COUNTY OF HUMBOLDT

For the meeting of: 10/6/2026

File #: 26-861

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Approve Pre-Qualification List for Architectural Design and Project Management Services for ADA Projects And Authorize the Purchasing Agent to Execute Professional Services Agreements Regarding the Provision of Consulting Services

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; and
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.

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

Area of Focus: Safe & Healthy Communities
Strategic Plan Category: 3002 - Invest in county facilities

DISCUSSION:
On Sept. 7, 2016, the County of Humboldt entered into a consent decree with the United States Department of Justice that required the commencement of the Humboldt County Americans with Disabilities Act (ADA) Compliance Project. The purpose of the Humboldt County ADA Compliance Project is to bring all facilities owned or leased by the County of Humboldt that provide programs, services and activities to the public into compliance with the ADA. Although the consent decree concluded on March 13, 2020, the County continues to identify and remediate barriers to access in accordance with the Board adopted ADA Compliance Plan.

Ongoing implementation of the ADA Compliance Plan requires architectural design, project management, construction observation and other professional consultant services for projects that vary significantly in size, scope and complexity. Maintaining a pool of pre-qualified consultants allows the county to efficiently obtain specialized professional services as project needs arise, while providing the ADA Compliance Team with the flexibility necessary to coordinate and manage multiple accessibility projects and construction timelines simultaneously.

On May 27, 2026, the County Administrative Office ADA Compliance Team advertised and distributed a Request for Qualifications (RFQ) for Architectural Design and Project Management Services for ADA Projects to identify experienced and qualified consulting firms capable of providing architectural design, project management and related professional services. The RFQ solicitation resulted in eight responses from architectural and design firms. Following the submission deadline, all consultant submissions were evaluated to determine whether they met, at a minimum, the professional qualifications, credentials and experience specified in the RFQ. All eight submissions were determined to meet the requirements of the RFQ and are recommended for inclusion on the pre-qualified consultant list.

Acceptance of the recommended pre-qualified consultant list will provide the basis for selecting qualified firms to provide architectural design, project management, construction observation and related professional services for future ADA projects. Each firm will be offered a professional services agreement with a not-to-exceed amount of $300,000, with professional services rendered through project-specific task orders. The ability to select from a pool of pre-qualified consultants will allow the ADA Compliance Team to efficiently design and complete construction projects which address barriers to access affecting county programs, services and activities while supporting the concurrent delivery of multiple simultaneous ADA projects.

The recommended Pre-Qualification List for Architectural Design and Project Management Services for ADA Projects is as follows:

Firm	Location
Nichols, Melburg & Rossetto Architects	Redding, California
The KPA Group	Livermore, California
Interactive Resources, Inc.	Point Richmond, California
Hibser Yamauchi Architects, Inc.	Davis, California
GHD Inc.	Humboldt County, California
Calpo Hom & Dong Architects, Inc.	Sacramento, California
Bureau Veritas	Sacramento, California
Allen Atelier	Humboldt County, California

SOURCE OF FUNDING:
ADA Internal Service Fund (3552-152)

FINANCIAL IMPACT:
Narrative Explanation of Financial Impact:
The cost of architectural design, project management and related professional services is undetermined at this time. Costs associated with future consultant services will vary based on individual project scope, complexity and professional service requirements. Funding for these services will be dependent upon available funding sources identified for each individual ADA project. Sufficient appropriations will be included in the ADA Compliance budget unit (3552-152), as applicable, prior to execution of individual consultant services agreements.

STAFFING IMPACT:
Narrative Explanation of Staffing Impact:
The recommended actions will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:
None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may choose not to accept the recommended Pre-Qualification List for Architectural Design and Project Management Services for ADA Projects. However, this alternative is not recommended, as maintaining a pool of pre-qualified consultants allows the county to efficiently obtain architectural design, project management, construction oversight and related professional services

necessary to continue implementation of the ADA Compliance Plan and address barriers to access at county programs, services and activities.

ATTACHMENTS:

1. Sample Consultant Services Agreement
2. Sample Task Order

PREVIOUS ACTION/REFERRAL:

Meeting of: 7/7/2020
File No.: 20-812