



COUNTY OF HUMBOLDT

For the meeting of: 7/18/2023

File #: 23-744

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Consultant Services Agreement with ORW Architecture, Inc. Regarding the Provision of Architecture and Engineering Services for the Garberville Veterans Hall Project

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached Consultant Evaluation Sheet for Request for Qualifications No. DPW2023-001;
2. Approve, and authorize Chair of the Board to execute, the attached consultant services agreement with ORW Architecture, Inc. regarding provision of architecture and engineering services in the amount of \$315,000 for the period of July 18, 2023 through June 30, 2025;
3. Authorize the Public Works Director, or a designee thereof, to execute any and all subsequent amendments to the attached consultant services agreement with ORW Architecture, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office; and
4. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached consultant services agreement with ORW Architecture, Inc. to the Department of Public Works for further processing.

SOURCE OF FUNDING:

2020 Finance Plan

DISCUSSION:

On June 29, 2021, The Humboldt County Board of Supervisors approved staff to move forward with the hazardous materials abatement and demolition of the existing Garberville Veterans Hall and proceed with the design of a new Veterans Hall with an anticipated total budget of approximately \$3,087,325. Pending final contract closeout activities, demolition of the existing structure is now complete, with key elements of the building salvaged for use in the design of the new facility.

In preparation of the design of the new facility, Public Works issued Request for Qualifications No. DPW2023-001 for the Garberville Veterans Hall Project. Upon receipt of proposals in response to this

project-specific RFQ, the selection committee reviewed the proposals and ranked them utilizing criteria set to assess each consultant’s qualifications and experience with relevant projects. The attached Consultant Evaluation Sheet lists the results of the evaluation. ORW Architecture, Inc. was determined to be the most qualified to provide the needed services. Subsequent to this determination, Public Works entered into the contract development phase of the RFQ process to ensure that the scope and fee for the proposed project is accurate and appropriate.

Accordingly, Public Works recommends that the Board of Supervisors approve the results of RFQ No. DPW203-001, and approve, and authorize the Chair to execute, the attached consultant services agreement with ORW Architecture, Inc. regarding the provision of architecture and engineering services for the period of July 18, 2023 through June 30, 2025. Staff also recommends that the Board authorize the Public Works Director to execute any and all subsequent amendments to the attached consultant services agreement with ORW Architecture, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision of needed architecture and engineering services.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$285,000	\$30,000
Total Expenditures	\$285,000	\$30,000
Funding Sources (Fund, Budget Unit)	FY23-24 Projected*	FY24-25 Projected*
2020 Finance Plan	\$285,000	\$30,000
Total Funding Sources	\$285,000	\$30,000

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

Narrative Explanation of Financial Impact:

The attached consultant services agreement with ORW Architecture, Inc. has a total amount payable of \$315,000 for the period of July 18, 2023 through June 30, 2025. Expenditure appropriations related to the attached agreement has been included in the recommended fiscal year 2023-24 budget for the Capital Projects budget unit 3562-170. As a result, approval of the agreement with ORW Architecture will not impact the General Fund.

STAFFING IMPACT:

None

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the agreement or allow the Chair to sign such agreements.

However, this alternative is not recommended as it will delay the design and construction of the project.

ATTACHMENTS:

1. Consultant Evaluation Sheet for RFQ No. DPW2023-001
2. Consultant Services Agreement with ORW Architecture, Inc.

PREVIOUS ACTION/REFERRAL:

Board Order No.: D-20, D-13, I-4

Meeting of: 8/24/21, 8/23/22, 10/4/22

File No.: 21-1169, 22-989, 22-1306