

Howard. N. Dashiell
DIRECTOR OF TRANSPORTATION

Road Commissioner
County Engineer, RCE 42001
County Surveyor, PLS 7148



FUNCTIONS

Administration & Business Services
Airports
Engineering
Land Improvement
Roads and Bridges
Solid Waste & Landfills
Water Agency

**COUNTY OF MENDOCINO
DEPARTMENT OF TRANSPORTATION**

340 LAKE MENDOCINO DRIVE
UKIAH, CALIFORNIA 95482-9432
VOICE (707) 463-4363 FAX (707) 463-5474

November 16, 2021

Mendocino County Board of Supervisors
501 Low Gap Road, Room 1010
Ukiah, CA 95482

RE: ADOPTION OF RESOLUTION APPROVING DEPARTMENT OF TRANSPORTATION AGREEMENT NUMBER 210037, 2021 QUADRENNIAL SURVEYING SUPPORT AGREEMENT WITH SHN CONSULTING ENGINEERS AND GEOLOGISTS, INC., IN THE AMOUNT OF \$250,000, FOR THE TERM STARTING UPON EXECUTION OF THE AGREEMENT THROUGH DECEMBER 31, 2025, AND AUTHORIZING THE DIRECTOR OF TRANSPORTATION TO SIGN ANY AND ALL AMENDMENTS TO THE AGREEMENT NOT TO EXCEED \$25,000, FOR PROFESSIONAL SURVEY SERVICES ON VARIOUS COUNTY PROJECTS (COUNTY-WIDE)

Honorable Board Members:

Mendocino County Department of Transportation (DOT) 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 reimbursement programs, which generally cover 88.53% to 100% of project costs, with the remainder coming from the Toll Credits or 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 improvement 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 the large number of projects county-wide, on July 07, 2021, DOT issued a Request for Proposals (RFP) for accomplishing the proposed work under DOT Agreement Number (No.) 210037. In response to the RFP, DOT received (by the established deadline) two technical proposals from firms capable of providing the annual professional surveying services.

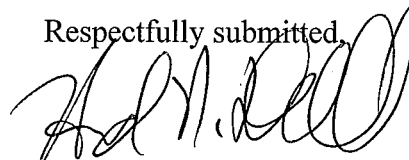
In rating and ranking the proposals, DOT determined that SHN Consulting Engineers and Geologists, Inc. (SHN), of Willits, California, is the firm best qualified to perform the work under DOT Agreement No. 210037. After discussion and negotiations, SHN has agreed to perform the work under DOT Agreement No. 210037 on a work order basis, with a total of all work orders not to exceed \$250,000. DOT also believes it is prudent for the Board of Supervisors to authorize the Director of Transportation to execute amendments to DOT Agreement No. 210037 not to exceed \$25,000 for timely completion of unanticipated work as may be required. These work orders will be completed over a four-year period.

I therefore, recommend and request, the Board authorize and direct the Director of Transportation to award DOT Agreement No. 210037 for 2021 Quadrennial Surveying Support Services Agreement for professional survey services on various County projects to SHN.

DOT staff has prepared a draft Resolution which provides for said authorization for the Board's consideration and adoption. Three copies of DOT Agreement No. 210037 have been provided for the Board's review and approval.

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

Respectfully submitted,



HOWARD N. DASHIELL
Director of Transportation

cc: DOT Quadrennial Survey Agreement File