



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
611 I Street, Suite B
Eureka, CA 95501
(707) 444-8208
www.hcaog.net

AGENDA ITEM 7c
HCAOG Board Meeting
November 16, 2017

DATE: November 6, 2017
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Debra Dees, Associate Planner
SUBJECT: **Consultant Selection for the Rohnerville Airport Connectivity Study**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
"I move that the PAC recommend the HCAOG Board authorize staff to enter into contract negotiations with SHN Consulting Engineers and Geologist, Inc., for the Rohnerville Airport Connectivity Study."

Staff Summary:

On September 11, 2017, HCAOG released a request for proposal (RFP) to retain the professional services of a qualified firm, or combination of firms, to study with recommended alternatives to connectivity issues between the Rohnerville Airport to State Highway 36. This multi-year planning study is included as Work Element 18 in HCAOG's FY 2016-17 Overall Work Program, with completion in November 2018. Project partners include the City of Fortuna, County of Humboldt, Caltrans, and HCAOG.

The project scope stipulates that the consultants will prepare up to three alternatives for a direct routes from Highway 36 to the Rohnerville Airport. The purpose and need of the project is to reduce airport traffic from residential streets, improve access to airport facilities and adjacent

commercial and public uses. The recommended route alternatives will include a determination of their feasibility and provide sufficient engineering/project detail to enable the initiation of a project scoping document in the event that public agency funding, grants or other non-traditional funding sources becomes available.

HCAOG only received one proposal from the firm of SHN Consulting Engineers and Geologists, Inc.

The Selection Committee found the proposal to be in compliance with the RFP and scored the proposal according to the criteria set in the RFP. Their average score is 93.3.

The Committee and staff considered recirculating the RFP, but are forwarding a recommendation to authorize staff to move forward with SHN Consulting Engineers and Geologists, Inc.

Criteria	Score (100 Points Possible)
The following categories and sub-criteria are consistent with the RFP Evaluation format on page 10.	SHN Consulting Engineers & Geologists, Inc.
Consultant’s Understanding of the Request (50 Points Possible) <ul style="list-style-type: none"> • Demonstrated knowledge of the required work (15) • Approach to accomplishing scope of services by task (20) • Response to the specific requirements of the RFP (8) • Clarity and presentation of the proposal (7) 	48 49 50
Consultant’s Qualifications (30 Points Possible) <ul style="list-style-type: none"> • Inclusion of resumes of all members of project team assigned to work on the project including subcontractors (5) • Qualifications of project team, including subcontractors (10) • Firm’s overall experience with similar projects (10) • Consultant’s and subcontractor’s references (5) 	25 28 25
Project Management (20 Points Possible) <ul style="list-style-type: none"> • Work plan and schedule by task (10) • Procedures to ensure close contact between the consultant, HCAOG City of Fortuna, and County of Humboldt (10) 	20 15 20
Review Committee’s Total Scores	93
Total possible points: 100	92
	95