



STAFF REPORT – CITY COUNCIL MEETING

TO: Honorable Mayor and City Council Members

FROM: Emily Sinkhorn, Director of Environmental Services

PREPARER: Emily Sinkhorn, Director of Environmental Services

DATE: September 17, 2025

TITLE: **Approve a Contract Amendment with GHD, Inc. for Professional Services to Support the Construction Phase of the Annie and Mary Trail Project in the Amount of \$86,681.60; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Approve a contract amendment with GHD, Inc. for professional services to support the construction phase of the Annie and Mary trail project in the amount of \$86,681.60; and
- 2) Authorize the City Manager to execute all applicable documents.

INTRODUCTION:

The City has crossed many milestones to advance the Arcata Annie & Mary Trail Connectivity Project, which will provide a safe walking and biking route from the existing northern terminus of the Humboldt Bay Trail at the Arcata Skate Park to the Valley West neighborhood, the Aldergrove business park, and the Mad River at the Humboldt Bay Municipal Water District's Park 1.

The City Council approved a construction contract for the Annie & Mary Trail project on September 3, 2025, and anticipates construction of the trail project to commence this month. Previously on August 6, 2025, the Council approved a professional services agreement with GHD for environmental compliance monitoring during construction of the trail project. The City requires additional construction management support for this project and requested a scope and fee proposal from the GHD team for a potential amendment to add construction management task work.

BACKGROUND:

GHD has supported the City in successfully completing prior phases of the Arcata Annie & Mary Trail Project and is well positioned to continue to support the project through the construction phase. On June 30, 2021, the City issued a Request for Proposals (RFP) from qualified firms seeking engineering and environmental services necessary to complete the Arcata Annie & Mary Trail Connectivity Project. Although only the Project Approval and Environmental Documentation (PA&ED) phase was awarded at the time, the RFP was structured so that respondents proposed on all project phases such that the City would have the option to award contracts to the selected firm for subsequent phases of design and right-of-way, and/or construction management, once funding was allocated by the California Transportation Commission. The City received two proposals from qualified firms, and GHD's team was selected following the evaluation process.

DISCUSSION:

The City’s Engineering Department is leading construction management for the project and Environmental Services staff is leading environmental permit compliance monitoring, with support from the GHD team. City staff also needs professional services support during construction to ensure a successful project.

On August 6, 2025, the Council approved a contract with GHD to support environmental monitoring during project construction. These tasks include preconstruction wildlife surveys, soil and groundwater management plan implementation, wetland mitigation monitoring, and project management and coordination assistance.

At the time of award, City staff anticipated a potential future contract amendment for as-needed construction management support services as well. Construction management support tasks the City has requested from the GHD team include:

- Supplemental onsite construction inspection
- General engineering consultation and support
- Assistance with review of material submittals and shop drawings
- Site visits to review specific construction items
- Geotechnical consultation
- Materials testing

Construction is anticipated to commence in September and staff want to ensure full capacity for construction management capabilities to guarantee a successful project.

POLICY IMPLICATIONS:

Initiating construction of the Arcata Annie & Mary Connectivity Trail Project is identified as a City Council 2025/26 Priority Project. Completing the Annie & Mary Trail is also recognized as a City priority in the Parks & Recreation Master Plan. The project is also on the City Capital Improvement Program (CIP) list (48-07). Finally, the Annie & Mary Trail is also a priority regional commuter trail project in the Humboldt County Association of Governments’ Regional Transportation Plan.

ENVIRONMENTAL REVIEW (CEQA):

An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for this project and adopted by the City Council on December 9, 2022. The City Council also adopted an Addendum to the IS/MND on August 6, 2025.

BUDGET/FISCAL IMPACT:

This contract amendment was budgeted for in the 2025/26 Fiscal Year under a General Ledger (GL) specifically for Construction Management for the Annie & Mary Trail Project:

Original contract	\$95,739.62	Account 210-70-48-51770
Proposed amendment	\$86,681.60	Account 210-70-48-51770

RECOMMENDED COUNCIL ACTION:

Motion to:

- 1) Approve a contract amendment with GHD, Inc. for professional services to support the construction phase of the Annie and Mary trail project in the amount of \$86,681.60; and
- 2) Authorize the City Manager to execute all applicable documents.

Consent Calendar vote.

ATTACHMENTS:

- A. Contract with GHD for Environmental Compliance Monitoring Services During Construction Phase of the Annie & Mary Trail Connectivity Project
- B. Scope and Fee Proposal from GHD for Construction Management Support Services