

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 8/5/02
Department Name: PHD
Department No.: 041
Agenda Date: 9/03/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Roger E. Heroux, Director
Public Health Department

STAFF CONTACT: Peggy Langle, Director xtn 4900
Environmental Health Services

SUBJECT: Second Amendment to County-wide Septic System Sanitary Survey Project
Service Contract with Questa Engineering Corporation

Recommendation(s):

That the Board of Supervisors:
Approve the second amendment to the attached Board Contract number BC-01-261 (Attachment A) with Questa Engineering Corporation for a county-wide septic system sanitary survey project.

Alignment with Board Strategic Plan:

These recommendations are aligned with Goal II: Community Health And Safety – A Safe and Healthy Community in Which to Live, Work and Visit; Goal V: Quality of Life – A High Quality of Life for All Residents.

Executive Summary and Discussion:

On June 5, 2001, The Board approved of a service contract agreement with Questa Engineering Corporation to complete a countywide septic system sanitary survey project. On April 2, 2002 The Board approved an amendment to this contract that extended the contract termination date from April 2, 2002 until August 30, 2002. Questa Engineering Corporation has provided a first draft of the Final Report to staff as of August 8, 2002. Staff are working with Questa Engineering Corporation to finalize the report and to bring the report back to The Board with staff analysis and recommendations for modifications to the existing Liquid Waste (septic system) Program for Environmental Health Services. It is not possible for staff to interpret and analyze the program impacts and make recommendations to The Board within the existing contract termination date of August 30, 2002. Staff believes it would be essential for Questa Engineering Corporation staff to be present at the Board Hearing when the final report is provided. Staff are requesting a contract amendment until October 29, 2002 to:

1. Finalize the Sanitary Survey Report
2. Interpret and analyze the Final Report and consultant recommendations in relation to the existing Liquid Waste Program
3. Present the Final Report and staff findings to The Board within this 60 day contract extension period.

Mandates and Service Levels:

There are no mandates for this project.

Fiscal and Facilities Impacts:

Approval of this amendment does not increase General Fund Contribution or the use of Public Health Department special revenue funds. In addition, this action will not increase the department's indirect costs or its use of County A87 plan overhead.

On January 11, 2001, the Public Health Department received \$250,000 from the State Water Resources Control Board for the sanitary survey project. The funds are currently deposited in the Public Health Department's Special Revenue Fund and will be used specifically for this purpose.

These funds are appropriated as part of the Adopted FY 01-02 Public Health Department budget and can be found in: Department 041, Fund 0042, Program 4210, Account 7460.

There are no anticipated facilities impacts

Special Instructions:

Provide original, signed contract amendment to Dan Reid, Project Manager, Environmental Health Services and certified minute order.

Concurrence:

County Counsel
Risk Management
County Administrator
Auditor-Controller

Attachment A
Amendment to AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR between
COUNTY OF SANTA BARBARA
AND
QUESTA ENGINEERING CORP.

THIS is an amendment to the existing agreement (Contract number BC-01-261) executed on June 5, 2001, between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Questa Engineering Corp., having its principal place of business at 1220 Brickyard Cove Rd., Pt. Richmond, California (hereafter CONTRACTOR) .

The agreement is amended to extend the contract term from August 30, 2002 until October 29, 2002. Previously, at the request of the County of Santa Barbara, Questa Engineering Corporation agreed to a re-prioritization of the schedule of work contained in Exhibit A. This modification included a more focused initial review of the Santa Ynez Valley area to correspond with ongoing development of a County Community Plan amendment for the Santa Ynez Valley. A preliminary report of the conditions of septic system disposal in this area was prepared and submitted in early February 2002. As a result, additional project activities were delayed. This proposed amendment reflects the need to extend the contract period until October 29, 2002 in order to accomplish all project tasks and objectives.

The submission of a final report for the Sanitary Survey will be presented to the County no later than September 30, 2002.

These amendments are reflected in Section 4 (Term) and revisions to the Statement of Work contained in Exhibit A.

The County and Contractor agree to the following amendments:

1. Section 4, entitled TERM, of the existing agreement shall be amended to read as follows:
"4. **TERM.** CONTRACTOR shall commence performance on June 5, 2001 and end performance upon completion, but no later than October 29, 2002 unless otherwise directed by COUNTY or unless earlier terminated.
2. Exhibit A, Statement of Work, is amended as follows:
 - ◆ The header for the four pages of Exhibit A are amended to read
“EXHIBIT A
STATEMENT OF WORK
County-Wide Septic System Sanitary Survey Project
March 4, 2002”
 - ◆ Page Exhibit A-3, Task 5, item number ten (10) is added and reads “Support preparation of a staff report and presentation to the Board of Supervisors of the final report and integration of the recommendations into the existing and/or proposed County Liquid Waste Program.”

