



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: December 12, 2023
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 (805) 560-1011
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096
SUBJECT: Orcutt Library Site Options Evaluation - Award Professional Services Agreement (PSA), Fourth District

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a Professional Services Agreement (PSA) in the amount of \$23,000.00 with RRM Design Group, a California Corporation, to provide an evaluation and conceptual building and site layouts of three potential sites for a new Library in Orcutt; and
- b) Authorize the Director of General Services or designee to approve Supplemental Services Orders under the PSA in an aggregate amount not to exceed \$5,000.00; and
- c) Find that the proposed action is not a project under the California Environmental Quality Act (CEQA) pursuant to section 15262 as a feasibility and planning study for possible future actions that have not been approved, adopted, or funded, and direct staff to file a notice of exemption on that basis.

Summary Text:

This item is before the Board for approval of a Professional Services Agreement (PSA) with RRM Design Group in the amount of \$23,000.00. The goal of this PSA is to assist the County in evaluating and comparing the feasibility of three potential sites for the location of a new library in Orcutt. Because this vendor has existing contracts with the County this fiscal year that are in excess of the annual aggregate limit of \$200,000, this PSA requires Board approval.

RRM Design Group was competitively selected on the basis of demonstrated competence and qualification for the type of professional services required. Following evaluation of similar design firms to consider the scope, and schedule, and compare methods for furnishing services, the recommended contract with RRM Design Group was negotiated at a fair and reasonable price considering the scope, complexity, professional nature, and the estimated value of the services to be rendered.

Background:

The Orcutt Library located at 175 Broadway Street, is in leased space of less than 5,000 square feet (sf). Plans dating back to 1995 cite a need for a significantly larger library of up to 20,000 sf to serve Orcutt and its surrounding communities. The City of Santa Maria, which operates the Orcutt Library on behalf of the County, recently conducted a space needs assessment that calls for 17,160 sf to adequately meet community needs.

A prior survey of the area for suitable properties identified the Union Oil Building as one available building located in Orcutt that the County could purchase to replace the current leased Orcutt Library space. This new location would increase capacity by doubling the space of the existing library. Some appraisal work has already been initiated for this site.

There are two additional sites that the County will be evaluating and comparing for feasibility compared to renovating the Union Oil Building. One of the additional sites that will be studied is the area west of the property approved for the new Oasis Center on Clark Avenue, and the other site to be included in this study is one that is currently owned by Phillips 66, described in greater detail in the attached PSA.

This PSA includes a scope of services in order to help the County compare the feasibility of each site for the location of a new library, including the renovation of the existing Union Oil Building. The tasks identified below will provide the County with concept site layouts, budgetary cost estimates and concept renderings for each of the sites selected for evaluation:

- Task 1: Program Identification & Kick-off Meeting/Site Visits
- Task 2: Architectural Program – Space Needs Summary
- Task 3a: Conceptual Library Facility Site/Building Layout – 1A Union Oil Building
- Task 3b: Conceptual Library Facility Site/Building Layout – 1B Clark Ave Site
- Task 3c: Conceptual Library Facility Site/Building Layout – 1C Phillips 66 Site
- Task 4: Additional Draft Conceptual Layouts – 1 Per Site
- Task 5: Perspective Rendering – Selected Site
- Task 6: Conceptual Project Budget Comparison

Performance Measure:

This PSA will provide a thorough site assessment as well as a building/location feasibility study for the future new library in Orcutt. Once the assessment is complete, staff will return to the Board to share the project findings and provide a recommendation for next steps.

Fiscal and Facilities Impacts:

Budgeted:

Fiscal Analysis:

<u>Funding Source</u>	<u>FY 23-24 Cost:</u>	<u>Total One-Time Project Cost</u>
Capital Outlay Fund 0030 Project #20056	\$23,000.00	\$23,000.00

Fiscal Narrative:

The funding for this project is included in the FY 2023-24 Approved Budget in the Capital Outlay Fund 0030 Project #20056.

Key Contract Risks:

RRM Design Group is an existing vendor and has performed services for the County of Santa Barbara for many years.

Special Instructions:

Please send one copy of the Minute Order and two duplicate executed originals of the Professional Services Agreement to John Green, General Services, Capital Projects.

Attachments:

1. One (1) original and two (2) duplicate original Professional Services Agreement
2. Notice of Exemption

Authored by:

John Green, General Services – Capital Projects Division