



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: January 14, 2020
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 Janette D. Pell, Director (805) 560-1011
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3096
SUBJECT: Countywide Facilities Parking Lot Pavement Management Program Project
#19004
Agreement for Services of Independent Contractor; Countywide Parking Lots

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Pavement Engineering Inc. to provide Architectural, Engineering, and related professional design services for the Countywide Facilities Parking Lot Pavement Management Program Project #19004, in an amount not to exceed \$56,485.00;
- b) Authorize the General Services Director, or designee, to approve an additional contingency in the amount of \$13,515.00 for a not-to-exceed contract total of \$70,000.00;
- c) 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 physical changes in the environment, and direct staff to file the attached Notice of Exemption on that basis.

Summary Text:

The proposed project consists of producing a parking lot pavement management program which will track the Santa Barbara County Facilities parking lot pavement assets and provide strategies for repairing,

maintaining and preserving those assets at a consistent and serviceable level through the StreetSaver Program.

The proposed design team of Pavement Engineering Inc. (PEI) has performed similar projects for Santa Barbara County Public Works and Parks Department. Staff recommends PEI, a local vendor, be awarded an Agreement for Services of Independent Contractor for Architectural and Engineering services for the project as the most efficient approach.

With the approval of the recommendations, General Services may commence the design phase with an estimated duration of three months.

Background:

This project will evaluate critical County Facility parking lots and ADA curb ramps, calculate the Pavement Condition Index (PCI) for each parking area, provide a budget analysis to help the County produce a five year budgeting plan, provide a maintenance and rehabilitation plan to maintain the overall PCI for the next five years, import all gathered information into the StreetSaver database and establish a Geographic Information System (GIS) within StreetSaver. The total cost of the project including all soft costs is estimated at \$70,000, and is funded by the General Services Deferred Maintenance Program.

Due to the value of existing purchase requisitions with Pavement Engineering Inc. cumulatively exceeding \$200,000 when augmented by this new contract, the Board must award this Agreement for Services of Independent Contractor. General Services recommends PEI, be awarded the Agreement for Services of Independent Contractor for Architectural and Engineering Services. PEI has performed similar projects for the County of Santa Barbara, thus has great knowledge of the existing conditions. Staff has determined the firm to be best suited to accomplishing the project successfully, and recommends an Agreement for Services of Independent Contractor be awarded to PEI on the basis of their facility knowledge, demonstrated competence, professional experience, and ability to accomplish the required scope of services. The Agreement for Services of Independent Contractor has a maximum compensation limit of \$70,000.00, which includes a \$56,485.00 base contract, and an additional \$13,515.00 contingency.

Performance Measure:

The Agreement for Services of Independent Contractor correlates payments to progress and milestone completion in accordance with General Services Capital Projects' consultant contracting policies and procedures. The County has had previous contractual relationships with this vendor and believes, based on past performance, they will meet the County's professional service's needs.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

| Funding Sources | Current FY Cost: | Annualized On-going Cost: | Total One-Time Project Cost |
|---------------------------|-------------------------|--------------------------------------|--|
| 7671-Deferred Maintenance | \$ 70,000.00 | | \$ 70,000.00 |
| Total | \$ 70,000.00 | \$ - | \$ 70,000.00 |

Narrative:

The maximum compensation for this contract is \$70,000.00. Funds are available in the General Services Deferred Maintenance Budget 1000-063-7671, Project 19004. The total project costs are projected at a base contract of \$56,485 with a contingency of \$13,515 used only on an as-needed basis.

Special Instructions:

1. Provide one (1) Minute Order copy of Board Actions to Patrick Zuroske, General Services.
2. Have the Chair of the Board sign each of the three (3) originals provided of the Agreement for Services of Independent Contractor. Retain one (1) original, and forward two (2) signed originals to Patrick Zuroske, General Services.

Attachments:

- 1) One (1) original and two (2) duplicate original Agreement of Services of Independent Contractor to Pavement Engineering Inc.
- 2) CEQA Exemption
- 3) Santa Barbara County Facilities Pavement Management Program Development

Authored by:

Kaitlin Ransford, Project Manager

cc: Lynne Dible, Assistant Director, Finance and Administration, General Services Department
 Sylvester Donelson, Chief Procurement Officer, General Services Department