Attachment A

◆ The Project Schedule is modified to reflect the change in Tasks and project completion dates as follows:

PROJECT SCHEDULE

| TASK | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT |
|--|------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|------|-----|
| TASK 1 Background Review | | | | | | | | | | | | | | | | | |
| TASK 2 Design Field Program | | | | | | | | | | | | | | | | | |
| TASK 3 Conduct Survey | | | | | | | | | | | | | | | | | |
| TASK 4 Conduct Water Quality Sampling | | | | | | | | | | | | | | | | | |
| TASK 5 Final Report and BOS Presentation | | | | | | | | | | | | | | | | | |

3. All other terms and conditions of the existing agreement shall remain in effect.

Attachment A

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

GAIL MARSHALL, THIRD DISTRICT SUPERVISOR
COUNTY OF SANTA BARBARA

By: _____
Chair, Board of Supervisors

Date: _____

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

NORMAN HANTZSCHE (CONTRACTOR)
QUESTA ENGINEERING CORP.

By: _____
Deputy

By: _____
SocSec or TaxID Number: 94-2875233

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:
ROBERT W GEIS, CPA
AUDITOR-CONTROLLER

By: _____
Deputy County Counsel

By: _____
Deputy

APPROVED AS TO FORM:
ANDREA SMUTZ,
RISK MANAGER

By: _____
Risk Manager

Contract Summary Form:

Contract Number : BC- 01-261- -

Complete data below, print, obtain signature of authorized departmental representative, and submit this form (and attachments) to the Clerk of the Board (>\$25,000) or Purchasing (>\$25,000). See also "Contracts for Services" policy. Form not applicable to revenue contracts.

D1. Fiscal Year : 00/01, 01/02 and 02/03
 D2. Budget Unit Number (plus -Ship/-Bill codes in paren's)... : (041)
 D3. Requisition Number..... :
 D4. Department Name..... : Public Health Department/Environmental Health Services
 Division
 D5. Contact Person..... : Daniel Reid
 D6. Phone : (805) 681-4927

K1. Contract Type (check one): Personal Service Capital Project/Construction
 K2. Brief Summary of Contract Description/Purpose : Consultant service to conduct a county-wide septic system sanitary survey
 K3. Original Contract Amount..... : \$197,500.00
 K4. Contract Begin Date : June 6, 2001
 K5. Original Contract End Date : April 2, 2002
 K6. Amendment History: 1st Amendment-August 30,2002; 2nd Amendment- October 29, 2002

| Seq# | EffectiveDate | ThisAmndtAmt | CumAmndtToDate | NewTotalAmt | NewEndDate | Purpose (2-4 words) |
|------|-------------------|--------------|----------------|-------------|----------------|---|
| | September 3, 2002 | \$ | \$ | \$ | October 29, 02 | To facilitate completion of project and presentation to the Board of Supervisors. |

K7. Department Project Number : SSURVY
 B1. Is this a Board Contract? (Yes/No)..... : Yes
 B2. Number of Workers Displaced (if any) : 0
 B3. Number of Competitive Bids (if any) : 5
 B4. Lowest Bid Amount (if bid)..... : \$98,500
 B5. If Board waived bids, show Agenda Date :
 B6. ... and Agenda Item Number : #
 B7. Boilerplate Contract Text Unaffected? (Yes / or cite ¶¶) : No; Sections 30, 31 & 32 added to contract text

F1. Encumbrance Transaction Code : 1701
 F2. Current Year Encumbrance Amount : \$
 F3. Fund Number : 0042
 F4. Department Number..... : 041
 F5. Division Number (if applicable) : 4200
 F6. Account Number : 7460
 F7. Cost Center number (if applicable) :
 F8. Payment Terms..... : Net 30

V1. Vendor Numbers (A=uditor; P=urchasing) :
 V2. Payee/Contractor Name : Questa Engineering Corporation
 V3. Mailing Address : PO Box 70356
 V4. City State (two-letter) Zip (include +4 if known) : Point Richmond, California 94807
 V5. Telephone Number..... : (510) 236-6114
 V6. Contractor's Federal Tax ID Number (EIN or SSN)..... : 94-2875233
 V7. Contact Person..... : Norman Hantzsche
 V8. Workers Comp Insurance Expiration Date..... :
 V9. Liability Insurance Expiration Date[s] (G=enl; P=rofl) .. :
 V10. Professional License Number : #
 V11. Verified by (name of County staff) :
 V12. Company Type (Check one): Individual Sole Proprietorship Partnership Corporation

I certify: information complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date : _____ Authorized Signature .._____