



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C19**

For the meeting of: June 12, 2018

Date: May 23, 2018

To: Board of Supervisors

From: *(M)* Thomas K. Mattson, Director of Public Works

Subject: Request for Qualifications Number DPW2018-005, Regarding On-Call Professional Design Engineering and/or Environmental 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 design engineering and/or environmental services for various state and federal funded roadway projects.

SOURCE OF FUNDING:

Road Fund-Federal Highway Administration (FHWA) Emergency Repair Program, Federal Emergency Management Agency (FEMA), California Governor's Office of Emergency Services (Cal OES)

DISCUSSION:

For the next two (2) years, the Department of Public Works will be designing and constructing several roadway repair 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 design engineering and or environmental services to meet the department's design and construction needs. The attached RFQ meets

Prepared by Jeffrey A. Ball

CAO Approval *(Signature)*

REVIEW:

Auditor *(Signature)*

County Counsel *(Signature)*

Personnel

Risk Manager *(Signature)*

Other

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*

- Ayes *Fennell, Sundberg, Bohn, Wilson*
- Nays
- Abstain
- Absent *Bass*

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: 6/12/18

By: \_\_\_\_\_

*(Signature)*  
Kathy Hayes, Clerk of the Board

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 design engineering and/or environmental 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 a consultant services agreement to the highest ranking consultant. Such consultant service agreement will have a term of two (2) years with optional extensions that will not exceed five (5) years. The estimated maximum total amount payable by the county pursuant to the terms and conditions of each individual consultant services agreement shall not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,000.00).

The selected consultant will be asked to provide specified professional design engineering and/or environmental services for specific roadway design and construction projects pursuant to task orders issued under the final consultant service agreement. Prior to issuing task orders, the county will discuss the scope of services required for the specific roadway construction project with the selected consultant. The selected consultant 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 by the Director of Public Works, the selected consultant will be required to perform the agreed upon professional design engineering and/or environmental services within the parameters set forth therein. The estimated maximum amount payable by the county pursuant to the terms and conditions of each individual task order shall not exceed Five Hundred Thousand Dollars (\$500,000.00).

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 and/or environmental services.

#### FINANCIAL IMPACT:

The storm damage and earthquake damage projects that are on-system 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 County Roads Division. The storm damage and earthquake damage projects that are off-system are seventy-five (75) percent funded by FEMA, seventy-five (75) percent of the remaining twenty-five (25) percent funded by Cal OES, and the remaining six point twenty-five (6.25) percent funded by the County's Road Fund. There is no financial commitment until the Board approves the consultant service agreement with the selected consulting firm and task orders are issued for specific roadway design and construction projects.

This project will not impact the general fund. The recommended action conforms to the Board of Supervisors' Core Role of providing for and maintaining infrastructure.

#### OTHER AGENCY INVOLVEMENT:

Caltrans, FHWA, FEMA, Cal OES

#### ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached RFQ regarding on-call professional design engineering and/or environmental services. However, this option is not recommended since the

Department has limited qualified personnel to provide such services for the high volume of FEMA and FHWA storm damage repair projects.

ATTACHMENT:

Request for Qualifications No. DPW2018-005, Regarding On-Call Professional Design Engineering and/or Environmental Services