



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:** 10/18/2022  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** General Services Janette D. Pell, Director General Services, 805-568-2626  
Contact Info: Patrick Zuroske, Asst. Director General Services, 805-568-3096  
**SUBJECT:** Professional Services Agreement, Amendment 1 with CBRE and Skanska, All Districts

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**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. 1 (CBRE Amendment) to the Agreement for Services of Independent Contractor with CBRE, Inc. (CBRE Agreement), increasing the maximum compensation payable under the CBRE Agreement from \$225,000.00 to \$1,225,000.00 (an increase of \$1,000,000.00) to provide additional Consulting and Project Management Services; and
- b) Approve, ratify, and authorize the Chair to execute Amendment No. 1 (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 \$225,000.00 to \$1,225,000.00 (an increase of \$1,000,000.00) to provide additional Consulting and Project Management Services; and
- c) Per Government Code 31000, find that the services being provided in these agreements are considered “special services” as they are architectural and engineering in nature; and
- d) 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 CBRE, Inc. (CBRE) and Skanska USA Building, Inc. (Skanska) 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 contracts with each of CBRE and Skanska will provide General Services with additional consulting and project management services for various capital improvement projects approved by the Board of Supervisors (Board).

**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, Inc., CBRE, and SKANSKA. On February 1, 2022, the Board approved the CBRE Agreement (Attachment 1) and the Skanska Agreement (Attachment 2). The recommended CBRE Amendment (Attachment 3) and Skanska Amendment (Attachment 4) will extend the term of each of the CBRE Agreement and the Skanska Agreement, and supplement existing project management staff to assist with managing CIP projects and ensure there are no delays in moving the CIP projects forward.

**Key Contract Risks:** Each of the CBRE Agreement and the Skanska 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:**

<b><u>Capital Outlay Fund 0030</u></b>	<b><u>FY 2022-23 Cost:</u></b>	<b><u>FY 2023-24 Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
CBRE Amendment # 1	\$ 350,000.00	\$ 650,000.00	\$ 1,000,000.00
Skanska Amendment #1	\$ 350,000.00	\$ 650,000.00	\$ 1,000,000.00
<b>Total</b>	<b>\$ 700,000.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 2,000,000.00</b>

The recommended Amendments are budgeted in the General Services’ Capital Outlay Fund 0030. The Agreements 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 on-going and may cross over multiple fiscal years.

The recommended Amendments will increase the amount of compensation payable under each of the Agreements by \$1,000,000, for a total contract amount of \$1,225,000 per Agreement, ensuring no interruption in the management of the many capital and facilities maintenance projects and programs underway.

**Special Instructions:**

Provide two (2) duplicate originals of the CBRE Amendment, two (2) duplicate originals of the Skanska Amendment, and a Minute Order to John Green, Capital Division Chief, General Services Department.

**Attachments:**

1. Amendment No. 1 to CBRE Agreement
2. Amendment No. 1 to Skanska Agreement
3. CBRE Original Agreement
4. Skanska Original Agreement

**Authored by:** John Green, Capital Division Chief, General Services Department