



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: August 18, 2020
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 Janette D. Pell, Director (805) 560-1011
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096
SUBJECT: New Probation Headquarters Building Project- Award Professional Services Agreement (PSA) for Conceptual Design and Programming; First District Project No. 19014

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: SBCo Probation Department

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Professional Services Agreement (PSA) with RNT Architects, Ventura, CA, a corporation, to provide professional conceptual design, planning, and cost estimating consulting services and programming services for the new Probation Headquarters Building, located on Garden Street, Santa Barbara, CA, in an amount not to exceed \$250,000.00; and
- b) Find that this contract is determined by your Board to be exempt from the provisions of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15262 because it consists only of feasibility or planning studies for possible future actions that the Board has not approved, adopted, or funded and that will not result in any direct or indirect physical changes in the environment, and direct staff to file a Notice of Exemption on that basis.

Summary Text:

The General Services Department, in partnership with the Probation Department has initiated the process to procure feasibility and planning studies for a new Probation Headquarters building in downtown Santa Barbara located on County owned property between Santa Barbara, Garden, Figueroa, and Carrillo Streets. The feasibility and planning studies will include possible concept designs,

programming efforts with Probation, and cost estimating to determine future project requirements. A potential new HQ would be intended to consolidate staffing from the Hollister campus as well as the current downtown HQ building, which will lead to operational and cost efficiencies for the Department. Once the feasibility and planning study services are complete, a review and consideration of project delivery methods will be performed for the next phase of the potential project. Staff will return to the Board at a later date for further direction.

Background:

General Services conducted a competitive, qualification based selection (QBS) process soliciting Requests for Qualifications (RFQ’s) from interested firms. A non-mandatory job walk was held for interested design firms in February 2020, with proposals due and received on March 12, 2020. Three design teams responded to the RFQ. The selection process employed a review committee comprised of County of Santa Barbara General Services and Probation staff. Each proposal was reviewed and scored based on the criteria established in the RFQ, and subsequent interviews with the three responding firms were conducted. At this time, General Services is prepared to recommend RNT Architects to provide professional conceptual design, programming, planning, and cost estimating services for the new Probation Headquarters Building. The scope of services covered by this PSA is funded by the Santa Barbara County Probation Department. The work is necessary to maintain and modernize Probation facilities, and will consolidate the currently dispersed Probation operations into a single facility leading to operational efficiencies. The project will reflect the County’s Net Zero Energy (NZE) policy, and will utilize Crime Prevention Through Environmental Design (CPTED) principles.

California Environmental Quality Act (CEQA) Documentation:

A CEQA categorical exemption is requested for this contract. As part of this PSA, RNT Architects will be working with the County to help determine the environmental impacts the future project will have. The County will be performing a CEQA review and will return to the Board with an update on the potential impacts and mitigative measures that will be undertaken.

Performance Measure:

This PSA will develop the conceptual plans, document the programming requirements, provide cost estimates, and assess environmental factors and measures for the new Probation Headquarters Building. At the end of this PSA, the project will be ready to move into the design development phase.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

| <u>Funding Sources</u> | <u>FY 20-21 Cost:</u> | <u>Annualized On-Going Cost</u> | <u>Total One-Time Project Cost</u> |
|-------------------------------|------------------------------|--|---|
| Probation Dept. Funds | \$250,000.00 | - | \$250,000.00 for PSA |

Fiscal Narrative:

The PSA with RNT Architects is not to exceed \$250,000.00. Subsequent design phases (design development and construction documents) will be awarded in the future based on the completion of this PSA, and ultimately the project delivery method selected for the project.

The funding for this phase of the project has been allocated by the Probation Department for a total of \$350,000.00, which also includes GS project management time and separate site survey work.

Key Contract Risks:

General Services and the Probation Department will be working closely with RNT Architects to develop the concept and programming for the new Probation Headquarters Building. General Services will be conducting Real Property confirmation, environmental reviews, and subsurface investigations to supplement and inform the concept design. Programming and space needs will be fully vetted with the Probation department to ensure the required functionality and user needs are completely identified and included within the concept design.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

Please send one copy of the Minute Order and two duplicate executed originals of the Professional Services Agreement to Tully Wyatt, GS / Support Services Division, Courthouse East Wing.

Attachments:

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

Authored by:

Tully Wyatt, General Services – Capital Projects