



**COUNTY OF MENDOCINO  
DEPARTMENT OF TRANSPORTATION**

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November 1, 2011

Mendocino County Board of Supervisors  
501 Low Gap Road, Room 1090  
Ukiah, CA 95482

RE: 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)

Honorable Board Members:

The Department of Transportation is working on a multitude of projects for improving the County Maintained Road System. All of these are small to medium sized projects that are funded to a major extent by state and federal cost reimbursable programs, which generally cover between 88.53% and 90% of project costs, with the remainder coming from the Road Fund.

There is a critical need for site surveying and for the preparation of applicable surveying maps and records to properly execute such road improvements projects. Many of the site surveying tasks could be performed by in-house personnel (e.g. Engineering Technicians assigned to DOT's Engineering Division); however, they are occupied with other work, such as designing road projects and performing Resident Engineer duties for active construction contracts.

In view of the need for surveying services support 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 (by the established deadline) ten technical proposals from firms capable of providing the 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.

Enclosed is a copy of Exhibit "A" from the Agreement, which provides the applicable scope of work. Four copies of the entire Agreement have been provided to the Clerk of the Board for reference. We have also enclosed a draft Resolution for approving and awarding DOT Agreement No. 110075.

Based on the foregoing considerations, I recommend and request award of DOT Agreement No. 110075 to SHN Consulting Engineers and Geologists, Inc. of Willits, California.

I will, of course, respond to any questions the Board may have.

Respectfully Submitted,

HOWARD N. DASHIELL  
Director of Transportation

Enclosures

cc: Tom Herman, SHN Consulting Engineers and Geologists, Inc.  
DOT Agreement File  
BOS Correspondence File