



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: Planning and
Development
Department No.: 053
For Agenda Of: April 2, 2019
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lisa Plowman, Director, Planning and Development
Director(s) (805) 568-2086
Contact Info: Daniel T. Klemann, Deputy Director, Long Range Planning
(805) 568-2072
SUBJECT: Santa Claus Lane Streetscape Improvement Project – Sewer Connection Study
Agreement for Services with Stantec Consulting Services Inc., First Supervisorial
District

County Counsel Concurrence

As to form: Yes

Other Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor (Agreement) with Stantec Consulting Services Inc. (Stantec) (Attachment 1) to prepare a sewer connection study during the period of April 3, 2019, to June 30, 2019, for a base contract amount of \$3,900;
- b) Authorize the Director of Planning and Development (P&D), or designee, to approve up to a 15 percent contingency cost not to exceed \$585 for services being performed under the Agreement, for a total contract amount not to exceed \$4,485;
- c) Approve and authorize the Director of P&D, or designee, to make immaterial changes in accordance with Section 35 of the Agreement; and
- d) Determine that the Agreement and the Board of Supervisors' actions are not a project and, therefore, are exempt from the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines Sections 15060(c)(3) and 15378(b)(5).

Auditor-Controller Concurrence

As to form: Yes

Summary Text:

P&D initiated a competitive bid process, issued a request for proposals (RFP), and recommends that Stantec prepare a sewer connection study for proposed public (County) restrooms that are part of the Santa Claus Lane Streetscape Improvement Project. The Agreement with Stantec (Attachment 1) will not exceed \$4,485. The Agreement of \$4,485 will exceed the \$200,000 purchasing threshold when combined with existing contracts and therefore needs board approval. Staff recommends that the Board of Supervisors approve the Agreement.

Background:

The Santa Claus Lane Streetscape Improvement Project is located along Santa Claus Lane, a short frontage road on the south side of U.S. Highway 101 approximately 1-mile north-west of the City of Carpinteria. The streetscape improvement project includes beach access and streetscape improvements, such as additional beach and business patron parking, public restrooms, trash/recycle bins, bike racks, bike lanes, crosswalks, sidewalks, traffic calming measures, and landscaping.

The public restrooms would connect to the Carpinteria Sanitary District's (CSD) existing nearby sewer lines. CSD requires a sewer connection study that identifies the sewer connection location, analyzes the necessity for a lift station, and verifies sewer capacity.

To satisfy this requirement, P&D staff initiated a competitive bid process in January, 2019, and sent an RFP to prepare the sewer connection study to three engineering firms. Staff received three proposals and recommends Stantec to prepare the study. Stantec's proposal (Attachment A-1 of Attachment A, Statement of Work) reflected the required scope of services; demonstrated relevant, previous experience in the project area; and demonstrated the professional qualifications necessary for satisfactory performance of the services required. Stantec's proposal was also the most cost effective of the three proposals.

Fiscal and Facilities Impacts:

Budgeted: Yes

Funding for the Santa Claus Lane Beach Access and Streetscape Improvements Project, including the proposed consultant services, is budgeted in the Long Range Planning Budget Program on page D-272 of the adopted Fiscal Year 2018-19 budget. There are no facilities impacts.

Key Contract Risks:

P&D staff performed a risk analysis on the proposed contract. It is a low risk proposal because (in part) the contract amount is less than \$200,000, the project has low complexity, and the project is not sensitive. The Agreement applies the County's standard independent contractor terms and conditions in accordance with Federal and State of California laws and regulations. The risk mitigation includes insurance coverage appropriate for the level of risk involved as determined by P&D in conjunction with the County Risk Manager, and the Agreement indemnifies County agents, officers and employees, from any claims that may arise from activities performed under the Agreement. In addition, the Agreement includes a Termination for Convenience clause to further mitigate risk.

Staffing Impacts:

No additional staffing is needed to implement and manage this contract.

Special Instructions:

Please forward one original executed Agreement and a minute order of the hearing to P&D, Hearing Support, Attention: David Villalobos.

Attachments:

1. Agreement for Services of Independent Contractor
 - Exhibit A: Statement of Work
 - Exhibit B: Payment Arrangements
 - Exhibit C: Indemnification and Insurance Requirements

Authored by:

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