



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

Submitted on:  
(COB Stamp)

**Department Name:** Planning and  
Development  
**Department No.:** 053  
**For Agenda Of:** December 17, 2024  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s) Lisa Plowman, Director, Planning & Development  
Department (805) 568-2086  
Contact Info: Alex Tuttle, Deputy Director, Planning &  
Development Department (805) 568-2072  
**SUBJECT:** Agreement for Services with Iteris, Inc. for the Preparation of the Santa  
Barbara County Traffic Modeling and Circulation Element Development

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: Risk Management

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Iteris, Inc. (Attachment 1) to provide professional services in the preparation of the Santa Barbara County Traffic Modeling and Circulation Element Development. Services are to be rendered during the period of December 17, 2024 to December 31, 2026, for a base contract amount not to exceed \$404,622;
- b) Approve and authorize the Planning & Development Department (P&D) Director, or the P&D Director's designee, to:
  - i. Approve up to a 10 percent contingency cost not to exceed \$40,462 for services being performed under the Agreement for Services of Independent Contractor, for a total contract amount not to exceed \$445,084;
  - ii. Approve changes or additions in the services being performed, provided the contract does not exceed the base contract amount plus the 10 percent contingency identified in the contract; and
  - iii. Make immaterial changes in accordance with Section 35 and suspend performance per Exhibit A in the Agreement for Services of Independent Contractor.
- c) Determine that the Agreement for Services of Independent Contractor and the Board of Supervisors' actions are not a project and, therefore, are exempt from the California

Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines Sections 15060(c)(3) and 15378(b)(5).

**Summary Text:**

As part of Long Range Planning's project to update the County's Comprehensive Plan Circulation Element, Planning and Development (P&D) initiated a competitive bid process and issued a request for proposals (RFP) for a consulting firm to conduct countywide traffic modeling and operational analyses, and assist Long Range Planning staff with the Circulation Element Update. Based on the proposals submitted, and the evaluation and interview process, P&D has selected Iteris, Inc. as the project consultant. The Agreement for Services of Independent Contractor (Attachment 1), for a total contract amount not to exceed \$445,084, will exceed the \$200,000 cumulative contract threshold, and therefore, requires Board of Supervisors approval. Staff recommends the Board of Supervisors approve the Agreement for Services of Independent Contractor.

**Background:**

P&D, in collaboration with County Public Works, Transportation Division, will develop a balanced, multimodal transportation plan and incorporate relevant information into the County's Circulation Element in order to meet the legislative requirements of Government Code Section 65302(b) and Senate Bill 932 (Portantino, 2022). To comply with State law requirements, the Circulation Element Update must (1) update the location of existing and proposed major roads, transit routes, terminals, ports, and public utilities and facilities, (2) incorporate the Federal Highway Administration's Safe System Approach through developing policies aimed at eliminating fatal injuries for all road users, and (3) develop bicycle, pedestrian, and traffic calming plans using evidence-based strategies to develop safety measures in areas with high concentrations of cyclists and pedestrians.

The Circulation Element Update will build on the County's existing policies and plans through updated traffic modeling analysis to understand the capacity and safety issues associated with the transportation network. The project will involve a qualitative evaluation of the County's existing transportation network and will utilize multiple travel-demand models from various agencies within the County to capture detailed land use and circulation network assumptions in local areas. The project will consist of a traffic operations analysis at intersections and roadways throughout the unincorporated county to assist in preparing traffic forecasts for a 2050 scenario. The traffic modeling and analysis will inform any road user vulnerabilities and inefficiencies and guide the production of the bicycle, pedestrian, and traffic calming plans to eliminate traffic fatalities for all road users.

P&D initiated a competitive bid process and issued an RFP on July 10, 2024, and received two proposals by the August 14, 2024 deadline. P&D worked with both candidates to refine proposals, clarify the scope of work, and ask budgetary questions, before making a selection.

Iteris, Inc. has extensive experience in traffic modeling and analysis and has worked with many local jurisdictions on similar projects. They are well-versed in travel demand forecasting, long-range planning, complete streets analysis, and Geographic Information Systems applications. Iteris, Inc.'s proposal demonstrated relevant, previous experience in the project area and professional qualifications necessary for the satisfactory performance of the services required.

Iteris, Inc. proposes subcontracting with Nelson\Nygaard Consulting Associates, Inc. to assist P&D staff in the development of the County Circulation Element Update, preparation of multimodal transportation plans, and stakeholder outreach and public engagement. Nelson\Nygaard Consulting Associates, Inc. has extensive experience in developing transportation systems that promote sustainable and accessible communities and have successfully completed work on various other jurisdiction's Circulation Element Updates.

The project will be advised by County Public Works, Transportation Division staff who will provide input at critical milestones and review draft products throughout the development of this project.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

The County FY 2024-2025 Adopted Budget, page 321, includes funding for the Circulation Element Update as part of P&D's Long Range Planning Division Budget Program. The consultant contract is a multi-year contract through December 31, 2026 and is partially funded (\$280,000) as part of Long Range Planning Division's Budget Program for FY 2024-2025. P&D will request the balance of the consultant cost funding as part of P&D's FY 2025-2026 proposed budget. Additionally, since the traffic modeling supports various work efforts of Public Works, they will contribute \$94,763 towards completing the data collection and modeling portion of the contract, with \$40,905 allocated from the Orcutt Transportation Improvement Plan fund balance and \$53,858 allocated from the Goleta Transportation Improvement Plan fund balance.

**Key Contract Risks:**

P&D staff performed a risk analysis on the proposed Agreement. It is high risk because of the medium contract value and the significant changes that will be developed. The Agreement applies the County's standard independent contractor terms and conditions in accordance with State of California laws and regulations. The risk mitigation includes insurance coverage appropriate for the level of risk involved as determined by P&D in conjunction with the County Risk Manager, and the Agreement indemnifies County agents, officers, and employees, from any claims that may arise from activities performed under the Agreement. In addition, the Agreement includes a Termination for Convenience clause to further mitigate risk.

**Staffing Impacts:**

No additional staffing is needed to implement and manage this Agreement.

**Special Instructions:**

Please forward one original executed Agreement and a copy of the hearing Action Summary to P&D, Hearing Support, Attention: David Villalobos.

**Attachments:**

1. Agreement for Services of Independent Contractor
  - Exhibit A: Statement of Work
    - Exhibit A-1: Timeline for Santa Barbara County Traffic Modeling and Circulation Element Development
  - Exhibit B: Payment Arrangements
    - Exhibit B-1: Schedule of Fees
  - Exhibit C: Indemnification and Insurance Requirements

**Authored by:**

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