



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

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**On agenda:** 10/5/2021      **Final action:** 10/5/2021  
**Title:** Request for Qualifications Number DPW2021-002 Regarding the Provision of On-Call Land Surveying Services

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. FY 21-22 On-Call Land Surveying Services RFQ.pdf

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 10/5/2021 | 1    | Board of Supervisors | approved | Pass   |

**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

### SUBJECT:

Request for Qualifications Number DPW2021-002 Regarding the Provision of On-Call Land Surveying Services

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Director of Public Works to advertise and distribute, the attached request for qualifications regarding the provision of on-call land surveying services for various state and federally funded roadway and bridge construction projects.

### SOURCE OF FUNDING:

Humboldt County Road Fund (1200); Federal Highway Administration Emergency Relief Storm Damage Funds; Highway Bridge Program; Federal Emergency Management Agency Public Assistance Grants; California Governor's Office of Emergency Services; Federal Highway Safety Improvement Program; California Transportation Improvement Program; and California Active Transportation Program

### DISCUSSION:

For the next five (5) years, the Humboldt County Department of Public Works ("Public Works") will be constructing several roadway and bridge projects. Due to limited staffing, certain professional services needed to complete such projects must be contracted out to private consulting firms in order to

comply with applicable local, state and federal laws, regulations and standards. Public Works has prepared the attached request for qualifications (“RFQ”) to retain a qualified land surveying firm to provide services that will be required to complete various state and federally funded roadway and bridge construction projects. The attached RFQ meets federal requirements and complies with the latest guidelines from the California Department of Transportation’s Local Assistance Procedures Manual. A preliminary scope of services, required qualifications and evaluation criteria, have been developed in order for Public Works to rank and select consultants that are capable of providing the required land surveying services on an on-call basis.

Once the review, evaluation, selection and contract negotiation processes set forth in the attached RFQ have been successfully completed, Public Works will return to the Board of Supervisors in order to award a consultant services agreement to the highest-ranking consultant. The consultant services agreement will have a term of two (2) years with optional extensions that will not exceed five (5) years. The estimated maximum amount payable under the consultant services agreement awarded pursuant to this RFQ process is One Million Five Hundred Thousand Dollars (\$1,500,000).

The selected consultant will be asked to provide land surveying services for specific roadway and bridge construction projects pursuant to task orders issued under the final consultant services agreement. Prior to issuing task orders, Public Works will discuss the scope of services required for the specific project with the selected consultant. The selected consultant will be responsible for preparing a detailed scope of services, project schedule and project budget for each task order that will be issued thereto. Once a task order has been issued by the Director of Public Works, the selected consultant will be required to perform the agreed upon services within the parameters set forth therein. The estimated maximum amount payable under each individual task order is Fifteen Thousand Dollars (\$15,000).

Accordingly, Public Works recommends that the Board of Supervisors approve, and authorize the Director of Public Works to advertise and distribute, the attached RFQ regarding the provision of on-call land surveying services.

**FINANCIAL IMPACT:**

As noted above, the estimated maximum amount payable for the on-call land surveying services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the consultant services agreement awarded as a result of this RFQ process is One Million Five Hundred Thousand Dollars (\$1,500,000). Funding is dependent on the type of project for which the services are provided. On-system storm damage road project 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 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 Road Division. Projects conducted as part of the Federal Highway Safety Improvement Program and the California Active Transportation and Transportation Improvement Programs are 100% funded by grants offered through the Federal Highway Association and the California Transportation Commission. There is no financial commitment until the Board approves a consultant services agreement with the selected consulting firm and task orders are issued for specific roadway and/or bridge construction projects. As a result,

approval of the attached RFQ 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; California Governor's Office of Emergency Services; California Transportation Commission

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached RFQ regarding the provision of on-call land surveying services. However, this alternative is not recommended since Public Works has limited qualified personnel to provide such services for the high volume of roadway and bridge construction projects.

ATTACHMENTS:

1. Request for Qualifications No. DPW2021-002 Regarding the Provision On-Call Land Surveying Services

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A