



SUMMARY REPORT

Agenda Date: 6/13/2022

To: Board of Supervisors

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2231

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Agreement for Lead Right-of-Way Services

Recommended Action:

- A. Approve and ratify the agreement for Right-of-Way management services with Kathy Wood & Associates for a not to exceed amount of \$700,000, with a term of five years ending December 31, 2026, and a 12-month extension option.
- B. Delegate authority to the Director of the Department to exercise the 12-month extension option.
- C. Delegate authority to the Director of the Department to issue task orders for this agreement, contingent on availability of sufficient funding for such.

Executive Summary:

On December 7, 2021, the Board approved an agreement for Right-of-Way management services with Kathy Wood & Associates. The agreement was executed and services have since been rendered in accordance with its terms. However, staff later found that the Board Summary and the corresponding Board action did not accurately reflect the terms in the contract as had been recommended.

The department is seeking that the Board ratify the executed Right-of-Way management services contract (including the existing amendment thereto), on the full terms previously sought in order to be consistent with the solicitation and meet all Transportation and Public Works (TPW) Department needs.

Discussion:

On December 7, 2021, TPW requested approval and authorization to execute an agreement with Kathy Wood & Associates for Right-of-Way Management Services. The agreement was authorized by your Board. Subsequent to this staff found the Board action and summary did not accurately reflect the terms set forth in the underlying competitive solicitation or the executed contract. Specifically, the Board item stated a request for approval of a contract with a three-year term (with an option to extend for one 12-month period) and a not-to-exceed limit of \$600,000. However, the solicitation and the terms of the successful proposal were for a five-year term with an option to extend for a single 12-month period, and a not to exceed amount of \$700,000. Among other things, these latter terms are required in order to satisfy scope needs anticipated for future TPW projects.

Services have already been rendered under the executed agreement.

TPW is requesting that the discrepancy be corrected, and that the executed agreement be ratified and otherwise approved, to the effect of amending and correcting the December 7, 2021 Board action on the same agreement.

All other terms and further details of the solicitation and the Right-of-Way management services contract are as stated in the prior December 7, 2021, Board item.

Strategic Plan:

N/A

Prior Board Actions:

12/7/21 Item #34 - Agreement for Right-of-Way Services

12/4/18 Item #20 - Execute agreements with five different consultants to provide right-of-way services for Transportation and Public Works projects.

12/15/15 Item #35 - Approval of On Call Right of Way Services

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses	\$75,000	\$150,000	\$150,000
Additional Appropriation Requested			
Total Expenditures	\$75,000	\$150,000	\$150,000
Funding Sources			
General Fund/WA GF			
State/Federal	\$55,000	\$110,000	\$110,000
Fees/Other	\$20,000	\$40,000	\$40,000
Use of Fund Balance			
Contingencies			
Total Sources	\$75,000	\$150,000	\$150,000

Narrative Explanation of Fiscal Impacts:

Expenditures for right-of-way services are included in annual TPW Recommended budgets (Roads, Airport, Transit, Integrated Waste) and are generally associated with specific capital or maintenance infrastructure projects. Each project has unique funding sources including state and federal grants, user fees, taxes (SB1, HUTA, Measure M), and contributions from the County's General Fund.

Narrative Explanation of Staffing Impacts (If Required):

None.

Agenda Date: 6/13/2022

Attachments:

None.

Related Items “On File” with the Clerk of the Board:

Fully executed 12/7/2021 Agreement with Kathy Wood