



COUNTY OF HUMBOLDT

For the meeting of: 9/29/2020

File #: 20-1154

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Consultant Services Agreement with Mark Thomas and Company, Inc. Regarding the Provision of Professional Design Engineering Services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the selection of Mark Thomas and Company, Inc. as the consulting firm to provide professional design engineering services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project;
2. Approve, and authorize the Chair of the Board to execute, the attached consultant services agreement with Mark Thomas and Company, Inc. regarding the provision of professional design engineering services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project; and
3. Direct the Clerk of the Board to return two (2) fully executed original copies of the attached consultant services agreement with Mark Thomas and Company, Inc. to the Department of Public Works for further processing.

SOURCE OF FUNDING:

Road Fund (1200), Federal Highway Administration Highway Safety Improvement Program, California Transportation Improvement Program and California Active Transportation Program

DISCUSSION:

On May 5, 2020, 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 professional design engineering services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project. The RFQ followed the selection process set forth in Chapter 10 of the California Department of Transportation’s Local Assistance Procedures Manual. Mark Thomas and Company, Inc. was the only consultant who submitted a statement of qualifications (“SOQ”) in response to the RFQ for professional design engineering services. After reviewing and evaluating the SOQ in accordance with the applicable evaluation and selection criteria, a selection committee comprised of county staff determined that Mark

Thomas and Company, Inc. is qualified to provide professional design engineering services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project. A public information finding (“PIF”) was required since the project uses federal funds and there was only one (1) SOQ submitted in response to the RFQ. The PIF was approved by the California Department of Transportation’s Local Assistance Engineer on Aug. 19, 2020.

Public Works is now returning to the Board of Supervisors in order to award the attached consultant services agreement to the Mark Thomas and Company, Inc. The attached consultant services agreement with Mark Thomas and Company, Inc. will begin on Sept. 29, 2020 and continue through Sept. 29, 2024.

Accordingly, the Department of Public Works recommends that the Board of Supervisors approve, and authorize the Chair of the Board to execute, the attached consultant services agreement with Mark Thomas and Company, Inc. regarding the provision of professional design engineering services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project.

FINANCIAL IMPACT:

The attached consultant services agreement with Mark Thomas and Company, Inc. has a maximum amount payable of Two Hundred Two Thousand Five Hundred Eighty-One Dollars and Fifty-Seven Cents (\$202,581.57) for the period of Sept. 29, 2020 through Sept. 29, 2024. Design costs for the Garberville Complete Streets Project is One Hundred Seventy-One Thousand Seven Hundred Seventy Dollars and Twelve Cents (\$171,770.12) and is 100% funded by the California Active Transportation and Transportation Improvement Programs. Design costs for the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project is Thirty Thousand Eight Hundred Eleven Dollars and Forty-Five Cents (\$30,811.45) of which Twenty-Two Thousand Five Hundred and Ninety Dollars (\$22,590.00) is funded by Federal Highway Administration’s Highway Safety Improvement Program and the remaining Eight Thousand Two Hundred Twenty-One Dollars and Forty-Five Cents (\$8,221.45) funded by the Public Works Roads Division.

Expenditure appropriations related to the attached consultant services agreement with Mark Thomas and Company, Inc. have been included in the approved fiscal year 2020-2021 budget for the Humboldt County Road Fund. As a result, approval of the attached consultant services agreement with Mark Thomas and Company, Inc. will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors’ Strategic Framework by 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 consultant services agreement with Mark Thomas and Company, Inc. regarding the provision of professional design engineering services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project. However, this alternative is not recommended since Public Works has limited staff to perform the needed professional design engineering services.

ATTACHMENTS:

1. Public Information Finding dated Aug. 19, 2020
2. Consultant Services Agreement with Mark Thomas and Company, Inc. Regarding the Provision of Professional Design Engineering Services for the Garberville Complete Streets Project and the Redway Drive/Redwood Drive Intersection Highway Safety Improvement Project

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-14
Meeting of: May 5, 2020
File No.: 20-474