

Central Services
Joan Araujo, Director

Engineering Services
Brian D'Anna, Acting Director

Roads & Transportation
Anitha Balan, Director

Water & Sanitation
Joseph Pope, Director

Watershed Protection
Glenn Shephard, Director

June 27, 2023

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

Subject: Authorization for the Public Works Agency Director to Award 29 Annual Consulting Services Contracts for Fiscal Year 2023-2024 to Assist the Public Works Agency with the Following Services: Engineering, Environmental Review, Inspection, Materials Testing, Surveying, Map Checking, Construction Management, Cost Estimation, Hazardous Material Surveys, and Geographical Information System Management; All Supervisorial Districts.

Recommendations:

1. Authorize the Public Works Agency Director or his designee to award annual professional services contracts for Fiscal Year 2023-2024 to the consultants listed in the PWA Annual Services Contracts by Consultants (attached as Exhibit 1) using the standard PWA Annual Professional Services Contract (an exemplar of which is attached as Exhibit 2).
2. Authorize the Public Works Agency Director or his designee to modify Section 13 - Insurance Requirements (subject to Risk Management Division review and approval) of the PWA Annual Professionals Services Contract in individual contracts.
3. Authorize the Public Works Agency Director or his designee to issue work orders against such contracts up to \$35,000 each project for planning of construction projects not yet approved by your Board and up to \$200,000 each work order for other services.



Fiscal/Mandates Impact:

This action does not result in an immediate fiscal impact, as there is no obligation to issue any work orders against these annual contracts during the term of the contracts. A fiscal impact will occur only when work orders are issued. Except for work orders issued for projects that do not require Board approval (i.e., under \$200,000), the fiscal impact (including work orders to support a project) are identified as part of the estimated cost of the project when a project is approved by your Board.

Discussion:

During previous years, your Board has authorized annual contracts for the performance of various consulting services. An annual report of payments under these contracts is filed with your Board. The most recent report, for Fiscal Year 2021-2022 was filed with your Board on March 14, 2023.

Each year the Public Works Agency reviews the previous year's annual contract work orders, consultant performances, and anticipated future professional services requirements to determine which consultants and services should be retained under an annual contract arrangement for the coming fiscal year. Based on this analysis and recommendations from the Public Works Agency project managers, consultants are invited to express their interest in forming an annual contract with the County and are requested to submit a proposed fee schedule. Fee schedules are reviewed and negotiated, and a list of proposed consultants is developed as shown in Exhibit 1. Each annual contract includes a general scope of work and fee schedule as shown in Exhibit 2. Work orders are issued for specific services to be performed pursuant to the annual contract. Each work order contains a detailed scope of work, maximum fee, and time of performance. No single work order can exceed \$200,000 nor can a work order be modified once it is issued. These procedures are in accordance with your Board's resolution of November 3, 1998, establishing policy on professional services contracts and delegating certain authority to the County Executive Officer, the Public Works Agency Director, and the Auditor-Controller.

The consultants listed in Exhibit 1 vary considerably in the type and amount of work they would perform. Insurance coverage types and limits may not be necessary or appropriate for every consultant. Therefore, staff recommends delegating authority to modify the insurance provisions as appropriate.



Consultants recommended for contracts have demonstrated qualifications required by the County. All consultants have been reviewed to ensure they are not listed on state or federal debarment lists. When required, a consultant's registration with the State Department of Industrial Relations is reviewed prior to issuance of a work order. Negotiations have resulted in fee schedules considered fair and reasonable for those qualifications. Entering an annual consulting services contract does not obligate the County to utilize a consultant.

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

If you have any questions concerning this item, please contact me at (805) 654-2025.

Sincerely,



Brian D'Anna
Acting Director - Engineering Services

Attachments:

Exhibit 1 – PWA Annual Services Contracts by Consultants for FY 2024
Exhibit 2 – PWA Annual Professional Services Contract Exemplar for FY 2024

