



# COUNTY OF HUMBOLDT

## Legislation Text

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**File #:** 20-812, **Version:** 1

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

Pre-Qualification List for Architectural Design and Project Management Services for ADA Projects

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Receive and accept the recommended pre-qualification list for architectural design and project management services for Americans with Disabilities Act Compliance Project;
2. Authorize the Purchasing Agent to execute professional services agreements with the pre-qualified architectural design firms regarding the provision of consulting services, in a form substantially similar to the professional services agreement attached hereto as Attachment 1, after review by County Counsel and Risk Management; and
3. Authorize the Purchasing Agent to execute any and all future task orders to the professional services agreements attached hereto as Attachment 2, after review by County Counsel and Risk Management.

**SOURCE OF FUNDING:**

ADA ISF (3552)

**DISCUSSION:**

The county is committed to bringing county facilities into compliance with Americans with Disabilities Act of 1990 (ADA). Currently, the county has an estimated inventory of 102 public facilities. Some county facilities are fully or partially compliant with the ADA. In order to minimize response time and meet the deadlines proposed to the Department of Justice (DOJ) at the end of the DOJ consent decree, consultant services agreements will be negotiated to ensure that an adequate number of consulting firms will be available to provide architectural design and project management services as such needs arise.

On May 1, 2020, the County Administrative Office ADA Compliance Team advertised and distributed a Request for Qualifications (RFQ) for Architectural Design and Project Management Services to retain experienced and qualified consulting firms to provide on-call architectural design and project management services to assist the county with the Humboldt County ADA Compliance Project. The

RFQ solicitation yielded seven formal responses from a variety of design firms. Following the June 2, 2020, submission deadline, all consultant submissions were evaluated for meeting, at a minimum, specified professional credentials and experience. All submittals were deemed to meet the requirements stated in the RFQ and the recommended list represents the pre-qualified consultants. The Board's acceptance of the recommended list of pre-qualified consultants will be the basis for selecting qualified architectural design and project management services for ADA projects. The ability to contract with pre-qualified consultants in this manner allows the county to effectively and efficiently address barriers to programs, services and activities. Additionally, staff will be able to manage multiple ADA projects and timelines with the ability to contract with pre-qualified architectural design and project management firms. Acceptance of the pre-qualified consultant list does not circumvent the Board approval process for contracts. Professional service contracts resulting from pre-qualified consultant selection will fully comply with county policies and procedures.

**Recommended Pre-Qualification List for Architectural Design and Project Management Services:**

<b>Name of Firm</b>	<b>Location</b>
Alameida	Sebastopol
Brokaw Design	Rohnert Park
The KPA Group	Pleasanton
LDA Partners	Stockton
Nichols, Melburg & Rossetto Architects	Redding
Sally Swanson Architects	San Francisco
Whitchurch Engineering	Eureka, Fortuna

**FINANCIAL IMPACT:**

The cost of the architectural design and project management services is undetermined at this time. The ADA ISF budget (3552-152) has budgeted sufficient funds for project design in the Fiscal Year (FY) 2020-21 in Professional Services (2118).

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services and enforces laws and regulations to protect residents.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board of Supervisors has the option to reject all or part of the recommended list. This is not recommended as it would impede ADA project work.

**ATTACHMENTS:**

1. Attachment 1 - Sample Consultant Services Agreement
2. Attachment 2 - Sample Task Order

PREVIOUS ACTION/REFERRAL:

Board Order No.:

Meeting of:

File No.: