



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 6b
HCAOG Board Meeting
September 19, 2024

DATE: September 12, 2024
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Beth Burks, Executive Director
SUBJECT: **Consultant Selection for On-call Planning Services**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Planwest Partners Proposal

Staff's Recommended Action:

Motion to be approved by consent:

“The PAC recommends that the HCAOG Board direct the Executive Director to enter into contract negotiations with Planwest Partners for On-call Planning Services.”

Staff Summary:

In August 2024, HCAOG released a request for proposals to retain the professional planning services to augment staffing. Hiring an on-call consultant is necessary given the amount of grant funded work HCAOG has been awarded and to backfill the Associate Planner positions, while Stevie Luther is on an Educational Leave of Absence.

The selected on- call planning consultant will be assigned projects as needed which may include:

- Project management – assignments may include managing or assisting HCAOG staff in managing projects such as, but not limited to, the Regional Vision Zero Action Plan, Zero Emission Fleet Transition Plan, and North State Hydrogen Fueling Siting Analysis. Note individual RFPs have or will be issued for the technical work and deliverables on these projects. The on-call support would be to augment HCAOG staff in managing the work of other consultants, tracking progress, and local coordination.

- Grant administration – assignments may include grant administration and reporting.
- Unmet Transit Needs – consultant will manage the Unmet Transit Needs process in consultation with HCAOG staff and to produce a report of findings consistent with the Transit Development Act requirements.
- Other duties as assigned – duties may include those typical of regional transportation planner assignments, such as letters of support, public outreach events, promotion of active transportation and transit, preparing staff reports, and presenting before technical advisory committees and/or the HCAOG Board.

HCAOG received seven (7) responsive proposals. A scoring committee was convened to review and score the proposals. The top scoring response was submitted by Planwest Partners. The Planwest Partners proposal was found to be well organized and thorough. They were able to demonstrate experience in completing related tasks and cost effectiveness. Additionally, HCAOG has worked with Planwest Partners in the past with positive results.

The PAC is being asked to recommend that the HCAOG Board authorize the Executive Director to enter contract negotiations and execute a contract not to exceed \$100,000 total with Planwest Partners.