



COUNTY OF HUMBOLDT

For the meeting of: 4/12/2022

File #: 22-387

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Request for Qualifications Number DPW2022-001 Regarding On-Call Engineering and Project Management Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Director of Public Works to advertise and distribute, the attached request for qualifications regarding on-call engineering and project management services for various capital improvement projects.

SOURCE OF FUNDING:

Capital Projects (1100170); Deferred Maintenance Trust Fund (3464); California Governor's Office of Emergency Services.

DISCUSSION:

The Humboldt County Department of Public Works - Facilities Management Division ("Public Works") anticipates several major remodel and new construction projects over the next five (5) years. Due to limited staffing, certain professional services needed to complete such projects must be contracted out to private consulting firms in order to comply with applicable local, state and federal laws, regulations and standards. Public Works has prepared the attached request for qualifications ("RFQ") which solicits the anticipated services. The attached RFQ meets state requirements for the procurement of architectural and engineering services as well as the associated requirements of the Humboldt County Purchasing Policy. A preliminary scope of services, required qualifications and evaluation criteria have been developed in order for Public Works to select various engineering firms to create a pool of qualified consultants who will be available to meet the department's needs. This pool of qualified consultants will be available to the department for the next five (5) years.

The attached RFQ is the first step of a two-step process. Once a pool of qualified consultants has been established pursuant to the RFQ process, the department will issue a project specific Request for Proposals ("RFP") to the qualified consultants for each individual project. Each RFP will contain a project specific scope of services and will solicit a cost proposal for the provision of such services. The department will then return to the Board of Supervisors seeking approval to award a consultant

services agreement to the preferred consultant for each project.

FINANCIAL IMPACT:

There is no financial commitment until the Board approves a consultant services agreement with the selected consulting firm for each project. This RFQ will include multiple future projects and funding sources will vary by project type. Applicable funding sources will be clarified for the Board's approval on a project-specific basis.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached RFQ regarding on-call engineering and project management services. However, this alternative is not recommended since these services will be required for future capital improvement projects.

ATTACHMENTS:

Request for Qualifications Number DPW2022-001 Regarding On-Call Engineering and Project Management Services

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A