



# COUNTY OF HUMBOLDT

## Legislation Text

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**File #:** 18-1303, **Version:** 1

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**To:** Board of Supervisors

**From:** Public Works

**SUBJECT:**

Request for Qualifications Number DPW2018-007, Regarding On-Call Program Management, Structural Analysis, Design Engineering and Other Related Services

**RECOMMENDATION(S):**

That the Board of Supervisors authorize the Director of Public Works to advertise and distribute the attached Request for Qualifications regarding on-call program management, structural analysis, design engineering and other related services for various state and federally funded bridge planning, design and construction projects.

**SOURCE OF FUNDING:**

Road Fund-Federal Highway Administration Highway Bridge Program

**DISCUSSION:**

For the next 2 years, the Department of Public Works will be analyzing the county's bridge system in order to determine which bridges need to be replaced or rehabilitated. Due to limited staffing, certain professional services needed to complete such analysis must be contracted out in order to comply with applicable state and federal laws and regulations. Public Works has prepared the attached Request for Qualifications (RFQ) which solicits the required services. 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 program management, structural analysis, design engineering and other related 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 seeking to award a consultant services agreement to the highest ranking consultant. The consultant services agreement will have a term of 2 years with optional extensions that will not exceed 5 years. The estimated maximum total amount payable by the county pursuant to the terms and conditions of the consultant services agreement is \$2.3 million.

The selected consultant will be asked to provide program management, structural analysis, design engineering and/or other related services for specific bridge projects pursuant to task orders issued under the final consultant services agreement. Prior to issuing task orders, the county will discuss the scope of services required for the specific bridge 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 by the county pursuant to the terms and conditions of each individual task order is \$250,000.

Accordingly, staff recommends that the Board of Supervisors approve and authorize the Director of Public Works to issue the attached RFQ regarding on-call program management, structural analysis, design engineering and other related services.

**FINANCIAL IMPACT:**

The Federal Highway Administration will fund 88.3 percent of on-system bridge projects and the remaining 11.47 percent of such projects will be funded by the Humboldt County Roads Division. Off-system bridge projects are matched with toll credits that cover

the remaining 11.47 percent. 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 bridge projects.

The recommended actions conform to the Board of Supervisors' Core Role of providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

California Department of Transportation and Federal Highway Administration

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached RFQ regarding on-call program management, structural analysis, design engineering and other related services. However, this option is not recommended since Public Works has limited qualified personnel to provide such services for the high volume of bridge projects.

ATTACHMENTS:

Request for Qualifications No. DPW2018-007, Regarding On-Call Program Management, Structural Analysis, Design Engineering and Other Related Services

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A