



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: Public Works  
Department No.: 054  
For Agenda Of: October 15, 2024  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

---

**TO:** Board of Supervisors  
**FROM:** Department Director: Chris Sneddon, Public Works Department, 568-3010  
Contact Info: Mostafa Estaji, Deputy Director, Transportation, 568-3064  
**SUBJECT:** Indefinite Delivery-Indefinite Quantity “As Needed” Construction Engineering Services Contracts; All Supervisorial Districts

---

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrences: Risk Management**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute two (2) Agreements for Services of Independent Contractor with MNS Engineers and UNICO Engineering for construction engineering services on an “as needed” basis through September 30, 2027 with work being initiated via Task Orders and a total amount not to exceed \$2,000,000 for each agreement; and
- b) Approve and authorize the Director of Public Works, or designee, to execute Task Orders and approve Task Order amendments within the scope of the Agreement, upon concurrence with the Auditor-Controller’s Office and the Office of County Counsel, provided that no individual Task Order shall exceed \$500,000 without separate Board approval; and
- c) Approve and authorize the Director of Public Works, or designee, to make immaterial changes to the Agreement in accordance with the terms of each Agreement.; and
- d) Find that the recommended actions do not constitute a “Project” within the meaning of the California Environmental Quality Act pursuant to 14 CCR 15378 (b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

**Summary Text:**

This item is on the agenda to ratify Agreements for Service of Independent Contractor with MNS Engineers and UNICO Engineering (Contractors). Every year, the Public Works Department constructs transportation facilities using local, state and, federal funds. The County uses consultant services to

supplement county staffing during these projects. To comply with state and federal regulations, three contractors have been selected to perform construction engineering services on an as needed basis. The third contract is pending a required Caltrans review process and will be brought to the board at a later date.

Upon ratification by the Board, Task Orders may be issued as needed by the County Public Works Director, or designee. Each Agreement has a not-to-exceed amount of \$2,000,000. The Agreements include an option to extend for an additional two years by the Public Works Director. Public Works Transportation is divided into three maintenance areas each of the three Agreements is area specific except in certain instances described in the Agreement. Such instances include when Public Works Transportation projects contain work in all three divisions, or when one Contractor cannot fulfill a Task Order but one of the other Contractors is available to perform the work.

**Background:**

The selected contractors were determined by a publicly advertised, qualifications based, competitive process. This process consisted of a three week publicly posted Request for Proposals (RFP) which yielded Proposals from four contractors. A selection committee made up of five Public Works staff individually scored the four Proposals per the RFP criteria based on qualifications in order to determine the three most qualified Contractors.

All construction engineering activities performed by MNS Engineers, and UNICO Engineering will be under supervision of a full-time employee of the County who is in responsible charge (the Designated Representative).

The Contractors will provide construction engineering services as needed for various projects including annual road maintenance paving and re-surfacing, sidewalks, walls and other infill, bridge retrofits and replacements, and road realignments in the County maintained road system funded by County, State, and Federal sources. Construction engineering activities may include preparation of contract change orders, construction surveys, foundation investigations, measurement, and computation of quantities, testing of construction materials, checking of shop drawings, preparation of estimates, reports, and other inspection activities necessary to ensure that the construction is being performed in accordance with the plans and specifications. Contractors may provide construction engineering services on some, or none, of the transportation projects listed in the Board authorized Capital Improvement Plan and FHWA/FEMA disaster repairs.

Public Works determined that an "as-needed" contract is a successful approach in supplementing in-house construction engineering efforts. Each year, considerable time is taken by the staff to solicit and subsequently manage contracts for various projects. An "as needed" consultant will save the Department staff time by reducing the number of requests for proposals and contracts requiring administration.

The typical cost of construction engineering, inspection and contract administration for a transportation project is 15% of the total cost of the construction contract being administered. All funding is subject to Board approval through an annual appropriation and budget process and Board authorization of specific projects.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<u>Source</u>	<u>Agreements Total Amount</u>
Road Funds	\$4,000,000

**Narrative:**

This Board action authorizes two of the three service agreements, totaling \$4,000,000. The third agreement for \$2,000,000 will come to your Board at a later date. Funds for these Agreements are budgeted within the specific projects for which the services may be needed in Department 054, Funds 0015, 0016 or 0017, Organizational Units 0200, 0500 or 0600, and Programs 2710, 2720, 2730, 2740, 2750, 2810, 2820, 2830 or 2910.

**Special Instructions:**

Please forward the following items to Yanette Luna in the Public Works Department, Transportation Division, Engineering Section office, 123 E. Anapamu Street, Santa Barbara, at extension 83094:

- A certified, stamped Minute Order approving these recommendations
- Two duplicate original executed contract amendments (one original contract to remain on file with the Clerk of the Board)

**Attachments:**

Attachment A: MNS Engineers, Inc. Agreement for Services of Independent Contractor for Construction Engineering Services IDIQ

Attachment B: UNICO Engineering, Inc. Agreement for Services of Independent Contractor for Construction Engineering Services IDIQ

**Authored by:**

Brent Clavin, Construction Manager, Public Works, Transportation, 805-803-8788