



# COUNTY OF HUMBOLDT

For the meeting of: January 23, 2018

Date: January 10, 2018

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Resolution Adopting Policies Regarding the Procurement of Architectural and Engineering Services for Federal and State Funded Transportation Projects Administered by the California Department of Transportation

RECOMMENDATION:

That the Board of Supervisors approve and adopt the attached resolution adopting policies regarding the procurement of architectural and engineering services for federal and state funded transportation projects administered by the California Department of Transportation.

SOURCE OF FUNDING:

The California Department of Transportation and the Federal Highway Administration.

DISCUSSION:

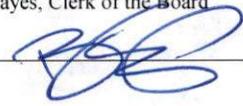
Funding provided by the Federal Highway Administration ("FHWA") or the State of California for public transportation facilities is administered by the California Department of Transportation ("Caltrans") according to the Local Assistance Procedures Manual ("LAPM"). The LAPM describes the processes, procedures, documents, authorizations, approvals and certifications required in order to receive federal-aid and/or state funds. Local agencies can hire private consulting firms with specific professional expertise to assist in project delivery. Consultants providing architectural, landscape architectural, engineering, environmental, land surveying, construction engineering or construction project management services are termed Architectural and Engineering ("A&E") consultants. Local agencies requesting federal or state funds to reimburse A&E consultants must follow the selection and contracting procedures detailed in

Prepared by Andrew Bundschuh CAO Approval Karen Clower  
REVIEW: Auditor \_\_\_\_\_ County Counsel Sm Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor Wilson  
Seconded by Supervisor Bass  
And unanimously carried by those members present,  
The Board hereby adopts the recommended action  
Contained in this report.

PREVIOUS ACTION/REFERRAL:  
Board Order No. \_\_\_\_\_  
Meeting of: \_\_\_\_\_

Dated: 1/23/18  
Kathy Hayes, Clerk of the Board  
By: 

Chapter 10 of the LAPM. The Humboldt County Department of Public Works follows Chapter 10 of the LAPM and the Humboldt County purchasing policy for procuring A&E Consultants to assist on federal or state funded transportation projects administered by Caltrans.

In April 2017, Caltrans developed the Consultant Procurement Manual (“CPM”) in response to FHWA’s concerns that local agencies were having difficulty understanding and following Chapter 10 of the LAPM and as a result were noncompliant with federal and state regulations regarding the procedures for procuring contracts with federal and/or state funding. This determination by FHWA came after several audits of Caltrans’ and local agencies’ procurement policies revealed common errors and deficiencies. The CPM reiterates the policies and procedures outlined in Chapter 10 of the LAPM; however, it is written in a manner that is intended to be easier to follow, understand and be implemented by local agencies.

There have been numerous changes to the LAPM over the last few years. One such change requires Caltrans to verify, prior to contract execution, that local agencies have either adopted Chapter 10 of the LAPM or the CPM as the official policy for procuring A&E consultant contracts. Another option is to have Caltrans approve the local agency’s internal policies and procedures and verify that they meet any and all applicable federal and state requirements. Most local agencies have opted to adopt the CPM because the alternative of revising internal policies and procedures would be more burdensome and time-consuming.

Accordingly, staff recommends that the Board formally adopt the Caltrans CPM to ensure that the County of Humboldt is authorized to receive reimbursement costs related to the procurement of A&E consultant services for federal and/or state funded transportation projects.

#### FINANCIAL IMPACT:

The proposed action has no direct financial impact. Adoption of the attached resolution will ensure that the County of Humboldt will not potentially lose reimbursement money for federal and/or state funded transportation projects.

The recommended action advances the Board of Supervisors’ core role of providing for and maintaining infrastructure.

#### OTHER AGENCY INVOLVEMENT:

The California Department of Transportation and the Federal Highways Administration.

#### ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to adopt the attached resolution adopting policies regarding the procurement of architectural and engineering services for federal and state funded transportation projects administered by Caltrans. However, this alternative is not recommended since it would preclude the County of Humboldt from seeking state and/or federal reimbursement for A&E consultant services.

#### ATTACHMENTS:

1. California Department of Transportation Consultant Procurement Manual dated April 2017
2. Resolution Adopting Policies Regarding the Procurement of Architectural and Engineering Services for Federal and State Funded Transportation Projects Administered by the California Department of Transportation