

Central Services  
Joan Araujo, Director

Engineering Services  
James O'Tousa, Director

Roads & Transportation  
Anitha Balan, Director

Water & Sanitation  
Vacant, Director

Watershed Protection  
Vacant, Director

June 4, 2024

Board of Supervisors

County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject: Confirmation of the Original Professional Services Contract No. AE24-029 for Design Services for the Medical Examiner's Storage Addition Project with Anderson Kulwiec Appleby Architects Previously Approved by a Deputy Purchasing Agent; Approval of, and Authorization for the Public Works Agency Director to Execute, Contract Modification No. 1 in an Amount of \$55,310 for Architectural and Engineering Services for Construction Documents and Bidding Services for a Revised Maximum Total Contract Amount of \$80,000; Finding that the Project is Categorically Exempt from the California Environmental Quality Act; Project No. P6T18027; Supervisorial District No. 1.**

**Recommendations:**

1. Confirm the original Professional Services Contract No. AE24-029 (Exhibit 2) with Anderson Kulwiec Appleby Architects, Inc. for architectural and engineering service for design development drawings for the Medical Examiner's Office Storage Addition Project (Project) with a maximum total amount of \$24,690, as previously approved by a Deputy Purchasing Agent in the Ventura County Public Works Agency.
2. Approve, and authorize the Public Works Agency Director to execute, Modification No. 1 to the Professional Services Contract No. AE24-029 (Exhibit 3) with Anderson Kulwiec Appleby Architects, Inc. for architectural and engineering service to provide construction documents and bidding services in an amount of \$55,310 for a revised maximum total contract amount of \$80,000.
3. Find that the Project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301 of the State CEQA Guidelines (Class 1) and that there are no unusual circumstances under CEQA Guidelines Section 15300.2 (c)



**Fiscal/Mandates Impact:**

Mandatory: No  
 Source of Funding: General Fund  
 Funding Match Required: None  
 Impact on Other Department(s): None

**Summary of Revenue and Total Costs:**

		<u>FY 2023-24</u>		<u>FY 2024-25</u>
Revenue:	\$	0	\$	0
Costs:				
Direct	\$	0	\$	55,310
Indirect – Agency/Dept.				
Indirect – County CAP				
Total Costs	\$	0	\$	55,310
Net Costs	\$	0	\$	55,310
Recovered Indirect Costs	\$	0	\$	0

**Current Fiscal Year Budget Projections:**

<b>FY 2023-24 Budget Projection for County Executive Office Capital Projects – Division 1060</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$600,000	\$70,536,733	\$70,536,733	\$0
Revenue	\$0	\$12,740,000	\$12,740,000	\$0
Net Cost	\$600,000	\$57,796,733	\$57,796,733	\$0

Sufficient appropriations and revenue are included in the FY 2024-25 recommended budget.

**Discussion:**

The Ventura County Medical Examiner’s Office (MEO) provides medicolegal death investigation in a jurisdiction comprised of approximately 860,000 citizens. Currently, the MEO does not have sufficient laboratory storage space to meet the increasing operational needs of the agency. In recent years, the MEO has taken steps to ensure successful preparation for mass fatality events as well as day to day operations. Facility storage



space is an important part of this preparation. The MEO has a solution to maximize the current MEO facility site to meet the needs of the County for decades to come.

The Medical Examiners Storage Addition Project (Project) consists of a 1,450 square foot laboratory storage addition onto the existing 7,800 square foot facility that was built in 1996. The storage addition will house mass fatality equipment such as larger disaster response supplies and pandemic back up equipment addition will include two separate sections. Also included in the Project will be a remodel within the footprint of the current facility to house laundry utilities, sensitive anthropological evidence/supplies, and freezer space. There will also be space for a generator hookup for the existing generator (grant funded and already acquired).

On January 30, 2024, a Professional Services Contract AE24-029 (Exhibit 2) was issued to Anderson Kulwiec Appleby Architects for design development drawings in an amount not to exceed \$24,690.

Contract AE24-029 Modification No. 1 (Exhibit 3) would revise the contract to include construction document preparation and bidding services for a fixed fee of \$55,310 for a revised maximum total contract amount of \$80,000.

This Project is for accessory storage space and minor remodel for an existing facility and represents negligible expansion of an existing use. Therefore, the project is categorically exempt from CEQA under State CEQA Guidelines, Section 15301 Class 1. The exceptions to the exemptions do not apply because there are no unusual circumstances of the project (see section 15300.2(c)). The notice of exemption has been included as Exhibit 3.

**Strategic Plan:**

This item contributes to the Board of Supervisors (Board) 2024–2027 strategic priority to provide:

- I. Healthy, safe, and resilient communities through
  3. Promoting community resilience and strengthen our ability to withstand and recover from disaster or adversity.

A vicinity and location map has been included as Exhibit 1.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, County Counsel, and the Medical Examiner's Office.



If you have any questions concerning this item, please contact Brian D'Anna at (805) 654-2025.

Sincerely,



James O'Tousa  
Director  
Engineering Services

Attachments:

- Exhibit 1 – Vicinity and Location Map
- Exhibit 2 – Professional Services Contract AE24-029
- Exhibit 3 – AE24-029 Modification 01
- Exhibit 4 – Notice of Exemption

