



**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: 02/06/2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Kirk Lagerquist, Director General Services, 805-560-1011
Contact Info: Patrick Zuroske, Asst. Director General Services, 805-568-3096

DocuSigned by:
Kirk Lagerquist
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SUBJECT: **Amendments to Agreements for Services of Independent Contractor:
Amendment 3 with Turner and Townsend Heery, LLC, Amendment 2 with
Skanska USA Building Inc., and Amendment 8 with Kitchell/CEM, Inc., All
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, ratify, and authorize the Chair to execute Amendment No. 3 (Turner & Townsend Amendment) to the Agreement for Services of Independent Contractor with Turner & Townsend Heery, LLC (Turner & Townsend Agreement), incorporating applicable required federal provisions;
- b) Approve, ratify, and authorize the Chair to execute Amendment No. 2 (Skanska Amendment) to the Agreement for Services of Independent Contractor with Skanska USA Building Inc. (Skanska Agreement), increasing the maximum compensation payable under the Skanska Agreement from \$1,225,000.00 to \$1,645,000.00 (an increase of \$420,000) to provide additional Consulting and Project Management Services;
- c) Approve, ratify, and authorize the Chair to execute Amendment No. 8 (Kitchell Amendment) to the Agreement for Services of Independent Contractor with Kitchell/CEM, Inc. (Kitchell Agreement), incorporating applicable required federal provisions; and

- d) Per Government Code Section 31000, find that the services being provided in these agreements are considered “special services” as they are architectural and engineering in nature; and
- e) Find that the recommended 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.

Summary Text:

General Services has engaged Turner & Townsend Heery, LLC (Turner & Townsend), Skanska USA Building Inc. (Skanska) and Kitchell/CEM, Inc. (Kitchell) to provide contract project management, engineering, architectural, and other services to support the County’s ongoing Capital Improvement Program. Approval of the recommended amendments to the County’s Agreements for Services of Independent Contractor (Agreements) with each of Turner & Townsend, Skanska, and Kitchell will provide General Services with additional consulting and project management services for various capital improvement projects approved by the Board of Supervisors (Board) while ensuring compliance with local, State and Federal requirements.

Background:

General Services is tasked with managing various funded Capital Improvement Projects listed in the annual Board-approved Capital Improvement Plan (CIP). These projects include large-scale projects such as the main Santa Barbara County Jail renovation, the Lake Cachuma RV Park upgrades, the new Probation Building, and various other projects pertaining to public safety, maintenance (both current and deferred), energy reduction and efficiency, renewable energy, accessibility, security, and parking lot repair. Managing the current CIP has created a need for General Services to supplement the current project management staffing plan, which includes full time County employees and contract project management staff from three separate firms: Kitchell/CEM, Inc., Turner & Townsend Heery, LLC, and Skanska Building Inc. On February 1, 2022, the Board approved the Turner & Townsend Heery, LLC Agreement (Attachment 1) and the Skanska Agreement (Attachment 2) and on July 2, 2019, the Board approved the Kitchell Agreement (Attachment 3). The recommended Turner & Townsend Amendment (Attachment 4), Skanska Amendment (Attachment 5), and Kitchell Amendment (Attachment 6) will incorporate required federal clauses into the Agreements to ensure compliance with federal funding requirements, supplement existing project management staff to assist with managing CIP projects, and ensure there are no delays in moving the CIP projects forward. The Skanska Amendment (Attachment 5) will also increase the maximum compensation payable under the Skanska Agreement from \$1,225,000.00 to \$1,645,000.00 (an increase of \$420,000) to continue providing Consulting and Project Management Services through the remainder of the contract Term.

Key Contract Risks: The Turner & Townsend Agreement, the Skanska Agreement, and the Kitchell Agreement identify the scope of work the respective contractors must perform in order to receive payment based on hours of work performed and outcomes achieved.

CEQA:

The proposed administrative actions do not constitute a project within the meaning of the California Environmental Quality Act (CEQA) pursuant to sections 15378(b)(4) and 15378(b)(5) of the CEQA

Guidelines. An environmental analysis of any project resulting from this effort will be required, and any resulting environmental action will be brought to the Board for approval prior to construction.

Fiscal and Facilities Impacts:

<u>Capital Outlay Fund</u> <u>0030</u>	<u>FY 2023-24 Cost:</u>	<u>Total One-Time</u> <u>Project Cost</u>
Skanska Amendment #3	\$ 420,000.00	\$ 420,000.00
Total	\$ 420,000.00	\$ 420,000.00

The recommended Amendments are budgeted in the General Services' Capital Outlay Fund 0030. The Agreements, as amended by the Amendments, will be funded with a combination of General Funds budgeted for contract project management and reimbursements from various approved and funded Capital projects that are ongoing and may cross over multiple fiscal years.

The recommended Skanska Amendment will increase the amount of compensation payable under the Skanska Agreement by \$420,000, for an amended total contract amount of \$1,645,000, to avoid interruption in the management of the many capital and facilities maintenance projects and programs currently underway.

Special Instructions:

Provide two (2) duplicate originals of the Turner & Townsend Amendment, two (2) duplicate originals of the Skanska Amendment, two (2) duplicate originals of the Kitchell Amendment, and a Minute Order to Diana Estorga, Capital Division Manager, General Services Department.

Attachments:

- Attachment 1: Turner & Townsend Agreement
- Attachment 2: Skanska Agreement
- Attachment 3: Kitchell Agreement
- Attachment 4: Amendment No. 3 to Turner & Townsend Agreement
- Attachment 5: Amendment No. 2 to Skanska Agreement
- Attachment 6: Amendment No. 8 to Kitchell Agreement

Authored by: Diana Estorga, Capital Division Manager, General Services Department