



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: December 5, 2017  
Placement: Administrative  
Estimated Tme: NA  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5<sup>ths</sup> and Majority

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**TO:** Board of Supervisors  
**FROM:** General Services      Janette D. Pell, Director (805) 560-1011  
Contact Info:      Skip Grey, Assistant Director (805) 568-3083  
**SUBJECT:** Independent Contractor Agreement with Vanir Construction Management, Inc.  
for Services Associated with Main Jail

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence: Sheriff's Office**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

By 4/5<sup>ths</sup> vote:

- a) Approve Budget Revision Request 0005460 establishing appropriations of \$334,000 in General Services' Capital Fund 0030 for both the Main Jail Implementation Plan project and ADA consulting services;

By majority vote:

- b) Approve and authorize the Chair to execute the attached Agreement with Vanir Construction Management, Inc. (hereafter "Vanir") for master planning services associated with the Main Jail Implementation Plan in the amount of \$215,000.00;
- c) Approve and authorize the Director of General Services to issue amendments to the above agreement in an amount not to exceed \$21,500.00 for a total up to \$236,500.00;
- d) Approve and authorize the County Purchasing Agent to execute a change order under purchasing contract CN20216 with Vanir in order to continue Americans with Disabilities Act (ADA) consulting through December 31, 2018 and increase the purchasing contract by \$62,500.00 for additional consultation services for a total purchasing contract amount not to exceed \$162,000.00; and
- e) Find that the proposed 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 activities of government that will not result in direct or indirect

**Auditor-Controller Concurrence**

As to form: Yes

physical changes in the environment, and direct staff to file of a Notice of Exemption on that basis.

**Summary Text:**

These actions are required to: (1) engage in a new contract with Vanir Construction Management, Inc. and allow General Services and the Sheriff's Office to research options and develop a plan for prioritizing, packaging, and phasing improvements to the County's Main Jail, including strategies for relocating inmates; and (2) expand the ADA consulting services provided by Vanir under its original contract and assist the Office of County Counsel with threatened litigation involving the County's Jail.

**Background:**

The Santa Barbara County Main Jail complex is comprised of several buildings constructed in the span of the early sixties to the late nineties. The Medium Security Facility ("MSF") was constructed in 1961 and is the oldest facility of the Main Jail. The Santa Barbara County Main Jail "core" was originally constructed in 1971 as a full service facility that included booking, a kitchen, laundry, visiting, and other functional use areas necessary for jail operations. Living units (new cells and control room) were added in 1988, which is known as "Northwest." In 1992, the new IRC, "Inmate Reception Center" consisting of a new booking/release area, holding cells, and living units was added to the Main Jail. In 1999, fourteen additional "violent offender" cells and two small exercise yards were added to the complex. The facilities and infrastructure are aging and severely deteriorated as documented by reports, studies, and maintenance records. The result is an estimated on average \$260,000 in emergency repairs annually, impacting General Services' ability to stay ahead of the deferred maintenance backlog, which in turn impacts the Sheriff's operations when systemic failures become routine.

On June 21, 2016, the Board of Supervisors awarded construction contracts for the Northern Branch Jail project, with total estimated project costs of \$110.86 million. The project scope is for 376 beds, with 32 special use beds. Construction of the Northern Branch Jail began in September 2016 and is expected to be completed in 2018, with occupancy in early 2019.

One of the steps leading to approval of the Northern Branch Jail construction included a report to the Board of Supervisors on November 17, 2015 from the CEO's office regarding the County's Jail facilities, staffing, and operations. The presentation included a report developed by consultants Carter Goble Lee (CGL) on future forecasted bed space and staffing and operations costs for the Main Jail and Northern Branch Jail, presently under construction. One of the elements of the overall was a facilities condition assessment (FCA) performed by consultants Max Okubo and Associates, intended to provide the Board with sufficient information to determine next steps regarding the County's AB900 (the Northern Branch Jail) and SB1022 (the Sheriff's Treatment and Rehabilitation (STAR) facility) projects, as well as the Northern Branch Jail funding plans. The Max Okubo FCA identified \$15.6M in deferred maintenance needs which would be required to be addressed over a 10-year period.

*Existing Contract with Vanir*

In July 2016, at the request of County Counsel, General Services enlisted Vanir through the Purchasing Agent, to perform an ADA assessment of the Main Jail in an effort to identify improvements to accessibility for inmates with disabilities. The Purchase Agreement with Vanir was in the amount of \$99,500 for the period of August 1, 2016 through June 30, 2016. Following Vanir's assessment, County Counsel recommended that Vanir's services be expanded to address additional ADA matters not included in the initial scope of work. Those expanded services include a further analysis of Jail policies, forms and notices, ADA trainings, and the Jail's tracking system. The services to be performed by

Vanir will exceed \$100,000 when combined with the existing contract; therefore, General Services is bringing this item to the Board for approval so these services can be authorized to continue under County Counsel's direction and supervision.

