



# COUNTY OF HUMBOLDT

For the meeting of: 6/25/2019

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File #: 19-726

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Consultant Services Agreement with Quincy Engineering, Inc. Regarding the Provision of On-Call Program Management, Structural Analysis, Design Engineering and Other Related Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the selection of Quincy Engineering, Inc. as the consulting firm to provide on-call program management, structural analysis, design engineering and other related services;
2. Approve, and authorize the Chair of the Board to execute, the attached consultant services agreement with Quincy Engineering, Inc. regarding the provision of on-call program management, structural analysis, design engineering and other related 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 Quincy Engineering, Inc.; and
4. Direct the Clerk of the Board to return two fully executed original copies of the attached consultant services agreement with Quincy Engineering, Inc. to the Department of Public Works for further processing.

**SOURCE OF FUNDING:**

Humboldt County Road Fund (1200); Federal Highway Administration Highway Bridge Program

**DISCUSSION:**

On October 23, 2018, the Humboldt County Department of Public Works issued a Request for Qualifications (RFQ) for the purpose of selecting a qualified consultant to provide program management, structural analysis, design engineering and other related services for bridge projects on an on-call basis. The on-call consultant will analyze the county's bridge system in order to determine which bridges need to be replaced or rehabilitated. 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 program management, structural analysis, design engineering and other related services were evaluated and ranked by a selection committee comprised of county staff. The final ranking of the statement of qualifications was

issued on Dec. 14, 2018.

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, Quincy Engineering, Inc. The attached consultant services agreement with Quincy Engineering, Inc. has a term of 2 years with optional extensions that will not exceed 5 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 Quincy Engineering, Inc. shall not exceed \$2.3 million for the period of July 9, 2019 through July 8, 2021.

Quincy Engineering, Inc. will be asked to provide specified services for specific bridge planning, design and 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, Quincy Engineering, 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 Quincy Engineering, Inc. regarding the provision of on-call program management, structural analysis, design engineering and other related 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 Quincy Engineering, Inc. in order to ensure the efficient delivery of required services.

**FINANCIAL IMPACT:**

As noted above, the maximum amount payable for the program management, structural analysis, design engineering and other related services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the attached consultant services agreement with Quincy Engineering, Inc. shall not exceed \$2.3 million. Funding is dependent on the type of project for which the services are provided. On-system bridge replacement and bridge preventative maintenance projects are 88.53 percent funded by the Federal Highway Administration and the remaining 11.47 percent is funded by the Humboldt County Roads Division. Off-system bridge projects are matched with toll credits that cover the remaining 11.47 percent. Project planning, design, and construction costs are included in the approved fiscal year 2019-20 budget for Road Fund budget unit 1200-321-2118. There is no financial commitment until a task order has been issued for a specific bridge planning, design or construction project. As a result, approval of the attached consultant services agreement with Quincy Engineering, Inc. will not impact the Humboldt County General Fund.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure .

**OTHER AGENCY INVOLVEMENT:**

Federal Highway Administration and California Department of Transportation

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the attached consultant services agreement with Quincy Engineering, Inc. regarding the provision of on-call program management, structural analysis, design engineering and other related services. However, this alternative is not recommended since the county has limited staff to perform such services for the high volume of bridge projects.

**ATTACHMENTS:**

1. Department of Public Works Ranking of the Statement of Qualifications Received in Response to Request for Qualifications No. DPW2018-007 for On-Call Program Management, Structural Analysis, Design Engineering and Other Related Services dated December 14, 2018
2. Consultant Services Agreement with Quincy Engineering, Inc. Regarding the Provision of On-Call Program Management, Structural Analysis, Design Engineering and Other Related Services

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C-14

Meeting of: October 23, 2018

File No.: 18-1303