



# COUNTY OF HUMBOLDT

For the meeting of: 6/6/2023

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File #: 23-706

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Request for Qualifications Number DPW2023-003 Regarding On-Call Professional Real Property and Right-of-Way Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the Director of Public Works to advertise and distribute the attached Request for Qualifications regarding on-call professional real property and right-of-way services for various local, state and federal funded roadway projects.

**SOURCE OF FUNDING:**

Road Fund 1200-322

**DISCUSSION:**

Historically, the county has performed various right-of-way activities in-house under California Department of Transportation (Caltrans) Level 1 right-of-way status. Due to staffing changes, the county will be losing Caltrans Level 1 right-of-way status and will need to temporarily contract professional services needed to complete such projects in order to comply with applicable state and federal laws and regulations until staff regains Level 1 status. The Public Works Department has prepared the Request for Qualifications (“RFQ”) (Attachment 1) which solicits professional real property and right-of-way services to meet Public Works’ project needs. The RFQ meets federal requirements and complies with the latest guidelines from the California Department of Transportation’s Local Assistance Procedures Manual. The county is following Chapter 17.06.00.00 of the Caltrans Right of Way Manual for consultant qualifications and selection criteria. A preliminary scope of services, required qualifications and evaluation criteria, have been developed so Public Works may select and rank consultants to provide needed professional real property and right-of-way services on an on-call basis.

Once the review, evaluation, selection and contract negotiation processes set forth in the attached RFQ

have been successfully completed, Public Works will return to the Board of Supervisors seeking to award the Consultant Services Agreement to the selected consultant. Public Works is using the Department's Consultant Services Agreement template which has a term of three (3) years with the option to extend the term up to two (2) additional years for a maximum of five (5) years. The maximum total amount payable by the county pursuant to the terms and conditions of the Consultant Services Agreement shall not exceed \$750,000.

The selected consultant will be asked to provide specified professional real property and right-of-way services for specified roadway construction projects. Prior to issuing task orders, the county will discuss the scope of services required for the specific project with the selected consultant. The selected consultant will be responsible for preparing a detailed scope of services and schedule for each task order that will be issued thereto. Once a task order has been issued by the Director of Public Works, the selected consultant will be required to perform the agreed upon professional real property and right-of-way services within the parameters set forth therein. The maximum amount payable by the county pursuant to the terms and conditions of each individual task order shall not exceed \$50,000.

Accordingly, the Public Works recommends that the Board of Supervisors approve and authorize the Director of Public Works to issue the RFQ (Attachment 1) regarding on-call professional real property and right-of-way services.

The use of consultants to perform right-of-way tasks for small roadway construction projects is intended to be temporary until Public Works staff become qualified by Caltrans for Level 1 right-of-way status.

**FINANCIAL IMPACT:**

<b>Expenditures (1200-322)</b>	<b>FY23-24 Projected</b>	<b>FY24-25 &amp; Ongoing Projected</b>
Budgeted Expenses	\$150,000	\$600,000
<b>Total Expenditures</b>	<b>\$150,000</b>	<b>\$600,000</b>
<b>Funding Sources (1200-322)</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 &amp; Ongoing Projected*</b>
State/Federal Funds	\$150,000	\$600,000
<b>Total Funding Sources</b>	<b>\$150,000</b>	<b>\$600,000</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The maximum total amount payable by the county pursuant to the terms and conditions of each individual consultant services agreement shall not exceed \$750,000. Task orders will be issued to the selected consultant(s) on a rotating schedule based on availability and other considerations. The maximum amount payable by the county pursuant to the terms and conditions of each individual task

order shall not exceed \$50,000.

There is no financial commitment until the Board approves consultant services agreements with the selected consulting firms and task orders are issued for specific projects.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

It is expected that county staff will be performing right-of-way activities under the direction of the consultant(s) in a collaborative manner. County staff performing right-of-way work consists of a Senior Real Property Agent that is supported by an Administrative Secretary. The use of consultants to perform right-of-way tasks for small projects is intended to be temporary until Public Works staff become qualified by Caltrans for Level 1 right-of-way status.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework priority of providing for and maintaining infrastructure.

**OTHER AGENCY INVOLVEMENT:**

California Department of Transportation, Federal Highway Administration

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the attached RFQ regarding on-call professional real property and right-of-way services. However, this option is not recommended since Public Works does not have qualified personnel to provide such services for all upcoming roadway construction projects that require the acquisition of right of way.

Without having county staff qualified by Caltrans with Level 1 right-of-way status or retaining a consultant that has Caltrans Level 1 status, or higher, means that the county will not be able to undertake any roadway construction project that require the acquisition of right-of-way. This will greatly impact the county's ability to provide for and maintain the county-maintained road system.

In addition, for projects in which design work has commenced, not completing the right of way phase may result in county not being reimbursed for the engineering phase, or the county being required to return any funds dispersed by Caltrans for the project.

**ATTACHMENTS:**

1. Request for Qualifications No. DPW2023-003 Regarding On-Call Professional Real Property and Right-of-Way Services

**PREVIOUS ACTION/REFERRAL:**

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Board Order No.: N/A

Meeting of: N/A

File No.: N/A