




COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C13

For the meeting of: May 15, 2018

Date: April 30, 2018

To: Board of Supervisors


From:  Thomas K. Mattson, Director of Public Works

Subject: Request for Qualifications Number DPW2018-003 and DPW2018-004 Regarding On-Call Professional Real Estate Appraisal and Real Estate Appraisal Review Services

RECOMMENDATION(S): That the Board of Supervisors authorize the Director of Public Works to advertise and distribute the attached Request for Qualifications regarding on-call professional real estate appraisal and real estate appraisal review services for various local, state and federal funded roadway projects.

SOURCE OF FUNDING: Road Fund

DISCUSSION: For the next two (2) years, the Department of Public Works ("Department") will be designing and constructing several bridge, roadway, bike path and Americans with Disabilities Act ("ADA") curb ramp replacement projects. Due to limited staffing, certain professional services needed to complete such projects must be contracted out in order to comply with applicable state and federal laws and regulations. The Department has prepared the attached Request for Qualifications ("RFQ") which solicits professional real estate appraisal and real estate appraisal review services to meet the Department's project right of way needs. The attached RFQ meets federal requirements and complies with the latest guidelines from the California Department of Transportation's Local Assistance Procedures Manual. A preliminary scope of services, required qualifications and evaluation criteria, have been developed so the Department may select and rank consultants to provide needed professional real estate appraisal and

Prepared by Deborah Vining, Sr. Real Property Agent CAO Approval 

REVIEW: Auditor _____ County Counsel Sm Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Wilson Seconded by Supervisor Bass
Ayes Bass, Fennell, Sundberg, Bohn, Wilson
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:
Board Order No. _____
Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 5/15/18
By: 
Kathy Hayes, Clerk of the Board

real estate appraisal review 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, the Department will return to the Board of Supervisors seeking to award consultant services agreements to each selected consultant. Such consultant service agreements will have a term of two (2) years with optional extensions that will not exceed five (5) years. The maximum total amount payable by the county pursuant to the terms and conditions of each individual consultant services agreement shall not exceed Two Hundred Thousand Dollars (\$200,000.00).

The selected consultants will be asked to provide specified professional real estate appraisal or real estate appraisal review services for specific bridge, roadway or ADA projects pursuant to task orders issued under the final consultant service agreements. Prior to issuing task orders, the county will discuss the scope of services required for the specific project with the selected consultant. The selected consultants 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 estate appraisal and real estate appraisal review services within the parameters set forth therein. Task orders will be issued to the selected consultants 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 Fifty Thousand Dollars (\$50,000.00).

Accordingly, the Department recommends that the Board of Supervisors approve and authorize the Director of Public Works to issue the attached RFQ regarding on-call professional design engineering services.

FINANCIAL IMPACT: Bridge projects are one hundred (100) percent funded by the Federal Highway Administration ("FHWA") Highway Bridge Program and the Toll Credit Fund. The storm damage and earthquake damage projects are eighty-eight point fifty-three (88.53) percent funded by FHWA and the remaining eleven point forty-seven (11.47) percent funded by the Road Fund. 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. This item will have no financial impact on the General Fund.

The recommended action conforms to the Board of Supervisors' Core Role 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 estate appraisal and real estate appraisal review services. However, this option is not recommended since the Department has limited qualified personnel to provide such services for all of the up-coming bridge and roadway repair projects.

ATTACHMENTS:

1. Request for Qualifications No. DPW2018-003 Regarding On-Call Professional Real Estate Appraisal Services
2. Request for Qualifications No. DPW2018-004 Regarding On-Call Professional Real Estate Appraisal Review Services

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