



COUNTY OF HUMBOLDT

For the meeting of: 10/20/2020

File #: 20-1269

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Pre-Qualification List for the Provision of On-Call Certified Access Specialists and/or Licensed Architects Specializing in Accessible Design for Field Accessibility Inspection Services and Technical Review Services.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive and accept the recommended pre-qualification list for on-call Certified Access Specialists and/or Licensed Architects specializing in accessible design for field accessibility inspection services and technical review services;
2. Authorize the Purchasing Agent to execute professional services agreements with the prequalified on-call Certified Access Specialists and/or Licensed Architects regarding the provision of accessible design for field accessibility inspection services and technical review services, in a form substantially similar to the professional services agreement attached hereto as Attachment 1, after review by County Counsel and Risk Management; and
3. Authorize the Purchasing Agent to execute any and all future amendments to the professional services agreements, after review by County Counsel.

SOURCE OF FUNDING:

ADA ISF (3552)

DISCUSSION:

The county is committed to bringing county facilities into compliance with Americans with Disabilities Act of 1990 (ADA). Currently, the county has an estimated inventory of approximately 102 public facilities. Some county facilities are fully or partially compliant with the ADA. In order to minimize response times and meet the deadlines proposed to the Department of Justice (DOJ) at the end of the DOJ consent decree, consultant services agreements will be negotiated to ensure that an adequate number of consultants will be available to provide field accessibility inspection services and technical review services as such needs arise.

On Jul. 14, 2020, the County Administrative Office ADA Compliance Team advertised and distributed

a Request for Qualifications (RFQ) for the provision of on-call Certified Access Specialist (CASp) and/or Licensed Architect specializing in accessible design to retain experienced and qualified consulting firms to provide on-call field accessibility inspection services and technical review services to assist the county with Humboldt County ADA Compliance Projects. The RFQ solicitation yielded nine formal responses from a variety of CASp and/or Licensed Architects. Following the Aug. 4, 2020, submission deadline, all consultant submissions were evaluated for meeting, at a minimum, specified professional credentials and experience. Three submittals were deemed to meet the requirements stated in the RFQ and the recommended list represents the pre-qualified consultants. The Board's acceptance of the recommended list of pre-qualified consultants will be the basis for selecting qualified CASp and/or Licensed Architects for ADA projects. The ability to contract with pre-qualified consultants in this manner allows the county to effectively and efficiently address and resolve barriers to programs, services and activities. Additionally, staff will be able to manage multiple ADA projects and timelines with the ability to contract with pre-qualified CASp and/or Licensed Architects. Acceptance of the pre-qualified consultant list does not circumvent the Board approval process for contracts. Professional service contracts resulting from pre-qualified consultant selection will fully comply with county policies and procedures.

Recommended Pre-Qualification List for On-Call Certified Access Specialists and/or Licensed Architect Services:

Name of Firm	Location
Jensen Hughes	Concord
Sally Swanson Architects, Inc.	San Francisco
OWEN Group	Sacramento

FINANCIAL IMPACT:

Although actual costs for CASp and/or Licensed Architect services and technical review services are unknown at this time, it is anticipated that costs will not exceed \$300,000 per year for the next three years. The ADA Compliance budget (3552-152) has budgeted sufficient funds for CASp and/or Licensed Architect services and technical review services in Fiscal Year 20-21.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services and enforces laws and regulations to protect residents.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors has the option to reject all or part of the recommended list. This is not recommended as it would impede ADA compliance project work.

ATTACHMENTS:

File #: 20-1269

1. Attachment 1 - Sample Consultant Services Agreement
2. Attachment 2 - Sample Task Order

PREVIOUS ACTION/REFERRAL:

Board Order No.: [Click or tap here to enter text.](#)

Meeting of: [Click or tap here to enter text.](#)

File No.: [Click or tap here to enter text.](#)