



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: Public Works
Department No.: 054
For Agenda Of: March 5, 2024
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Scott D. McGolpin, Public Works Director, 568-3010
Contact Info: Chris Sneddon, Deputy Director, Transportation, 568-3064
SUBJECT: Indefinite Delivery-Indefinite Quantity “As Needed” Design Services Contracts; All Supervisorial 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 and authorize the Chair to execute three (3) Agreements for Services of Independent Contractor with MNS, Inc., Tetra Tech, Inc., and Bengal Engineering, Inc. for design services on an “as needed” basis through June 30, 2027, with work being initiated via Task Orders, with a minimum amount of \$50,000, and a total amount not to exceed \$1,000,000 for each agreement; and
- b) Approve and authorize the Director of Public Works, or designee, to execute Task Orders and approve Task Order amendments within the scope of the Agreement, upon concurrence with the Auditor-Controller’s Office and the Office of County Counsel; and
- c) Approve and authorize the Director of Public Works, or designee, to make immaterial changes in accordance with the terms of each Agreement; and
- d) Find that the recommended actions do not constitute a “Project” within the meaning of the California Environmental Quality Act pursuant to 14 CCR 15378 (b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

Summary Text:

This item is on the agenda to execute Agreements for Services of Independent Contractor with MNS, Inc., Tetra Tech, Inc., and Bengal Engineering, Inc. Public Works constructs transportation facilities using local, state and federal funds. MNS, Inc., Tetra Tech, Inc., and Bengal Engineering, Inc. will perform design services, as needed, for various projects including, but not limited to emergency repair and permanent disaster restoration projects, culvert replacements, roadway and embankment

construction, and retaining walls. Services include but are not limited to: 1) site investigation, evaluation, analysis, 2) conceptual planning, 3) engineering calculations, 4) drafting and reviewing project plans, 4) construction estimating, and 5) writing technical specifications. Work may also include non-emergency design services in support of capital and operations projects including but not limited to pavement reconstruction, road widening, intersection design and modifications, traffic analysis, sidewalk and curb ramp reconstruction, and other projects as required.

Contractors will be assigned a maintenance division (geographical area) as defined in the RFP and awarded task orders for projects within those maintenance divisions. The divisions are the following:

- Santa Maria Maintenance Division
- Lompoc Maintenance Division
- Santa Barbara Maintenance Division

All design service activities performed by the Contractor will be under the overall supervision of the Contract Manager or their designee. The County determined that an Indefinite Delivery-Indefinite Quantity "as needed" (IDIQ) contract is the most appropriate since the County cannot predetermine the precise quantity of services that will be required during the contract period. Therefore, the County intends to execute an IDIQ agreement with the three (3) Contractors based on their qualifications. The maximum aggregate contract amount for all three (3) contracts is \$3,000,000. All funding will be based upon annual appropriation and budget approval by the Board of individual construction contracts. The County will not guarantee issuance of any specific Task Order(s) other than the minimum guaranteed amount of work of \$50,000 per Contractor for the entire term of the contract. All funding is subject to Board approval through an annual appropriation and budget process.

Any and all work performed under the IDIQ agreements will require prior approval by the County and agreement of the parties through issuance of a task order. The IDIQ agreements will have an anticipated period of performance (term) of 3 calendar years. Pursuant to amendment procedures, the period of performance may be extended an additional period up to one (1) year.

Background:

The selected contractors were determined through a publicly advertised, qualifications-based and competitive process. This process consisted of a four week publicly posted Request for Proposals (RFP) which yielded Proposals from seven Contractors. An evaluation committee, made up of three full time Public Works staff, individually scored the Proposals per the RFP criteria based on qualifications in order to determine MNS, Inc., Tetra Tech, Inc., and Bengal Engineering, Inc. as the three most qualified Contractors.

In support of the County's Renew program, which encourages County-wide efficiency, and the need for flexibility in transportation projects, Public Works determined that an "as-needed" contract is the best approach to fulfill the County's need for design services. Each year, considerable time is taken by Department staff to solicit for and subsequently manage contracts for various projects. An "as needed" contractor will save the Department staff time by reducing the number of requests for proposals and contracts requiring administration.

The typical cost of design services and contract administration for a transportation project can be 20% to 25% of the total cost of the contract being administered. The total amount payable to MNS, Inc., Tetra Tech, Inc., and Bengal Engineering, Inc. under the Agreements will not to exceed a total sum of \$3,000,000 (\$1,000,000 per Contractor) for the three-year period inclusive of the minimum amount of

work guaranteed worth \$150,000 (\$50,000 per Contractor). All funding is subject to Board approval through an annual appropriation and budget process and Board authorization of specific projects.

Fiscal and Facilities Impacts:

Budgeted: N/A

Fiscal Analysis:

<u>Source</u>	<u>Maximum amount</u>
Road Funds	\$3,000,000

Narrative:

The estimated maximum total cost required to perform design services is \$3,000,000 for the three-year period from March 5, 2024, through June 30, 2027. Funds for this Agreement will be budgeted within the specific projects for which the services may be needed in Department 054, Division 02. Design services rendered for grant funded projects may be reimbursable.

Special Instructions:

Please forward the following items to Yanette Luna in the Public Works Department, Transportation Division, 123 E. Anapamu Street, extension 83094:

- One duplicate original copy of each (3) executed contract (one original contract to remain on file with the Clerk of the Board)
- Email the Minute Order approving these recommendations to yluna@countyofsb.org

Attachments:

Attachment A: MNS, Inc. Agreement for Services of Independent Contractor for Design Services IDIQ

Attachment B: Tetra Tech, Inc. Agreement for Services of Independent Contractor for Design Services IDIQ

Attachment C: Bengal Engineering, Inc. Agreement for Services of Independent Contractor for Design Services IDIQ

Authored by:

Esau Blanco, Public Works Transportation- Structures and Capital Projects Manager, 803-8764