



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: November 10, 2020
Placement: Administrative
Estimated Tme: 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: Amendment No. 4 to Professional Services Agreement with Kitchell/CEM, Inc.;
All Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence:

Risk Management and Purchasing

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 Amendment No. 4 to the Contract with Kitchell/CEM, Inc. of San Luis Obispo, CA, which will provide for additional Project Management Services by increasing the maximum compensation limit from \$1,025,000.00 to \$1,825,000.00 (an increase of \$800,000.00); and
- b) Find that the recommended action is 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 it 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 seeks approval for an amendment to the existing services agreement with Kitchell/CEM, which provides on-site project management, engineering, architectural, and other services for various capital and facilities projects and programs, including those approved by the Board of Supervisors. The contract is currently set to expire June 30, 2021; the proposed Amendment No. 4 would increase the contract amount by \$800,000. This additional contract amount will allow General Services to continue moving critical projects forward as it continues efforts to fill five permanent full time vacancies in the Capital Projects division.

Background:

Over the past several years, the Board of Supervisors has approved over \$70 million of capital project work that will be managed by the General Services department. These projects include the main Santa Barbara County Jail renovation, the Lake Cachuma RV Park upgrades, the new Probation Headquarters, the SB Courthouse Roof project, the Calle Real Master Plan, and the BeWell MHRC to name a few. To begin planning and design on these projects, on July 2, 2019 General Services sought and received Board of Supervisors approval to enter into a professional services agreement with Kitchell/CEM, Inc. for project management consultant services for a total contract amount not to exceed \$200,000. On November 5, 2019, Amendment No. 1 to this agreement was approved and broadened the services offered and increased the contract amount by \$75,000. After continuing to review the County’s project management needs, Amendment No. 2 for additional services was requested and approved by the Board on February 25, 2020 which increased the contract amount by \$325,000, and extended the term of the agreement by 12 months to July, 2021 to ensure there would be no delays in moving these and other projects forward. Amendment No. 3 executed in June, 2020 increased the contract amount by \$425,000. As we continue to review project and facility management needs, General Services is requesting this 4th amendment to the Kitchell contract for an additional \$800,000 be added to this contract to cover anticipated project and facility management services needed through the remainder of this fiscal year. Kitchell/CEM was selected among three firms, based on their qualifications and experience.

Key Contract Risks:

The Professional Services Agreement identifies the scope the consultant must achieve 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:

<u>Contract Amendment Funding Sources-GS</u>	<u>FY 2020-21 Cost</u>	<u>Total One-Time Project Cost</u>
General Fund - Facilities	\$ 200,000.00	\$ 200,000.00
Capital Outlay Fund	\$ 600,000.00	\$ 600,000.00
Total	\$ 800,000.00	\$ 800,000.00

The contract amendment No. 4 is budgeted in the General Services’ Capital Outlay Fund 0030, the General Fund Facilities Division budget, and other identified project funding sources.

Amendment No. 4 will increase the contract by \$800,000.00, for a total contract amount of \$1,825,000.00, ensuring no interruption in the management of the many capital and facilities maintenance projects and programs underway.

Special Instructions:

Provide one original of the PSA with Kitchell and a Minute Order to Skip Grey, General Services Department.

Attachments:

1. Amendment No. 4 to the Agreement For Services Of Independent Contractor
2. Amendment No. 3 to the Agreement For Services Of Independent Contractor
3. Amendment No. 2 to the Agreement For Services Of Independent Contractor
4. Amendment No. 1 to the Agreement For Services Of Independent Contractor
5. July 2, 2019 Original Professional Services Agreement with Kitchell CEM

Authored by:

Skip Grey, Assistant Director