



# COUNTY OF HUMBOLDT

## Legislation Text

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**File #:** 24-870, **Version:** 1

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Consultant Services Agreement with GHD, Inc. Regarding the Provision of Professional Consulting Services to Assist with the Humboldt Bay Living Shoreline Planning Project

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Public Works Director to execute, the attached consultant services agreement with GHD, Inc. regarding the provision of professional consulting services to assist with stakeholder engagement, technical analysis, engineering, and permitting for the Humboldt Bay Living Shoreline Planning Project; and
2. Authorize the Public Works Director to execute any and all future amendments to the attached consultant services agreement with GHD, Inc. that do not cumulatively exceed \$50,000, after review and approval by County Counsel, Risk Management, and the County Administrative Office.

**STRATEGIC PLAN:**

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

Area of Focus: Sustainable Natural Resources & Infrastructure Stewardship

Strategic Plan Category: 5001 - Enhance climate adaptation landscapes and communities

**DISCUSSION:**

On Jan. 9, 2024, the Board of Supervisors adopted Resolution No. 24-2 approving the award of grant funding from the State Coastal Conservancy for the Humboldt Bay Living Shoreline Planning Project ("Project"). The Project includes completing technical analyses, preliminary designs, environmental review under the California Environmental Quality Act, intermediate design plans, and permit applications for restoring salt marsh along a portion of the Humboldt Bay shoreline between Eureka and Arcata. The purpose of the Project is to utilize natural landforms and ecological processes to improve resilience to flooding hazards along the Eureka-Arcata transportation corridor while enhancing a valuable coastal wetland. This Project would build on the work of an initial feasibility study completed in 2022.

The grant agreement between the Coastal Conservancy and Humboldt County for the Project was executed on Feb. 2, 2024. On Jan. 9, 2024, Public Works issued a Request for Proposals ("RFP") for professional consulting services pertaining to the Project. The RFP was posted on the county website and circulated to several consulting firms with proposals due by Feb. 12, 2024. One (1) proposal, from GHD, Inc. was received by the due date. GHD's proposal was determined to be responsive to the terms of the RFP and they were considered highly qualified to perform the services described in the RFP. Pursuant to the terms and conditions of the attached consultant services agreement (Attachment 1), GHD will provide professional consulting services from the date of the Board's approval to June 30, 2026, to assist with implementation of the Project.

Accordingly, the Department of Public Works recommends that the Board of Supervisors approve, and authorize the Public Works Director to execute, the attached consultant services agreement with GHD regarding the provision of professional consulting services to assist with the Project. The Department of Public Works also recommends that the Board authorize the Public Works Director to execute any and all future amendments to the attached consultant services agreement with GHD that do not cumulatively exceed \$50,000, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to ensure the efficient delivery of services.

**SOURCE OF FUNDING:**

State Coastal Conservancy Grant (1100-251)

**FINANCIAL IMPACT:**

| <i>Expenditures (Fund, Budget Unit)</i>   | <b>FY23-24</b>   | <b>FY24-25 Projected*</b> | <b>FY25-26 Projected*</b> |
|---|------------------|---------------------------|---------------------------|
| <i>Budgeted Expenses</i>                  | <u>\$750,000</u> | <u>\$730,000</u>          |                           |
| <i>Additional Appropriation Requested</i> |                  |                           |                           |
| <i>Total Expenditures</i>                 | <u>\$750,000</u> | <u>\$730,000</u>          |                           |

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

| <i>Funding Sources (Fund, Budget Unit)</i> | <b>FY23-24</b>   | <b>FY24-25 Projected*</b> | <b>FY25-26 Projected*</b> |
|--|------------------|---------------------------|---------------------------|
| <i>General Fund</i>                        |                  |                           |                           |
| <i>State/Federal Funds</i>                 | <u>\$750,000</u> | <u>\$730,000</u>          |                           |
| <i>Fees/Other</i>                          |                  |                           |                           |
| <i>Use of Fund Balance</i>                 |                  |                           |                           |
| <i>Contingencies</i>                       |                  |                           |                           |
| <i>Total Funding Sources</i>               | <u>\$750,000</u> | <u>\$730,000</u>          |                           |

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

**Narrative Explanation of Financial Impact:**

The total budget for the Project in the grant agreement with the Coastal Conservancy is \$750,000. The attached consultant services agreement with GHD has a maximum amount payable of \$660,000. The Project was included in the Fiscal Year 2023-24 budget and the unused expenditures is included in the proposed Fiscal Year 2024-25 budget. Expenditures for the Project are reimbursable from the Coastal Conservancy pursuant to Grant Agreement No. 23-069, dated Feb. 2, 2024. As a result, approval of the attached consultant services agreement with GHD will not impact the Humboldt County General Fund.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

Current Public Works staff will administer the grant agreement, process invoices, manage consultant services, lead stakeholder engagement, and provide review of the technical work. This Project will be added to the existing workload of the Environmental Services and General Services divisions of the Public Works Department. The Project will have some impact on the Department's ability to initiate new projects while the Project is in progress.

**OTHER AGENCY INVOLVEMENT:**

State Coastal Conservancy

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve the attached consultant services agreement with GHD regarding the provision of professional consulting services to assist with stakeholder engagement, technical analysis, engineering, and permitting for the Humboldt Bay Living Shoreline Planning Project. However, this alternative is not recommended since it would not allow the Project to be completed.

**ATTACHMENTS:**

1 - Consultant Services Agreement with GHD, Inc. (Project No. 251011)

**PREVIOUS ACTION/REFERRAL:**

Meeting of: Jan. 9, 2024

File No.: 23-1613