



**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: June 6, 2023
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 Kirk Lagerquist, Director (805) 560-1011
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096
SUBJECT: Amendment No. 7 to Professional Services Agreement with Kitchell/CEM, Inc.;
All Districts

DocuSigned by:
Kirk Lagerquist
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County Counsel Concurrence

As to form: Yes

Other Concurrence:

Risk Management

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. 7 to the Agreement for Services of Independent Contractor with Kitchell/CEM, Inc. of San Luis Obispo, CA, to provide for additional Project Management Services by increasing the maximum contract amount from \$3,605,000.00 to \$5,360,000 (a total increase of \$1,755,000.00);
- b) Approve and authorize the Director of General Services, or designee, to amend the Agreement for Services of Independent Contractor to extend the Term of the Agreement for a period not to exceed twelve (12) months; and
- c) 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 consists 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, Inc., 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 current contract will expire on June 30, 2024. The proposed Amendment No. 7 would increase the contract amount by \$1,755,000, increasing the maximum contract amount from \$3,605,000 to \$5,360,000. With over 100 active or planned Capital and Facilities projects, this

additional contract amount will allow General Services to continue moving critical projects forward; supplementing the work of the Capital Division's four full-time County project managers.

The budget for this service agreement is included in the FY 2022-23 Capital Outlay Fund (Fund 0030). Budgeted funding will extend into FY 2023-24.

Background:

Over the past several years, the Board of Supervisors (Board) 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 an Agreement for Services of Independent Contractor with Kitchell/CEM, Inc. for project management consultant services in a total contract amount not to exceed \$200,000. On November 5, 2019, Amendment No. 1 to this agreement was approved by the Board 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 contract by 12 months to June 30, 2021, to ensure there would be no delays in moving these and other projects forward. Amendment No. 3, executed on June 16, 2020, increased the contract amount by \$425,000 and amendment No. 4, executed on November 10, 2020, increased the contract amount by \$800,000 to a total contract amount of \$1,825,000. On August 17, 2021, a 5th amendment to the Kitchell contract was ratified by the Board, to extend the term by 12 months, to June 30, 2022, and to add an additional \$425,000 to the contract to cover anticipated project management services needed through the remainder of this fiscal year. On May 17, 2022, a 6th amendment extended the term by 24 months to June 30, 2024, and increased the contract amount by \$1,355,000. This recommended amendment No. 7 will increase the contract by \$1,755,000 to cover project management services for the remainder of the contract term.

Kitchell/CEM, Inc. was originally selected from among three firms, based on their qualifications and experience.

Key Performance Measures:

The Agreement for Service of Independent Contractor identifies the scope of services the consultant must perform 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:

Contract Amendment 7 Funding Source	FY 2022-23 Cost	FY 2023-24 Cost	Total One-Time Project Cost
Capital Outlay Fund 0030	\$ 97,400.00	\$ 1,657,600.00	\$ 1,755,000.00
	\$ -		\$ -
Total	\$ 97,400.00	\$ 1,657,600.00	\$ 1,755,000.00

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The contract amendment No. 7 is budgeted in the General Services' Capital Outlay Fund 0030. The contract will be funded with a combination of recurring General Fund and reimbursements from various Capital projects.

Amendment No. 7 will increase the contract by \$1,755,000 for a total contract amount of \$5,360,000, ensuring no interruption in the management of the many capital and facilities maintenance projects and programs underway.

Special Instructions:

Provide one original of the Amendment No. 7 with Kitchell/CEM, Inc. and a Minute Order to Patrick Zuroske, General Services Department.

Attachments:

1. Amendment No. 7 to the Agreement for Services of Independent Contractor with Kitchell/CEM, Inc.
2. July 2, 2019 Original Agreement for Services of Independent Contractor with Kitchell/CEM, Inc. as previously amended.

Authored by:

Diana Estorga, Capital Division Manager