



COUNTY OF HUMBOLDT

For the meeting of: 11/12/2024

File #: 24-1471

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Request for Qualifications No. DPW 2024-005 Regarding the Provision of On-Call Design Engineering and/or Environmental Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Director of Public Works to advertise and distribute, the attached request for qualifications regarding the provision of on-call design engineering and/or environmental services for various state and federally funded roadway and bridge construction projects; and
2. Direct the Clerk of the Board to provide the Department of Public Works with one (1) fully executed certified copy of the Board order related to this item.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

For the next five (5) years, the Humboldt County Department of Public Works ("Public Works") will be designing and constructing several roadway and bridge projects. Due to limited staffing, certain professional services needed to complete such projects must be contracted out to private consulting firms in order to comply with applicable local, state and federal laws, regulations and standards. Public Works has prepared the attached request for qualifications ("RFQ") to retain a qualified design engineering and/or environmental firm to provide services that will be required to complete various state and federally funded roadway and bridge construction projects. 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 the required design engineering and/or environmental 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 in order to award a consultant services agreement to the highest-ranking consultant. The consultant services agreement will have a term of three (3) years with an optional extension that will not exceed five (5) years. The estimated maximum amount payable under the consultant services agreement awarded pursuant to this RFQ process is Four Million Dollars (\$4,000,000).

The selected consultant will be asked to provide design engineering and/or environmental services for specific roadway and bridge

construction projects pursuant to task orders issued under the final consultant services agreement. Prior to issuing task orders, Public Works will discuss the scope of services required for the specific 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 under each individual task order is Two Hundred Fifty Thousand Dollars (\$250,000).

Accordingly, the department recommends that the Board of Supervisors approve and authorize the Director of Public Works to issue the attached RFQ regarding on-call design engineering and/or environmental services.

SOURCE OF FUNDING:

Humboldt County Road Fund (1200-321); Federal Highway Administration Emergency Relief Storm Damage Funds; Highway Bridge Program, Federal Emergency Management Agency Public Assistance Grants; California Governor’s Office of Emergency Services; Federal Highway Safety Improvement Program; California Transportation Improvement Program; California Active Transportation Program

FINANCIAL IMPACT:

Expenditures (1200-321)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Budgeted Expenses	\$250,000.00	\$1,000,000.00	\$1,000,000.00
Total Expenditures	\$250,000.00	\$1,000,000.00	\$1,000,000.00
Funding Sources (1200-321)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Road Fund	\$12,500.00	\$50,000.00	\$50,000.00
State/Federal Funds	\$237,500.00	\$950,000.00	\$950,000.00
Total Funding Sources	\$250,000.00	\$1,000,000.00	\$1,000,000.00

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

As noted above, the maximum amount payable for any and all design engineering and/or environmental services provided, 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 Four Million Dollars (\$4,000,000). Funding is dependent on the type of project for which the services are provided. On-system storm damage road projects are 88.53% funded by the Federal Highway Administration and the remaining 11.47% is funded by the Humboldt County Roads Division. Off-system road storm damage projects are 75% funded by Federal Emergency Management Agency, 18.75% will be funded by the California Governor’s Office of Emergency Services and the remaining 6.25% will be funded by the Humboldt County Road Division. Projects conducted as part of the Federal Highway Safety Improvement Program and the California Active Transportation and Transportation Improvement Programs are 90% - 100% funded by grants offered through the Federal Highway Association and the California Transportation Commission.

There is no financial obligation until the Board approves a consultant services agreement with the selected consulting firm and task orders are issued for specific road and bridge projects. As a result, approval of the attached RFQ will not impact the Humboldt County General Fund.

STAFFING IMPACT:

The recommended actions will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

California Department of Transportation; Federal Highway Administration; California Office of Emergency Services; Federal Emergency Management Agency

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached RFQ regarding the provision of on-call design engineering and/or environmental services. However, this alternative is not recommended since Public Works has limited qualified personnel to provide such services for the high volume of required roadway and bridge construction projects.

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ATTACHMENTS:

1. Request of Qualifications No. DPW2024-005 On-Call Design Engineering and/or Environmental Services

PREVIOUS ACTION/REFERRAL:

Meeting of: None

File No.: None