



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

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**File created:** 5/28/2024      **In control:** Public Works

**On agenda:** 7/2/2024      **Final action:**

**Title:** Consultant Services Agreement with Ghirardelli Associates, Inc., Regarding the Provision of On-Call Professional Construction Management Services

**Sponsors:**

**Indexes:** 1007 – Improve the transportation network to be multi-modal, safe, sustainable and equitable

**Code sections:**

**Attachments:** 1. Staff Report, 2. Final Ranking On-Call CM RFQ No. DPW2024-001 dated Mar. 11 2023.pdf, 3. Consultant Services Agreement with Ghirardelli Associates, Inc.pdf, 4. Certificate of Insurance for Ghirardelli Associates, Inc.pdf

Date	Ver.	Action By	Action	Result
7/2/2024	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Consultant Services Agreement with Ghirardelli Associates, Inc., Regarding the Provision of On-Call Professional Construction Management Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the selection of Ghirardelli Associates, Inc. as the consulting firm to provide on-call professional construction management services;
2. Approve and authorize the Chair of the Board to execute, the attached consultant services agreement with Ghirardelli Associates, Inc. regarding the provision of on-call professional construction management services;
3. Authorize the Public Works Director, or a designee thereof, to execute any and all future task orders issued pursuant to the terms and conditions of the attached consultant services agreement with Ghirardelli Associates, Inc., after review and approval by County Counsel, County Administrative Office and Risk management; and
4. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached consultant services agreement with Ghirardelli Associates, Inc. to the Department of Public Works for further processing.

**STRATEGIC PLAN:**

This action supports the following areas of your Board’s Strategic Plan.

Core Roles: Provide for and maintain infrastructure

Area of Focus: Safe & Healthy Communities

Strategic Plan Category: 1007 - Improve the transportation network to be multi-model, safe, sustainable and equitable

**DISCUSSION:**

On Jan. 30, 2024, the Humboldt County Department of Public works issued a Request for Qualifications (“RFQ”) for the purpose of selecting a qualified consultant to provide construction management services 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 (“SOQ”) submitted in response to the RFQ for these services were evaluated and ranked by a selection committee comprised of Humboldt County staff. The final ranking of the SOQ’s was issued on Mar. 11, 2024. (Attachment 1)

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, Ghirardelli Associates, Inc. (Attachment 2) The attached consultant services agreement with Ghirardelli Associates, Inc. has a term of five (5) years. The maximum total amount payable by the County of Humboldt for the services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the attached consultant services agreement with Ghirardelli Associates, Inc. shall not exceed \$6,000,000 for the period of July 2, 2024, through July 1, 2029.

Ghirardelli Associates, Inc. will be asked to provide construction management services for specific road and bridge projects pursuant to task orders issued under the final consultant service agreement. Prior to issuing task orders, the county will discuss the scope of services required for the specific project and the 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 consultant will be required to perform the agreed upon services within the parameters set forth therein. The estimated maximum amount payable by the county pursuant to the terms and conditions of each individual task order shall not exceed \$250,000.

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 Ghirardelli Associates, Inc. regarding the provision of on-call professional construction management 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 Ghirardelli Associates, Inc. in order to ensure the efficient delivery of required services.

**SOURCE OF FUNDING:**

Road Fund (1200321), Federal Highway Administration’s Highway Bridge Program, Highway Safety Program and Emergency Relief Program, Federal Emergency Management Agency, California Office of Emergency Services

**FINANCIAL IMPACT:**

<b>Expenditures (1200321)</b>	<b>FY24-25*</b>	<b>FY25-26*</b>	<b>FY26-27**</b>
<b>Budgeted Expenses</b>	<u>\$ 500,000</u>	<u>\$ 2,000,000</u>	<u>\$ 3,500,000</u>
<b>Total Expenditures</b>	<u>\$ 500,000</u>	<u>\$ 2,000,000</u>	<u>\$ 3,500,000</u>

*\*Projected amounts are estimates and are subject to change.*

<b>Funding Sources (1200321)</b>	<b>FY24-25*</b>	<b>FY25-26*</b>	<b>FY26-27**</b>
<b>State/Federal Funds</b>	<u>\$ 375,000</u>	<u>\$ 1,500,000</u>	<u>\$ 2,800,000</u>
<b>County Road Funds</b>	<u>\$ 125,000</u>	<u>\$ 500,000</u>	<u>\$ 700,000</u>
<b>Total Funding Sources</b>	<u>\$ 500,000</u>	<u>\$ 2,000,000</u>	<u>\$ 3,500,000</u>

*\*Amounts are estimates and are subject to change.*

*\*\*FY26/27 includes FY27/28 and 28/29*

**Narrative Explanation of Financial Impact:**

As noted above, the maximum amount payable for on-call professional construction management 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 \$6,000,000. Road projects and bridge projects that are federally funded are reimbursed from 75% to 100% depending on the funding source requirements. Remaining project costs will be funded by the County Roads Division. Funds for projects are

included in the fiscal years 2024-25 budget for the Road Fund budget unit 1200321. There is no financial obligation until a task order has been issued for a specific road or bridge construction project. As a result, approval of the attached consultant services agreement with Ghirardelli Associates, Inc. will not impact the Humboldt County General Fund.

**STAFFING IMPACT:**

Narrative Explanation of Staffing Impact:

There is no impact to current staffing levels related to the approval of the consultant services agreement with Ghirardelli Associates, Inc. regarding the provisions of on-call professional construction management services.

**OTHER AGENCY INVOLVEMENT:**

Federal Highway Administration, California Department of Transportation

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board of Supervisors may choose not to approve the attached consultant services agreement with Ghirardelli Associates, Inc. regarding the provision of on-call professional construction management services. However, this option is not recommended because Public Works does not have the staff to cover all active and proposed construction projects due to earthquake, storm damage, and capital improvements projects occurring on the county roads and bridges system.

**ATTACHMENTS:**

1. Final Ranking of SOQ's for RFQ No. DPW2024-001 dated March 11, 2024
2. Consultant Services Agreement with Ghirardelli Associates, Inc.
3. Certificate of Insurance for Ghirardelli Associates, Inc.

**PREVIOUS ACTION/REFERRAL:**

Meeting of: Jan. 30, 2024  
File No.: 24-67