



COUNTY OF HUMBOLDT

For the meeting of: 8/18/2020

File #: 20-1014

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Consultant Services Agreement with BBW & Associates, Inc. Regarding the Provision of Professional Forest Management and Technical Support Services for the McKay Community Forest

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve and authorize the Public Works Director, or a designee thereof, to execute, the attached consultant services agreement with BBW & Associates, Inc. regarding the provision of professional forest management and technical support services for the McKay Community Forest; and
2. Authorize the Public Works Director, or a designee thereof, to execute any and all subsequent amendments to the attached consultant services agreement with BBW & Associates, Inc. that do not cumulatively exceed Fifty Thousand Dollars (\$50,000) after review and approval by County Counsel and Risk Management.

SOURCE OF FUNDING:

McKay Community Forest (1710)

DISCUSSION:

On Apr. 28, 2020 (Item C-21), the Board of Supervisors authorized the Department of Public Works ("Public Works") to issue a Request for Proposals ("RFP") for professional forest management and technical support services for the McKay Community Forest. Professional services are needed to assist with technical studies, public outreach, plan development and other technical tasks to support the preparation of a Forest Stewardship Plan and Non-industrial Timber Management Plan ("NTMP").

The RFP was posted on the Humboldt County website with proposals due by May 27, 2020. Three (3) proposals were received by the due date. A review committee composed of representatives from Public Works and the California Department of Forestry and Fire Protection ("CAL FIRE") reviewed the proposals submitted in response to the RFP and selected BBW & Associates, Inc. ("BBW") as the highest-ranking firm based on the selection criteria set forth in the RFP. BBW's proposed budget does not exceed the independent cost estimate prepared by Public Works.

Pursuant to the terms and conditions of the attached consultant services agreement, BBW will provide professional consulting services pertaining to the McKay Community Forest from the date of execution through Dec. 31, 2021. BBW's work includes a forest inventory and analysis, inventory of controllable sediment discharge sites and geomorphic and geological analysis. BBW will be the lead author for the Forest Stewardship Plan and NTMP. Approval of the NTMP and associated permits and approvals will enable Public Works to implement commercial timber harvest within the McKay Community Forest. The scheduling goal is to allow completion of a timber harvest by the end of the 2021 season.

Accordingly, Public Works recommends that the Board of Supervisors approve, and authorize the Public Works Director, or a designee thereof, to execute, the attached consultant services agreement with BBW regarding the provision of professional forest management and technical support services for the McKay Community Forest. It is also recommended that the Board authorize the Public Works Director, or a designee thereof, to execute any and all subsequent amendments to the attached consultant services agreement with BBW that do not cumulatively exceed Fifty Thousand Dollars (\$50,000), after review and approval by County Counsel and Risk Management, in order to ensure the efficient delivery of services.

FINANCIAL IMPACT:

The attached consultant services agreement with BBW has a maximum amount payable of One Hundred Fifteen Thousand Dollars (\$115,000). Expenditure appropriations related to the attached consultant services agreement with BBW have been incorporated into the approved fiscal year 2020-21 budget at revenue line 1710716-9101 and expenditure line 1710716-2118. Funds for the management, operation and maintenance of the McKay Community Forest are currently provided through a loan from the Humboldt County General Fund. Development of the Forest Stewardship Plan and NTMP will allow the implementation of commercial forest harvesting which will generate revenue to reimburse the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by managing community resources to ensure sustainability of services and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the attached consultant services agreement with BBW regarding the provision of professional forest management and technical support services for the McKay Community Forest. However, this alternative is not recommended since it will not allow for the provision of professional consulting services necessary to develop the Forest Stewardship Plan and NTMP.

ATTACHMENTS:

File #: 20-1014

1. Consultant Services Agreement with BBW & Associates, Inc. Regarding the Provision of Professional Forest Management and Technical Support Services for the McKay Community Forest

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-21

Meeting of: Apr. 28, 2020

File No.: 20-442