



MENDOCINO COUNTY BOARD OF SUPERVISORS

ONLINE AGENDA SUMMARY

BOARD AGENDA # 5 (m)

-Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
 -Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)
 -Send 1 complete original single-sided set and 1 photocopy set – Items must be signed-off by appropriate departments and/or Co. Co.
Note: If individual supporting document(s) exceed 25 pages each, or are not easily duplicated, please provide 7 hard-copy sets)
 -Transmittal of electronic Agenda Summaries, records, and supporting documentation must be emailed to: bosagenda@co.mendocino.ca.us
 -Electronic Transmission Checklist: ☒ Agenda Summary ☒ Records ☐ Supp. Doc. ☐ If applicable, list other online information below
 -Executed records will be returned to the department within one week. *Arrangements for expedited processing must be made in advance*

TO: Board of Supervisors DATE: 11 October 2011

FROM: Department of Transportation MEETING DATE: 1 November 2011

DEPARTMENT RESOURCE/CONTACT: Howard N. Dashiell PHONE: 463-4363 Present ☐ On Call ☒

Consent Agenda ☒ Regular Agenda ☐ Noticed Public Hearing ☐ Time Allocated for Item: _____

■ **AGENDA TITLE:** Adoption of Resolution Approving and Executing DOT Agreement No. 110075, Professional Services Agreement with SHN Consulting Engineers and Geologists, Inc. for Semi-Annual Professional Surveying Services for Various County Projects (County-wide)

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** None.

■ **SUMMARY OF REQUEST:** See attached sheet.

■ **SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:** Not Applicable.

■ **ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):** ☐

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
Reimbursable Funding Programs and Road Fund	\$95,000 (Est.)	Not Applicable	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> BU 3041, LI 2184

■ **SUPERVISORIAL DISTRICT:** 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All ☒ ■ **VOTE REQUIREMENT:** Majority ☒ 4/5ths ☐

■ **RECOMMENDED ACTION/MOTION:** By Resolution, approve the proposed Agreement with SHN Consulting Engineers and Geologists, Inc. and authorize and direct Board Chair to execute DOT Agreement No. 110075 on behalf of Mendocino County.

■ **ALTERNATIVES:** An alternative (not recommended) would be to prepare a separate, small surveying services agreement for each applicable DOT project.

■ **CEO REVIEW (NAME):** _____ PHONE: 463-4441

RECOMMENDATION: Agree ☐ Disagree ☐ No Opinion ☐ Alternate ☐ Staff Report Attached ☐

BOARD ACTION (DATE: _____): ☐ Approved ☐ Referred to _____ ☐ Other _____

RECORDS EXECUTED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____ ☐ Other _____

Revised-01/09



SUMMARY OF REQUEST (cont.):

The Department of Transportation is working on numerous projects for improving the County Maintained Road System. Many of these are small to medium size projects funded to a major extent by cost reimbursable programs. There is a critical need for site surveying and for the preparation of applicable surveying maps and records to properly execute such road improvement projects.

In view of the need for surveying services for a large number of projects County-wide, the Department on 17 June 2011 issued a Request for Proposals (RFP) for accomplishing the proposed work under DOT Agreement No. 110075. In response to the RFP, the Department received ten technical proposals from firms capable of providing the semi-annual professional surveying services.

In rating and ranking the proposals, the Department determined that SHN Consulting Engineers and Geologists, Inc. of Willits, California is the firm best qualified to perform the work under DOT Agreement No. 110075. After discussion and negotiations, SHN Consulting Engineers and Geologists, Inc. has agreed to perform the work under DOT Agreement No. 110075 on a work order basis, with a total cost of all individual work orders not to exceed \$95,000, and with each work order being accomplished in accordance with the timeframe provisions of the Agreement. These work orders will be completed over a two year period.

Exhibit "A" of the proposed Agreement describes the professional surveying work program to be performed in support of the various road system projects County-wide. A copy of the Exhibit is provided as an enclosure to DOT letter of 4 October 2011 to the Board on the proposed surveying support. Four copies of the entire DOT Agreement No. 110075 have been provided to the Clerk of the Board for reference.

BOARD ACTION

☐ Approved _____
☐ Records Executed _____

Date of Meeting _____
☐ Referred to _____
☐ Other _____