*New Contract with Vanir*

In addition to expanding the services of Vanir under the original contract, General Services is bringing a new contract with Vanir to the Board for approval. The services under the new contract will include compiling previous studies and analyses of the Main Jail and condensing them into a proposed plan to move forward and address needed improvements.

In the course of planning ADA projects as well as deferred maintenance, it has become apparent that it will be prohibitively costly to address improvements piecemeal, for instance implementing ADA upgrades in one area that may need to be torn out and rebuilt due to deferred maintenance issues which will trigger extensive demolition and reconstruction. As such, staff recognized the need to engage a planning and design firm to prepare a comprehensive Main Jail Upgrades Implementation Plan which will provide a road map for facilities renovations, focused on deferred maintenance and ADA for the next 10 years. The study will focus on analysis and prioritization of existing facilities' needs, and will include an implementation plan with cost budgets for renovating existing facilities in phases in order to meet the mission of the Sheriff's Department and General Services.

In addition, the study will make recommendations on project delivery methods, and will revisit jail bed needs assessment in light of legislation and other operational changes in order to assist the County with phasing projects and determining the impacts and feasibility of relocating inmates. This review will include the new Northern Branch Jail in Santa Maria, which will provide additional beds to supplement those at the existing facilities, potentially facilitating surge space during construction.

As part of the master planning process, the team will endeavor to integrate energy reduction measures and apply the County's Energy Efficiency Standards such that they may be prioritized in project planning and implementation.

The Main Jail is a complex facility, and existing records, plans, etc. are limited and challenging to coordinate in a cohesive fashion, necessitating considerable time and resources to fully absorb. Vanir is uniquely qualified to complete the Main Jail Upgrades Implementation Plan in a timely and cost effective manner, having already engaged considerable resources in assessing the Main Jail for ADA compliance. Contracting with Vanir for these services is the logical next step not only in reducing the cost of the professional services, but reducing Staff efforts in potentially bringing a new entity up to speed on the existing conditions and familiarizing them with the organization and protocols. Vanir's estimated costs for the scope of work is in keeping with Capital Project's expectations based on prior similar efforts, including a smaller scale study conducted in preparation for the Main Jail Kitchen Sewer replacement project. Together these two actions will: (1) authorize the Chair to execute the Professional Services Agreement with Vanir, and allow General Services to begin working with the consultants and Main Jail stakeholders in developing a plan which will be presented to the Board for review and input prior to implementation; and (2) authorize the Purchasing Agent to execute a change order to Vanir's existing contract, and allow Vanir to provide the County with expanded ADA-related services which will assist the Office of County Counsel with threatened litigation involving the County's Jail.

**Performance Measure:**

The Vanir Agreement identifies milestones and deliverables the Consultant must achieve in order to receive payment based on percentage of completion of tasks.

**CEQA:**

The proposed administrative actions do not constitute a project within the meaning of the California Environmental Quality Act (CEQA) pursuant to 14 CCR 15378(b)(4), (b)(5). Projects identified in the implementation plan will be analyzed individually under CEQA.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<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>
Main Jail Implementation Plan			
Vanir contract;	\$215,000		\$215,000
Contingency;	21,500		21,500
Soft costs	35,000		35,000
Subtotal	\$ 271,500.00		\$ 271,500.00
ADA Study PO	\$ 62,500.00		\$ 62,500.00
Total (BRR#0005460)	\$ 334,000.00		\$ 334,000.00

**Narrative:**

The total estimated cost of the Main Jail Implementation Plan is \$271,500. This includes the Vanir contract of \$215,000, with \$21,500 contingency, and \$35,000 in soft costs (project management, supplementary studies, etc. as may be required). The ADA Study requires an additional \$62,500, for a total of \$334,000 for both projects. \$155,000 is available in General Services General Fund 0001.

BRR#0005460 will transfer \$179,000 into General Services' Capital Fund 0030, Project 8762 from Department 990; and \$155,000 from the General Services General Fund 0001 to the Capital Fund 0030, project 8762 for a total appropriation of \$334,000.

**Key Contract Risks:**

Since the Vanir agreement identifies milestones and deliverables associated with each phase of the project, there are limited risks as invoicing is directly tied to fulfilling the contract requirements.

**Staffing Impacts:**

None

**Special Instructions:**

Provide two (2) duplicate originals of the Agreement with Vanir and a Minute Order to Celeste Manolas, Capital Projects Manager, General Services Department.

**Attachments:**

1. Vanir Service Agreement (1 original; 2 duplicate originals)
2. Notice of Exemption
3. Budget Revision 0005460

**Authored by:** Celeste Manolas, Capital Projects Manager, General Services Department