



# COUNTY OF HUMBOLDT

For the meeting of: 11/6/2018

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File #: 18-1405

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To: Board of Supervisors

From: County Administrative Office

SUBJECT:

Professional Service Agreement with SZS Engineering Access, Inc.

RECOMMENDATION(S):

That the Board of Supervisors approve the professional service agreement with SZS Engineering Access, Inc.(SZS); and authorize the Purchasing Agent to execute the proposed agreement with SZS and any future amendments thereto after review by County Counsel and Risk Management.

SOURCE OF FUNDING:

ADA Internal Service Fund (ISF) (3552)

DISCUSSION:

On September 7, 2016, the county entered into a Consent Decree with the United States Department of Justice (DOJ) that required the commencement of the Humboldt County Americans with Disabilities Act Compliance Project. The purpose of the Humboldt County Americans with Disabilities Act Compliance Project is to bring all county-owned and leased facilities into compliance with the Americans with Disabilities Act (ADA) by September 7, 2019.

In preparation for the Consent Decree, an item came before your Board on August 9, 2016, addressing the need to obtain the services of an independent licensed architect (ILA) trained and knowledgeable in accessibility requirements of ADA. At that time, it was anticipated that a request for proposals would be issued for the services of an ILA to provide specified architectural assessment services in order to assist the county in meeting the goals, objectives and timelines of the consent decree. Due to time constraints and the urgent need of selecting an ILA for DOJ approval, the county solicited interest from multiple firms with certified access specialist program credentials (CASp). SZS Consulting Group, LLC (SZS) was deemed the most responsive firm in terms of experience, staff and availability.

On or about March 16, 2017, the DOJ approved SZS as the county's ILA. Subsequently, a letter of intent was issued to SZS to begin its consulting services. On April 20, 2017, SZS returned a fully executed agreement with a not to exceed amount of \$50,000 and a term until June 30, 2018.

On May 23, 2017, your Board approved the first amendment for consultation services with SZS in the amount of \$150,000 and authorized the Purchasing Agent to execute the first amendment with SZS and any further amendments.

On August 3, 2017, the Purchasing agent entered into a second amendment for consultation services with SZS in the amount of \$150,000 for full assessments of facilities listed in the June 2017 deadline and initial assessments for facilities listed in the December 2017 deadline, as contained in the Consent Decree.

On October 3, 2017, your Board approved the third amendment for consultation services with SZS in the amount of \$850,000 to continue working with the county by providing ADA facility assessments, reports, policy surveys, transition plan updates, project work plans, compliance certification and database information to track ADA compliance progress for all county facilities (owned and leased), as required by the Consent Decree. In addition, SZS conducted plan check and review of construction specifications for county ADA barrier removal projects.

On March 20, 2018, your Board approved the fourth amendment for consultation services with SZS in the amount of \$560,000 for

SZS to continue working with the county by providing ADA facility assessments, reports, policy surveys, transition plan updates, project work plans, compliance certification and database information to track ADA compliance progress for all county facilities (owned and leased), as required by the Consent Decree. In addition, SZS would continue to conduct plan check and review of construction specifications for county ADA barrier removal projects.

Presently, there is a need for a new agreement with SZS Engineering Access, Inc., formally known as SZS Consulting Group, LLC whose contract expired June 30, 2018. This new agreement also memorializes the informal agreement for services provided by SZS after the contract expired. The services provided after the contract expiration was required in order to remain in compliance with the Consent Decree. The term of the SZS agreement is upon execution to June 30, 2020. The maximum amount payable by the county for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the attached agreement is Five Hundred Thousand Dollars (\$500,000). The attached agreement details the services to be performed by SZS including but not limited to SZS continuing to work with the county and providing ADA facility assessments, reports, compliance inspection and certification, and database information to track ADA compliance progress for all county facilities (owned and leased), as required by the Consent Decree and all items as included in Exhibit B of the attached agreement. This agreement is coming to your Board late due to the need for the ILA to seek clarification of their roles and responsibilities from the DOJ as it relates to the Consent Decree.

**FINANCIAL IMPACT:**

It is estimated that costs for SZS professional services in the current fiscal year will be \$408,000. There are sufficient funds budgeted for this expense in the ADA ISF (3552).

The item before you today supports your Boards' strategic framework of fostering transparent, accessible, welcoming and user friendly services and enforcing laws and regulations to protect residents.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose to not approve the new agreement with SZS. This is not recommended as it would put the county in non-compliance with the DOJ and subject the county to additional fines and penalties.

**ATTACHMENTS:**

Attachment 1 - Agreement for Consultant Services - SZS Engineering Access, Inc. for Fiscal Years 2018-2019 through 2019-2020  
Attachment 2 - Certificate of Liability Insurance

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C-12, C-7, C-7, C-10  
Meeting of: 8/9/16, 5/23/17, 10/3/17, 3/20/18