (2) duplicate original Professional Services Agreement
2. Notice of Exemption
3. Budget Revision Request (BRR)

**Authored by:**

Tully Wyatt, General Services – Capital Projects