



# COUNTY OF HUMBOLDT

For the meeting of: 3/3/2020

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File #: 20-171

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Consultant Services Agreement with Crawford & Associates, Inc. Regarding the Provision of On-Call Professional Geotechnical Investigation and Engineering Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the selection of Crawford & Associates, Inc. as the consulting firm to provide on-call professional geotechnical investigation and engineering services;
2. Approve, and authorize the Chair of the Board to execute, the attached consultant services agreement with Crawford & Associates, Inc. regarding the provision of on-call professional geotechnical investigation and engineering services;
3. Authorize the Public Works Director to execute any and all future task orders issued pursuant to the terms and conditions of the attached consultant services agreement with Crawford & Associates, Inc.; and
4. Direct the Clerk of the Board to return two (2) fully executed original copies of the attached consultant services agreement with Crawford & Associates, Inc. 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.

**DISCUSSION:**

On Oct. 22, 2019, the Humboldt County Department of Public Works issued a Request for Qualifications ("RFQ") for the purpose of selecting a qualified consultant to provide geotechnical investigation and engineering services for road 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 professional geotechnical investigation and engineering services were evaluated and ranked by a selection committee comprised of county staff. The final ranking of the statements of qualifications was issued on Dec. 16, 2019.

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, Crawford & Associates, Inc. The attached consultant services agreement with Crawford & Associates, Inc. has a term of five years. The maximum total amount payable by the county for the services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the attached consultant services agreement with Crawford & Associates, Inc. shall not exceed \$3,000,000 for the period of Mar. 3, 2020 through Mar. 3, 2025.

Crawford & Associates, Inc. will be asked to provide specified geotechnical investigation and engineering 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, Crawford & Associates, Inc. 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 Crawford & Associates, Inc. regarding the provision of on-call professional geotechnical investigation and engineering 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 Crawford & Associates, Inc. in order to ensure the efficient delivery of required services.

FINANCIAL IMPACT:

The estimated maximum amount payable for the geotechnical investigation and engineering services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the attached consultant services agreement with Crawford & Associates, Inc. shall not exceed \$3,000,000. 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. There is no financial commitment until a task order has been issued for a specific roadway construction project. As a result, approval of the attached consultant services agreement with Crawford & Associates, Inc. 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 and California Governor's Office of Emergency Services

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached consultant services agreement with Crawford & Associates, Inc. regarding the provision of on-call professional geotechnical investigation and engineering services. However, this alternative is not recommended since the county has limited staff to perform such services for the high volume of roadway projects.

**ATTACHMENTS:**

1. Department of Public Works Ranking of the Statement of Qualifications Received in Response to Request for Qualifications No. DPW2019-002 for On-Call Professional Geotechnical Investigation and Engineering Services
2. Consultant Services Agreement with Crawford & Associates, Inc. Regarding the Provision of On-Call Professional Geotechnical Investigation and Engineering Services

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C-15

Meeting of: Oct. 22, 2019

File No.: 19-1471