



# COUNTY OF HUMBOLDT

For the meeting of: 4/8/2025

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File #: 25-317

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Consultant Services Agreement with Crawford & Associates, Inc. Regarding the Provision of On-Call Geotechnical Investigation and Engineering Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the selection of Crawford & Associates, Inc. as the consulting firm to provide on-call geotechnical investigation and engineering services for the period of April 8, 2025, through April 7, 2030; and
2. Approve, and authorize the Chair of the Board to execute, the attached consultant services agreement with Crawford & Associates, Inc. regarding the provision of on-call geotechnical investigation and engineering services for the period of April 8, 2025, through April 7, 2030; and
3. Authorize the Public Works Director, or a designee thereof, to execute any and all task orders issued pursuant to the terms and conditions of the attached consultant services agreement with Crawford & Associates, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office; and
4. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached consultant services agreement with Crawford & Associates, Inc. to the Department of Public Works for further processing.

**STRATEGIC PLAN:**

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Core Roles: Provide for and maintain infrastructure

Area of Focus: Safe & Healthy Communities

Strategic Plan Category: 1007 - Improve the transportation network to be multi-model, safe, sustainable and equitable

**DISCUSSION:**

On December 3, 2024, the Humboldt County Department of Public Works ("Public Works") issued a Request for Qualifications ("RFQ") for the purpose of selecting a qualified consultant to provide geotechnical investigation and engineering services on an on-call basis. The RFQ followed the selection process set forth in Chapter 10 of the California Department of Transportation's Local Assistance Procedures Manual. The statements of qualifications ("SOQ") submitted in response to the RFQ for these services were evaluated and ranked by a selection committee comprised of Humboldt County staff. The final ranking of the SOQ's was issued on January 31, 2025.

Public Works is now returning to the Board of Supervisors in order to award the attached consultant services agreement to the highest-ranking consultant, Crawford & Associates, Inc. Crawford & Associates, Inc. will be asked to provide geotechnical investigation and engineering services for specific road and bridge projects pursuant to task orders issued under the attached consultant service agreement. Prior to issuing task orders, Public Works will discuss the scope of services required for the specific

project and Crawford & Associates, Inc. will be responsible for preparing a detailed scope of services, project schedule and project budget for each task order that will be issued thereto. Once a task order has been issued, Crawford & Associates, Inc. will be required to perform the agreed upon services within the parameters set forth therein.

Accordingly, Public Works recommends that the Board of Supervisors approve, and authorize the Chair of the Board to execute, the attached consultant services agreement with Crawford & Associates, Inc. regarding the provision of on-call geotechnical investigation and engineering services for the period of April 8, 2025 through April 7, 2030. It is also recommended that the Board authorize the Public Works Director to execute any and all task orders issued pursuant to the terms and conditions of the attached consultant services agreement with Crawford & Associates, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to ensure the efficient delivery of required services.

**SOURCE OF FUNDING:**

Humboldt County Road Fund (1200-321); Federal Highway Administration's Highway Bridge Program, Highway Safety Program and Emergency Relief Program; Federal Emergency Management Agency, California Governor's Office of Emergency Services

**FINANCIAL IMPACT:**

<b>Expenditures (1200-321)</b>	<b>FY24/25*</b>	<b>FY25/26 Projected*</b>	<b>FY26/27-29/30 Projected*</b>
Budgeted Expenses	\$200,000.00	\$1,000,000.00	\$1,800,000.00
<b>Total Expenditures</b>	<b>\$200,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,800,000.00</b>
<b>Funding Sources (1200-321)</b>	<b>FY24/25*</b>	<b>FY25/26 Projected*</b>	<b>FY26/27-29/30 Projected*</b>
State/Federal Funds	\$180,000.00	\$900,000.00	\$1,620,000.00
County Road Funds	\$20,000.00	\$100,000.00	\$180,000.00
<b>Total Funding Sources</b>	<b>\$200,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,800,000.00</b>

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

The attached consultant services agreement with Crawford & Associates, Inc. has a maximum total amount payable of Three Million Dollars (\$3,000,000.00) for the period of April 8, 2025 through April 7, 2030. Road projects and bridge projects that are federally funded are reimbursed from seventy-five percent (75%) to one hundred percent (100%) depending on the funding source requirements. Remaining project costs will be funded by the Humboldt County Road Fund. Funds for projects performed under the terms and conditions of the attached consultant services agreement with Crawford & Associates, Inc. have been included in the fiscal year 2024-2025 budget for budget unit 1200-321. There is no financial obligation until a task order has been issued for a specific road or bridge construction project.

The fiscal year 2023-2024 Annual Road Report, completed by the State of California, reflected an estimated negative fund balance of Seven Million Eight Hundred Thousand Dollars (\$7,800,000) in the Humboldt County Road Fund. Even after allocating nearly Six Million Eight Hundred Thousand Dollars (\$6,800,000.00) of American Rescue Plan Act funds to the Road Fund in order to reduce the negative fund balance, the current estimated fund balance remains negative by approximately Twelve Million Dollars (\$12,000,000).

This negative balance is partially due to the timing of Federal Emergency Management Agency reimbursements, which can take years for the County of Humboldt to receive. The current total of outstanding repayments is approximately Seven Million Five Hundred Thousand Dollars (\$7,500,000). Public Works utilizes other state and local funding, such as Regional Surface Transportation Program funds, for the Humboldt County Road Fund match for reimbursable projects. Despite the use of additional funding sources, Road Fund projects are underfunded and will likely have a negative impact on the General Fund if additional revenue sources are not secured.

**STAFFING IMPACT:**

Approval of the attached consultant services agreement with Crawford & Associates, Inc. will not impact current staffing levels.

**OTHER AGENCY INVOLVEMENT:**

Federal Highway Administration, Federal Emergency Management Agency, California Department of Transportation, California

Governor's Office of Emergency Services

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board of Supervisors may choose not to approve the attached consultant services agreement with Crawford & Associates, Inc. regarding the provision of on-call geotechnical investigation and engineering services. However, this alternative is not recommended because Public Works does not have the staff to cover all active and proposed construction projects occurring in the Humboldt County road and bridge systems.

**ATTACHMENTS:**

1. Final Ranking of Statements of Qualification Submitted in Response to Request for Qualifications No. DPW2024-006 dated January 31, 2025
2. Consultant Services Agreement with Crawford & Associates, Inc. Regarding the Provision of On-Call Geotechnical Investigation and Engineering Services

**PREVIOUS ACTION/REFERRAL:**

Meeting of: December 3, 2024

File No.: 24-1558