



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:** November 5, 2019  
**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 Janette D. Pell, Director (805) 560-1011  
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096  
**SUBJECT:** Professional Services Agreement with Kitchell/CEM, Inc.; All Districts

---

**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, ratify, and authorize the Chair to execute Amendment No. 1 to the Contract with Kitchell/CEM, Inc. of San Luis Obispo, CA, increasing the maximum compensation limit from \$200,000.00 to \$275,000.00 (an increase of \$75,000.00) to provide additional Consulting and Project Management Services; and
- b) 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 they consist of administrative and fiscal activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

General Services is in need of additional consulting and project management services for various capital projects approved by the Board of Supervisors and is engaging Kitchell to provide on-site project management, engineering, architectural, and other services.

**Background:**

Over the past nine months, the Board of Supervisors 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, and the new Probation Building 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 a professional services agreement with Kitchell/CEM, Inc. for project management consultant services for a total contract amount not to exceed \$200,000. After further reviewing project management needs, General Services has determined the need for additional services including project management, project engineering, architectural, and other support, and is engaging Kitchell to provide these additional services. This will ensure there are no delays in moving the projects forward.

**Key Contract Risks:**

The Professional Services Agreement identifies the scope the consultant must achieve in order to receive payment based 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:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Capital Fund 30	\$ 275,000.00		\$ 275,000.00
Total	\$ 275,000.00		\$ 275,000.00

The contract will be funded utilizing General Services' Capital Outlay Fund 30 and the full \$275,000 is included in the adopted FY 2019-20 budget and available. The amount remaining on the original contract is \$110,405 and this amendment will increase the contract amount by \$75,000. The amendment will provide a total of \$185,405 for the remainder of the fiscal year.

**Special Instructions:**

Provide two (2) duplicate originals of the PSA with Kitchell and a Minute Order to Patrick Zuroske, General Services Department.

**Attachments:**

1. Amendment No. 1 to the Agreement For Services Of Independent Contractor
2. July 2, 2019 Professional Services Agreement with Kitchell.

**Authored by:**

Skip Grey, Assistant Director