



# COUNTY OF HUMBOLDT

For the meeting of: 4/5/2022

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File #: 22-331

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Consultant Services Agreement with Points West Surveying Company, Regarding the Provision of On-Call Land Surveying Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the selection of Points West Surveying Company as the consulting firm to provide on-call land surveying services;
2. Approve and authorize the Chair of the Board to execute, the attached consultant services agreement with Points West Surveying Company regarding the provision of on-call land surveying services;
3. Authorize the Public Works Director, or a designee thereof, to execute any and all future task orders issued pursuant to the terms and conditions of the attached consultant services agreement with Points West Surveying Company, after review and approval by County Counsel, County Administrative Office and Risk Management; and
4. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached consultant services agreement with Points West Surveying Company to the Department of Public Works for further processing.

**SOURCE OF FUNDING:**

Road Fund (1200); Federal Highway Administration Emergency Relief Storm Damage Funds; Federal Emergency Management Agency Public Assistance Grants; California Governor's Office of Emergency Services; Federal Highway Safety Improvement Program; California Transportation Improvement Program; California Active Transportation Program

**DISCUSSION:**

On Oct. 5, 2021, the Humboldt County Department of Public Works issued a Request for Qualifications ("RFQ") for the purpose of selecting a qualified consultant to provide land surveying services for roadway and bridge construction projects 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 submitted in response to the RFQ for on-call land surveying services were evaluated and ranked by a selection committee comprised of

County of Humboldt staff. The final ranking of the statements of qualifications was issued on Nov. 23, 2021.

The Department of Public Works is now returning to the Board of Supervisors in order to award the attached consultant services agreement to the highest-ranking consultant, Points West Surveying Company. The attached consultant services agreement with Points West Surveying Company has a term of five (5) years. The maximum total amount payable by the County of Humboldt for any and all services provided, and costs and expenses incurred, pursuant to the terms and conditions of the attached consultant services agreement with Points West Surveying Company shall not exceed \$999,000 for the period of April 5, 2022, through April 4, 2027.

Points West Surveying Company will be asked to provide specified land surveying services for specific construction projects pursuant to task orders issued under the attached consultant services agreement. A detailed scope of services, project schedule and project budget will be prepared for each task order issued pursuant to the terms and conditions of the attached consultant services agreement. Once a task order has been issued, Points West Surveying Company will be required to perform the agreed upon services within the parameters set forth therein.

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 Points West Surveying Company regarding the provision of on-call land surveying services. It is also recommended that the Board authorize the Public Works Director to execute any and all task orders issued pursuant to the attached consultant services agreement with Points West Surveying Company, after review and approval by County Counsel, County Administrative Office and Risk Management, in order to ensure the efficient delivery of required services.

FINANCIAL IMPACT:

The maximum amount payable for any and all land surveying services provided, and costs and expenses incurred, pursuant to the terms and conditions of the attached consultant services agreement with Points West Surveying Company shall not exceed \$999,000. Funding is dependent on the type of project for which the services are provided. On-system storm damage road projects are 88.53% funded by the Federal Highway Administration and the remaining 11.47% is funded by the Humboldt County Roads Division. Off-system road storm damage projects are 75% funded by the Federal Emergency Management Agency, 18.75% will be funded by the California Governor's Office of Emergency Services and the remaining 6.25% will be funded by the Humboldt County Roads Division. Projects conducted as part of the Federal Highway Safety Improvement Program and the California Active Transportation and Transportation Improvement Programs are 100% funded by grants offered through the Federal Highway Administration and the California Transportation Commission. There is no financial commitment until a task order has been issued for a specific roadway and/or bridge construction project. As a result, approval in and of itself, of the attached consultant services agreement with Points West Surveying Company 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; Federal Emergency Management Agency; California Governor's Office of Emergency Services; California Transportation Commission

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached consultant services agreement with Points West Surveying Company regarding the provision of on-call land surveying services. However, this alternative is not recommended since the county has limited staff to perform such services for the high volume of roadway and bridge construction projects.

ATTACHMENTS:

1. Department of Public Works Ranking of the Statement of Qualifications Received in Response to Request for Qualifications No. DPW2021-002 for On-Call Land Surveying Services
2. Consultant Services Agreement with Points West Surveying Company Regarding the Provision of On-Call Land Surveying Services

PREVIOUS ACTION/REFERRAL:

Board Order No.: D-24

Meeting of: 10/5/21

File No.: 21-1404