



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:** April 4, 2023  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors  
**FROM:** Department Director: Scott D. McGolpin, Public Works Director, 568-3010  
Contact Info: Chris Sneddon, Deputy Director, Transportation, 568-3064  
**SUBJECT:** Delivery and Quantity “As Needed” Surveyor Services Contracts; All Supervisorial 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 three (3) Agreements for Services of Independent Contractor with MNS, Inc., Tetra Tech, Inc., and Diversified Project Services International, Inc. for surveying services on an “as needed” basis through June 30, 2027, with work being initiated via Task Orders, with a minimum amount of \$50,000, and a total amount not to exceed \$950,000 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. No single Task Order shall exceed \$500,000; and
- c) Approve and authorize the Director of Public Works, or designee, to make immaterial changes 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 Services of Independent Contractor with MNS, Inc., Tetra Tech, Inc., and Diversified Project Services International, Inc. Public Works constructs transportation facilities using local, state and federal funds. These contracts were initially executed as

emergency services due to the emergency operations responding to flooding, storms, and debris removal following the January 9, 2023 storm event. MNS, Inc., Tetra Tech, Inc., and Diversified Project Services International, Inc. will perform emergency survey work to prepare topographic surveys for critical damage sites on various County roads. Topographic surveys are immediately needed to engineer repair solutions associated to roadway slipouts which have reduced the road width to less than one lane, disallowing emergency service access. This survey work will be for designing emergency and permanent roadway repairs.

Procurement for these contracts was under way prior to the disaster, following non-emergency procedures. Ratification of the contracts for non-emergency use will allow for future surveying work, such as preparing legal depictions and descriptions for permanent acquisition or temporary easements needed for various projects. Upon the conclusion of the emergency operations, these contracts will be available to perform surveying services for the Department on an "as-needed" basis.

Additionally, to comply with state and federal regulations the County requires surveyor services by contractors to perform surveys including but not limited to topographic surveys, aerial surveys, and boundary surveys, monument perpetuation, plus any associated work for the production of plans, specifications and estimates in various phases of transportation projects. Currently Public Works does not have internal surveyor capabilities during periods of emergency response and high workload on projects with funding deadlines. These firms have the certifications and equipment to perform local, state, and federally compliant surveyor services.

Upon ratification by the Board, Task Orders may be issued as needed by the County Public Works Director, or designee. The Agreements include a guaranteed amount of \$50,000 per contractor and a total not to exceed \$2,850,000 total for all three contracts combined. The Agreements also include an option to extend the term for an additional one year. 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 through a publicly advertised, qualifications-based and competitive process. This process consisted of a four week publicly posted Request for Proposals ("RFP") which yielded Proposals from five Contractors. An evaluation committee made up of three Public Works staff individually scored the Proposals per the RFP criteria based on qualifications in order to determine MNS, Inc., Tetra Tech, Inc., and Diversified Project Services International, Inc. as the three most qualified Contractors.

All surveying activities performed by MNS, Inc., Tetra Tech, Inc., and Diversified Project Services International, Inc. will be under supervision of a full-time employee of the County who is in responsible charge (the Designated Representative/Contract Manager).

In support of the County's Renew program, which encourages County-wide efficiency, and the need for flexibility in transportation projects, Public Works determined that an "as-needed" contract is the best approach to fulfill the County's need for surveyor services. Each year, considerable time is taken by Department staff to solicit for and subsequently manage contracts for various projects. An "as needed" contractor will save the Department staff time by reducing the number of requests for proposals and contracts requiring administration.

The typical cost of surveyor services and contract administration for a transportation project can be 1% to 10% of the total cost of the contract being administered. The total amount payable to MNS, Inc., Tetra Tech, Inc., and Diversified Project Services International, Inc. under the Agreements will not to exceed a total sum of \$2,850,000 (\$950,000 + \$950,000 + \$950,000) for the four-year period inclusive of the

minimum amount of work guaranteed worth \$150,000 (\$50,000+ \$50,000+\$50,000.) 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:**

<b><u>Source</u></b>	<b><u>Maximum amount</u></b>
Road Funds	\$2,850,000

Narrative:

The estimated maximum total cost required to perform surveying services is \$2,850,000 for the four-year period from April 4, 2023, through June 30, 2027. Funds for this Agreement will be budgeted within the specific projects for which the services may be needed in Department 054, Division 02. Surveying services rendered for grant funded projects may be reimbursable.

**Special Instructions:**

Please forward the following items to Yanette Luna in the Public Works Department, Transportation Division, 123 E. Anapamu Street, extension 83094:

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

**Attachments:**

Attachment A: MNS, Inc. Agreement for Services of Independent Contractor for Surveyor Services IDIQ

Attachment B: Tetra Tech, Inc. Agreement for Services of Independent Contractor for Surveyor Services IDIQ

Attachment C: Diversified Project Services International, Inc. Agreement for Services of Independent Contractor for Surveyor Services IDIQ

**Authored by:**

Benjamin Schmidt, Public Works Transportation Design, Project Manager, 805-568-3337 