



**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: 09/10/2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Kirk Lagerquist, Director General Services, 805-560-1011
Contact Info: John Green, Interim Asst. Director General Services,
805-934-6229

DocuSigned by:
Kirk Lagerquist
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SUBJECT: **Agreements for Services of Independent Contractor: Kitchell CEM, Inc., Turner & Townsend Heery, LLC, Vanir Construction Management, Skanska Building USA, 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 and authorize the Chair to execute an Indefinite Delivery, Indefinite Quantity Agreement for Services of Independent Contractor with Kitchell CEM, Inc. (Kitchell Agreement) in the not-to-exceed amount of \$6,000,000 to provide Project and Construction Management Services for the period 9/10/2024 to 9/10/2029; and
- b) Approve and authorize the Chair to execute an Indefinite Delivery, Indefinite Quantity Agreement for Services of Independent Contractor with Turner & Townsend Heery, LLC (Turner & Townsend Agreement) in the not-to-exceed amount of \$6,000,000 to provide Project and Construction Management Services for the period 9/10/2024 to 9/10/2029; and
- c) Approve and authorize the Chair to execute an Indefinite Delivery, Indefinite Quantity Agreement for Services of Independent Contractor with Vanir Construction Management, Inc. (Vanir Agreement) in the not-to-exceed amount of \$6,000,000 to provide Project and Construction Management Services for the period 9/10/2024 to 9/10/2029; and
- d) Approve and authorize the Chair to execute an Indefinite Delivery, Indefinite Quantity Agreement for Services of Independent Contractor with Skanska USA Building, Inc. (Skanska Agreement) in

the not-to-exceed amount of \$6,000,000 to provide Project and Construction Management Services for the period 9/10/2024 to 9/10/2029;

- e) Find that the recommended actions are 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:

This item is on the agenda to award Indefinite Delivery Indefinite Quantity (IDIQ) Agreements for Services of Independent Contractor to Kitchell/CEM, Inc. (Kitchell), Turner & Townsend Heery, LLC (Turner & Townsend), Vanir Construction Management, Inc. (Vanir), and Skanska USA Building, Inc. (Skanska) to provide contract project and construction management services to support the County's ongoing Capital Improvement Program. Approval of the recommended Agreements for Services of Independent Contractor (Agreements) will provide General Services with supplemental project management services for various capital improvement projects approved by the Board of Supervisors (Board) while ensuring compliance with local, State and federal requirements. The costs of the Agreements for Capital Project and Construction Management services are included as a line item within individual project budgets.

Background:

The General Services Department is tasked with managing the annual Board-approved Five-Year Capital Improvement Program, which involves the development, design and construction of various projects including large-scale projects such as the main Santa Barbara County Jail renovation, the Lake Cachuma RV Park upgrades, the new Probation Building, and those pertaining to public safety, maintenance (both current and deferred), energy reduction and efficiency, renewable energy, accessibility, security, and parking lot repair. To meet the demands during periods of emergency response and high workload on projects with funding deadlines or critical department needs, the County requires supplemental project management services by contractors to support the Capital Division's six (6) full-time project management staff positions, two (2) of which are currently vacant.

In 1999, the County began contacting with Kitchell/CEM, Inc. to provide supplemental project management services. Since that time, to meet the increased project volume, General Services solicited proposals from additional qualified firms in 2021 and began contracting project management services with Turner & Townsend Heery, LLC and Skanska Building Inc.

On June 18, 2024, the County General Services Department solicited proposals from qualified firms to provide project and construction management services to support our Five-Year (Fiscal Year 2024 to Fiscal Year 2029) Capital Improvement Program (CIP). On July 12, 2024, the County received six proposals which were reviewed, scored and ranked based on criteria defined in the Request for Proposals. Based on the evaluation and the capital project delivery goals and needs, the top four firms were selected to enter into negotiations for specific rates of compensation. Each firm has agreed to the analyzed rates proposed by the County and are recommended to be awarded a 5-year, IDIQ not-to-exceed contract for \$6,000,000 each.

