



**BOARD OF SUPERVISORS
AGENDA LETTER**

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: December 16, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kirk Lagerquist, Director
Contact: John Green, Assistant Director
SUBJECT: Award Professional Service Agreement for Orcutt Library Architectural and Engineering Services, Project No. PRJ-000233 (20056)-Orcutt Library Facility

DocuSigned by:
Kirk Lagerquist
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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 and authorize the Chair to execute a Professional Services Agreement (Agreement) with RRM Design Group (Consultant) for architectural and engineering services for Phase 1 and Phase 2 of the Orcutt Library Design (Project), County Project PRJ-000233 (20056) Fourth Supervisorial District, in the amount of Six-Hundred Ninety-Nine Thousand, Five-Hundred Fifty-Three Dollars and Zero Cents (\$699,553.00);
- b) Authorize the Director of General Services or his Capital Division Chief designee to approve Supplemental Service Orders in an aggregate amount not to exceed Sixty-Nine Thousand, Nine-Hundred Fifty-Five Dollars and Zero Cents (\$69,955.00) to address changes or additions to the work being performed under the Professional Services Agreement with RRM Design Group;
- c) Authorize the Director of General Services to (i) amend the Agreement to extend the Term of the Agreement by up to six (6) additional months, and (ii) terminate the Agreement in accordance with the provisions of the Agreement; and

- d) Find that the proposed action(s) are exempt from the California Environmental Quality Act pursuant to Section 15262 of the CEQA Guidelines, which exempts feasibility and planning studies for possible future actions that have not been approved, adopted, or funded by the agency.

Summary Text:

This item requests Board approval of a Professional Services Agreement with RRM Design Group, a California corporation, to provide architectural and engineering services for Phase 1 and Phase 2 of the new Orcutt Library design, located in the Fourth Supervisorial District. Phase 1 includes project initiation, site assessment, and conceptual design. Phase 2 includes development of schematic design to the 50% design level. The Agreement includes a base contract amount of \$699,553.00, with a supplemental services amount not to exceed \$69,955.00, for a total maximum aggregate contract amount not to exceed \$769,508.00.

Phase 3, Construction Documents and Permitting, and Phase 4, Bidding and Construction Administration Services, are not included in this Agreement.

Background:

The existing Orcutt Library, located at 175 Broadway Street, currently operates in leased space totaling fewer than 5,000 square feet. Planning documents dating back to 1995 identified the need for a significantly larger facility, up to 20,000 square feet, to adequately serve the growing Orcutt community. More recently, the City of Santa Maria, which operates the Orcutt Library on behalf of the County, completed a space needs assessment identifying 17,160 square feet as necessary to meet current community demand.

On December 12, 2023, a Board contract was awarded to RRM Design Group to perform a feasibility study comparing three potential sites, including what's known as the Union Oil Building and the Conoco Phillips 66 properties, for the location of a new Orcutt library and to prepare an architectural and space needs summary. From this study, the site, identified as open space comprised of five parcels (APN 105-020-063, APN 105-020-064, APN 105-020-061, APN 105-020-060, and APN 105-020-062), non-recreational located at the corner of Clark Ave and Foxenwood Lane in the unincorporated area of Orcutt, was chosen as the preferred project location. It was preferred based on its proximity to the proposed OASIS Community Center, being privately developed as a separate project at this same location. The County is currently in contract to buy the property, as authorized by the Board's approval of the Purchase and sale Agreement on November 4, 2025.

Development of the site will require the preparation of public improvement plans, including access roads with curb, gutter, and sidewalk; parking and traffic circulation improvements; stormwater detention; new utility services; and fire protection measures consistent with County Fire standards. Landscaping plans, documentation demonstrating compliance with County Clean Water standards, and drainage analyses meeting County Flood Control requirements will also be required.

On August 6, 2025, General Services solicited proposals for professional architectural and engineering services for the complete design of the new Orcutt Library. RRM Design Group was competitively selected based on demonstrated competence and qualifications for the required professional services. After evaluating fourteen (14) design proposals and interviewing the highest-ranked proposers, a contract with RRM Design Group was negotiated at a fair and reasonable price,

considering the scope, complexity, nature of the work and the estimated value of the services to be provided.

Performance Measure:

RRM Design Group will implement the scope of work outlined in the Agreement using a phased approach. Phase 1 (Parcel Assessment and Concept Design) and Phase 2 (Schematic Design) will commence upon execution of the Professional Services Agreement and issuance of a written Notice to Proceed.

Phase 3 (Construction Documents and Permitting) and Phase 4 (Bidding and Construction Administration), in the amount of \$1,608,806.00 for Phase 3 and Phase 4, are not included in this Agreement. The County will amend the Agreement when sufficient funding is available to complete the remaining scope of work. A subsequent written Notice to Proceed will be issued authorizing RRM Design Group to begin Phases 3 and 4 once funding is confirmed and the amendment has been executed.

The critical path for the design schedule is dependent on the timely completion of the environmental analysis and the availability of sufficient funding to complete the project on schedule and within budget

Fiscal Analysis:

Budgeted: Yes

This Professional Services Agreement with RRM Design Group is funded with \$500,000.00 in allocated Cannabis One-Time Funds, and \$269,508.00 in allocated General Funds which are budgeted in the FY 2025-26 Capital Outlay Fund 0030 Project PRJ-000233 (20056). The services under this PSA will commence in FY 2025-26 and continue into FY 2026-27 to complete Phase 1 (Parcel Assessment and Concept Design) and Phase 2 (Schematic Design) design of the new Orcutt Library. . The maximum aggregate amount payable by the County under the Agreement, including the base contract amount of \$699,553.00 and supplemental services amount not to exceed \$69,955.00, is \$769,508.00.

Funding Source – RRM PSA Phase 1 and Phase 2	FY 2025-26	FY 2026-27	Total
Cannabis One-Time Funds	\$500,000.00	---	\$500,000.00
General Fund	\$200,000.00	\$69,508.00	\$269,508.00
Total	\$700,000.00	\$69,508.00	\$769,508.00

Special Instructions:

Please send one copy of the Minute Order and two duplicate executed originals of the Professional Service Agreement to Ashton Ellis, General Services, 260 N. San Antonio Road, Santa Barbara, CA 93110.

Attachments:

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Attachment A – RRM Design Group Professional Services Agreement, County Project No. 20056

Attachment B – Architectural and Engineering Services Statement, County Project No. 20056

Attachment C – Notice of Exemption Orcutt Library Design, County Project No. 20056

Contact Information:

Ashton Ellis

Project Manager, General Services Department

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