



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: December 14, 2021
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: Countywide Facilities Parking Lot Pavement Management Program Project
#21043
Agreement for Services of Independent Contractor; Countywide Parking Lots

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Pavement Engineering Inc. to provide Architectural, Engineering, and related professional design services for the Countywide Facilities Parking Lot Pavement Management Program Project #21043, in an amount not to exceed \$54,380.00;
- b) Authorize the General Services Director, or designee, to approve an additional contingency in the amount of \$2,719.00 for a not-to-exceed contract total of \$57,099.00; and
- c) Find that the proposed actions are 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 they consist of fiscal or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

The proposed project consists of expanding the parking lot pavement management program database, which will track the Santa Barbara County Facilities parking lot pavement assets and provide strategies for repairing, maintaining and preserving those assets at a consistent and serviceable level through the StreetSaver Program.

The proposed consultant, Pavement Engineering Inc. (PEI) has performed similar projects for Santa Barbara County General Services, Public Works and Parks Department. Staff recommends PEI, a local vendor, be awarded an Agreement for Services of Independent Contractor for Architectural and Engineering services.

With the approval of the recommendations, General Services may commence the parking lot condition analysis with an estimated duration of 10-12 weeks.

Background:

In 2020 General Services retained PEI to complete the parking lot condition analysis of roughly 35% of our Countywide inventory. The data gathered from this investigation has been downloaded to the StreetSaver database, which contains the Pavement Condition Index (PCI) calculations for each parking area. PEI also provides a budget analysis to help the County maintain a five-year budgeting plan, and provide a maintenance and rehabilitation plan to maintain the overall PCI for the next five years. This upcoming project will complete assessment of an additional 35% of our Countywide parking lot inventory and PEI will add it to the StreetSaver system. The total estimated cost of the project including all soft costs is \$57,099; this project is budgeted this fiscal year in the General Services' General Fund Special Projects account and funded from the Countywide Parking Lot Repair annual program.

General Services recommends PEI, be awarded the Agreement for Services of an Independent Contractor for Architectural and Engineering Services. PEI has performed similar projects for the County of Santa Barbara and thus has the background of the existing conditions. Staff has determined the firm to be best suited to accomplishing the project successfully, and recommends an Agreement for Services of Independent Contractor be awarded to PEI on the basis of their facility knowledge, demonstrated competence, professional experience, and ability to accomplish the required scope of services. The Agreement for Services of an Independent Contractor has a maximum compensation limit of \$54,380 and staff seeks a delegation of authority to increase the amount up to \$57,099.

Performance Measure:

The Agreement for Services of an Independent Contractor correlates payments to progress and milestone completion in accordance with General Services Capital Projects' consultant contracting policies and procedures. The County has had previous contractual relationships with this vendor and believes, based on past performance, they will meet the County's professional service's needs.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund - Dept. 063	\$ 57,099.00		\$ 57,099.00
Total	\$ 57,099.00	\$ -	\$ 57,099.00

Narrative:

The maximum compensation for this contract is \$57,099. Funds are available in the General Services Department 063, Fund 0001, Account 7671, Countywide Parking Lot Repair program (O/U 2179).

Special Instructions:

1. Provide one (1) Minute Order copy of Board Actions to John Green, General Services.
2. Have the Chair of the Board sign each of the three (3) duplicate originals provided of the Agreement for Services of an Independent Contractor. Retain one (1) original, and forward two (2) duplicate signed originals to John Green, General Services.

Attachments:

- 1) One (1) original and two (2) duplicate original Agreement of Services of Independent Contractor to Pavement Engineering Inc.

Authored by:

John Green, Capital Division Manager