



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:** August 23, 2022  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Lisa Plowman, Director, Planning & Development Department  
Director(s) (805) 568-2086  
Contact Info: Dan Klemann, Deputy Director, Planning & Development  
Department  
(805) 568-2072  
**SUBJECT:** Agreement for Services with BluePoint Planning for the Preparation of a Climate  
Change Adaptation Plan and Outreach Strategies

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: Risk Management

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with BluePoint Planning (Attachment 1) to provide professional services in the preparation of a Climate Change Adaptation Plan including stakeholder outreach and engagement for the period of August 23, 2022, to December 31, 2024, with a base amount not to exceed \$213,864;
- b) Authorize the Planning & Development Department (P&D) Director, or the P&D Director's designee, to:
  - i. Approve up to a 10 percent contingency cost not to exceed \$21,386 for services being performed under the Agreement for Services of Independent Contractor, for a total Agreement amount not to exceed \$235,250;

- ii. Approve changes or additions in the services being performed under the Agreement for Services of Independent Contractor, provided the Agreement does not exceed the base contract amount plus the 10 percent contingency identified in the Agreement; and
  - iii. Make immaterial changes in accordance with Section 35 of the Agreement for Services of Independent Contractor.
- c) Determine that the Agreement for Services of Independent Contractor 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).

### **Summary Text:**

As part of Long Range Planning's project to update the Seismic Safety and Safety Element (Safety Element), a Climate Change Adaptation Plan will be prepared in order to incorporate legislative requirements set forth in SB 379 (Jackson, 2015 State Legislative Session) and Government Code section 65302(g). P&D initiated a competitive bid process, issued a request for proposals (RFP), and evaluated the proposals to prepare the Climate Change Adaptation Plan and prepare and implement an engagement and outreach strategy. The Agreement for Services of Independent Contractor (Attachment 1), not to exceed \$235,250, will exceed the \$200,000 cumulative contract threshold and, therefore, requires Board of Supervisors approval. Staff recommends the Board of Supervisors approve the Agreement for Services of Independent Contractor.

### **Background:**

The Climate Change Adaptation Plan (Adaptation Plan) is the next phase of a project to update to the County's Safety Element. The first phase resulted in the preparation of a Climate Change Vulnerability Assessment, which assessed the community's vulnerability to various climate change hazards. The Adaptation Plan will utilize this information to develop climate change adaptation and resilience strategies while engaging the community through a robust stakeholder outreach process.

As part of preparation of the Adaptation Plan, the consultant will be responsible for preparation of a resilience vision and goals, a baseline report that provides areas of focus, identifies climate change problems, existing adaptation efforts, and gaps that the Plan will address. The Adaptation Plan will also include development and prioritization of climate adaptation strategies, an implementation and monitoring framework, and participation in decision-maker hearings. The Adaptation Plan will include preparation of a Community Engagement Plan that will guide the types and timing of outreach strategies and ensure stakeholder and community input is incorporated at each step, ensuring the Adaptation Plan reflects the community's needs and values. The consultant will facilitate and/or assist staff with various stakeholder engagement activities.

P&D initiated a bid process on April 13, 2022 and received two proposals by the May 16, 2022 deadline. P&D worked with both candidates to refine proposals and clarify scope of work and budget questions before making a selection.

BluePoint Planning has extensive experience in resilience, climate, and adaptation planning for counties and local governments. They are also well-versed in the issues and needs of communities in Santa Barbara County and are highly capable in facilitating diverse stakeholder engagement activities.

BluePoint Planning’s proposal (Attachment 2) reflects the required scope of services; demonstrates relevant, previous experience in the project area; and demonstrates professional qualifications necessary for satisfactory performance of the services required.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

Funding is budgeted in P&D’s Long Range Planning Budget Program on page D-318 of the County of Santa Barbara Fiscal Year 2022–2023 adopted budget.

**Key Contract Risks:**

P&D staff performed a risk analysis on the proposed Agreement. It is a medium risk proposal because (in part) the amount is \$235,250, the project has medium complexity, and the project work is moderately controversial. The Agreement applies the County’s standard independent contractor terms and conditions in accordance with 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 Agreement.

**Special Instructions: \***

Please forward one original executed Agreement and a copy of the hearing Action Summary 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
    - Attachment B1: Fee Schedule
  - Exhibit C: Indemnification and Insurance Requirements
2. County of Santa Barbara Climate Change Adaptation Plan & Outreach Proposal, July 5, 2022

**Authored by:**

Whitney Wilkinson, Senior Planner, Long Range Planning Division, (805) 568-2067