The County determined that an IDIQ contract is the most appropriate since the County cannot predetermine the precise quantity of services that will be required during the term of the Agreements. Under this contract method, selected consultants will perform project management services pursuant to project specific Task Orders issued by the Assistant Director of the County's General Services Department and performed under the supervision of a full-time General Services Capital Division Manager. All Agreement funding will be based upon annual appropriations and budget approval by the Board of individual projects or programs. The County will not guarantee issuance of any specific Task Order(s), or any number of Task Orders. Each Task Order will detail the scope of work required, the project location, the project purpose, notification of results, deliverables, schedule, task order period of performance, and maximum task order costs, including reimbursable costs. Costs will be based on the specified rates of compensation memorialized in the Agreements. A Task Order specifying services to be performed must be signed by both the County and Contractor in each instance prior to commencement of such Services by Contractor. The Contractor shall only perform Services that are assigned to them in a duly executed Task Order signed by both the Contractor and the County.

Key Contract Risks: For the past two to five years Kitchell, Turner & Townsend, and Skanska have provided qualified project managers to support capital projects ranging from deferred maintenance, tenant improvements, security and energy to new construction. Between the three firms, they are currently managing over thirty (30) active projects including, but not limited to, the Hedges House of Hope Kitchen Renovation, Bridge House Utility Extension, Public Safety Radio Network projects, the Orcutt Library, the Santa Barbara Veterans Memorial Building Safety and Seismic Upgrades, the Regional Fire Communications Center, and the new Probation Headquarters building. Having the Kitchell, Turner & Townsend, and Skanska Agreements in place allows planning, development, and construction oversight of these projects to continue without any interruption or delay.

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.

Performance Measure: The Kitchell Agreement, Turner & Townsend Agreement, Vanir Agreement, and Skanska Agreement identify the scope of work the respective contractors must perform in order to receive payment based on hours of work performed and outcomes achieved. The schedule and not-to-exceed cost shown on the detailed Task Orders will be used as project controls to ensure that the project is going to be completed on time and within budget.

Budgeted:

Yes; the costs of the Agreements are included in approved and budgeted Projects in FY 2024-25, and will also be included in Project budgets over the remaining 4 years of the contract.

Fiscal and Facilities Impacts:

Agreement	Funding Sources	FY 24-25 Est. Cost:	FY 25-26 Est. Cost:	FY 26-27 Est. Cost:	FY 27-28 Est. Cost:	FY 28-29 Est. Cost:	7/1/29- 9/10/29 Est. Cost:	Total Not-To- Exceed
Kitchell	Capital Outlay Fund 0030; Various Projects	1,135,000	1,135,000	1,163,000	1,193,000	1,224,000	150,000	6,000,000
Turner & Townsend	Capital Outlay Fund 0030; Various Projects	1,135,000	1,135,000	1,163,000	1,193,000	1,224,000	150,000	6,000,000
Vanir	Capital Outlay Fund 0030; Various Projects	1,135,000	1,135,000	1,163,000	1,193,000	1,224,000	150,000	6,000,000
Skanska	Capital Outlay Fund 0030; Various Projects	1,135,000	1,135,000	1,163,000	1,193,000	1,224,000	150,000	6,000,000
Total Not-To-Exceed		\$4,540,000	\$4,540,000	\$4,652,000	\$4,772,000	\$4,896,000	\$600,000	\$24,000,000

The funds to cover the recommended Agreements are budgeted in the General Services’ Capital Outlay Fund 0030 as a line item within various projects. The Agreements will be funded with a combination of General Funds budgeted for contract project management and reimbursements from various approved and funded Capital projects that are ongoing and may cross over multiple fiscal years.

The recommended Agreements are for a not-to-exceed amount of \$6,000,000 each to be used over the next five fiscal years, FY 2024 through FY 2029.

Special Instructions:

Provide two (2) duplicate originals of the Kitchell Agreement, Turner & Townsend Agreement, and Vanir Agreement, and a Minute Order to Diana Estorga, Capital Division Manager, General Services Department, diestorga@countyofsb.org.

Attachments:

- Attachment 1: Kitchell Agreement
- Attachment 2: Turner & Townsend Agreement
- Attachment 3: Vanir Agreement
- Attachment 4: Skanska Agreement

Authored by: Diana Estorga, Capital Division Manager, General Services Department