



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

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: November 18, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: 4/5

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

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management; CEO

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) for environmental services in the base contract amount not to exceed \$339,670.00 with UltraSystems Environmental Incorporated (Not a Local Vendor) for the Orcutt Library Environmental Services Project, County Project PRJ-000233 (20056) in the Fourth Supervisorial District;
- 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 \$33,967.00 to address changes or additions to the work being performed under the Professional Service Agreement with UltraSystems Environmental, Incorporated;
- 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
- d) Approve Budget Revision Request BJE-0010880 (4/5 Vote Required); and

- e) Find that the proposed action(s) does not constitute a project within the meaning of CEQA, pursuant to 14 CCR 15262, Feasibility and Planning Studies that will result in direct or indirect physical changes in the environment.

Summary Text:

This item is before the Board for approval of a Professional Services Agreement with UltraSystems Environmental, Incorporated for the total maximum compensation limit of \$373,637.00, including the aggregate amount not to exceed the base contract amount, of \$339,967.00, and the supplemental services contingency amount of \$33,967.00. UltraSystems Environmental, Incorporated will provide environmental documentation and analysis services for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements for a new library located in the unincorporated Community of Orcutt, at the corner of Clark Ave and Foxenwood Lane.

Background:

As addressed in the Orcutt Community Plan, the County of Santa Barbara does not operate a library system in unincorporated areas. All branch facilities located in the unincorporated areas are operated through contracts with the cities of Santa Maria, Santa Barbara, and Lompoc and are funded by the County and cities. The City of Santa Maria serves the unincorporated area of Orcutt, operating the existing Orcutt Branch Library in a leased space located at 175 Broadway Street.

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, 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.

On July 31, 2025, General Services solicited proposals for environmental services to study the proposed library location and prepare environmental review documentation, meeting both California Environmental Quality Act and National Environmental Policy Act requirements. On August 28, 2025, one (1) proposal was received. General Services evaluated this proposal and based on the selection criteria defined in the Request for Proposal, found Ultrasystems Environmental, Incorporated to be the most qualified. Based on qualifications and finding their cost proposal to be reasonable, General Services recommends awarding a professional services contract to UltraSystems Environmental, Incorporated.

The environmental documentation will define the scope of the project and determine the significance of the project impacts. The document will address the impacts of the library footprint based on program needs; public improvements including access roads, curb, gutter and sidewalk and traffic circulation; fire protection and emergency access requirements; parking requirements; and stormwater detention and flood control requirements. The library project along with the community center is anticipated to span five parcels over approximately 12 acres.

Performance Measure:

UltraSystems Environmental, Incorporated will be responsible for completing and producing documents to comply with CEQA and NEPA. General Services will review completed phases for accuracy and completeness.

Fiscal and Facilities Impacts:

The attached Budget Revision, BJE-0010880, once approved, will provide the additional funding needed for the Professional Services Agreement with UltraSystems Environmental, Inc. A General Fund allocation of \$500,00.00 was budgeted in FY 2023-24 and has funded costs for the initial stages of the project. The attached budget revision request allocates available one-time Cannabis Funding of \$500,000.00 previously set aside for the Orcutt Library project and will supplement the remaining General Fund allocation to fully fund the UltraSystems Environmental, Inc. Contract. This Agreement will be budgeted and accounted for in the Capital Outlay Fund 0030 Project PRJ-000233 (20056). The total maximum compensation limit, including the not to exceed base contract amount, \$339,967.00, and the supplemental services amount, \$33,967.00, amounts to \$373,637.00.

Fiscal Analysis:

Funding Source- UltraSystems Environmental, Incorporated	FY 2025-2026	FY 2026-2027	Total
General Fund and Cannabis Funds	\$264,188	\$109,449	\$373,637
Total			\$373,637

Special Instructions:

Please send one copy of the Minute Order and two duplicate executed originals of the Professional Service Agreement to Danielle Chanley, General Services, 912 W. Foster Road, Santa Maria, CA.

Attachments:

Attachment A – 20056 UltraSystems Environmental, Inc. PSA

Attachment B – Budget Revision Request BJE-0010880

Attachment C- CEQA Notice of Exemption

Contact Information:

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