Email Public Comment:

To submit public comment to The Samoa Peninsula EIFD Authority Board please email gohumco@co.humboldt.ca.us, provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Live Public Comment:

When it is time for public comment on the item you wish to speak on, the Samoa Peninsula EIFD Authority Board Chair will ask for public comment. In-person participants may raise their hand to be called on. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

The Goal of the Samoa Peninsula EIFD (the “EIFD”) and the Authority Board is to finance the development and maintenance of infrastructure on the Samoa Peninsula which promotes economic prosperity and enhances the quality of place and life in Humboldt County.
1. OPENING
   I. Roll Call
   II. Approval of Minutes
      i. Draft Minutes – 12/12/2022 (Appendix A)
   III. Public Comment on Non-Agenda Items
   IV. Report Out on Meetings Attended and Community Feedback Received
   V. Staff Updates

2. AGENDA ITEMS
   I. Public Hearing: Annual Report for The Samoa Peninsula EIFD for Fiscal Year 2022/23
      i. Discussion
      ii. Public Comment
      iii. Action
   II. Election of a New Chair to the Samoa Peninsula EIFD Authority Board
      i. Discussion
      ii. Public Comment
      iii. Action
   III. Request for Qualification for District Engineer
      i. Discussion
      ii. Public Comment
      iii. Action
   IV. Discussion – Development of Policies and Procedures
      i. Discussion
      ii. Public Comment
      iii. Action
   V. Update - Humboldt Bay Offshore Wind Infrastructure Analysis
      i. Discussion
      ii. Public Comment
   VI. Update - Humboldt Bay Municipal Water District EIFD Participation
      i. Discussion
      ii. Public Comment
   VII. Next Steps & Future Agenda Items
      i. Discussion
      ii. Public Comment

3. ADJOURN

   Next Meeting:
AGENDA ITEMS DETAILS

Agenda Item I

Adoption of the Annual Report for the Samoa Peninsula Enhanced Infrastructure Financing District (EIFD) for Fiscal Year 2022/23

In accordance with Government Code Section 53398.66(j)(2) and (3), staff has prepared this Annual Report for Fiscal Year 2022-2023 for the Samoa Peninsula EIFD (“Annual Report”). State law requires that the Annual Report for Fiscal Year (FY) 2022-2023 be approved by the Samoa Peninsula EIFD Public Financing Authority (“Authority Board”) through a public hearing process. The law also requires the draft Annual Report to be mailed out to all property owners, residents, and affected taxing entities within the EIFD boundaries and posted to the website (https://www.gohumco.com/273/Samoa-Peninsula(EIFD) at least 30 days prior to the public hearing date.

Per state law, the Annual Report includes as follows:

Section 2: Description of projects undertaken in FY 2022/23

Section 3: Chart comparing actual revenues and expenses, including administrative costs, of the budgeted revenues and expenses.

Section 4: The amount of tax increment revenues received

Section 5: An assessment of the status regarding completion of the enhanced infrastructure financing district’s projects

Section 6: The amount of revenues expended to assist private businesses

Recommended Action:
It is staff’s recommendation that the Authority Board;

1. Open the public hearing;

2. Take public testimony;

3. Close the public hearing

4. Adopt the Annual Report for the Samoa Peninsula EIFD for FY 2022/23

Attachments:
1.A – Annual Report for the Samoa Peninsula EIFD for FY 2022/23

Agenda Item II

Election of a New Chair to the Samoa Peninsula EIFD Authority Board

The Authority Board of the Samoa Peninsula EIFD consist of three members of the County of Humboldt Board of Supervisors and two members of the public appointed by the County Board of Supervisors. Per the Authority Board Bylaws, County Supervisors appointed to the Authority Board shall serve for the length of their term as a County Board of Supervisor or by resignation or termination from the Authority
Board. When a vacancy on the Authority Board exists, the County Board of Supervisors is notified and requested to approve a replacement. When a vacancy in an officer position, i.e. Chair or Vice-Chair, on the Authority Board exists, an election shall be called at the next meeting of the Authority Board. The Director so elected shall serve for the remainder of the term of the officer who vacated the position.

Director Virginia Bass was elected as Chair to the Authority Board to serve a two-year term commencing on July 1st, 2022. In December 2022, Director Bass’s term ended as Fourth District Supervisor to the County of Humboldt, and thus her position as a Director and Chair to the Authority Board was also vacated. On March 14, 2023 the Humboldt County Board of Supervisors filled the Authority Board vacancy by appointing Fourth District Supervisor, Natalie Arroyo, to serve on the Authority Board.

The vacancy in the position of Chair to the Authority Board shall be filled through a majority vote of Directors present. The elected Director shall serve for the remainder of former Director Bass’s term, that is until June 31st 2024.

**Recommended Action:**
It is staff’s recommendation that the Authority Board:

1. Appoint a Director of the Authority Board to the position of Chair to serve through June 31, 2024.

**Attachments:**
N/A

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**Agenda Item III**

**Request for Qualifications for On-call District Engineer**

On June 3, 2022 your board directed staff to draft a Request for Qualifications (RFQ) for an on-call District Engineer. Services performed by the successful engineering firm would include, without limitation, planning, permitting, design, and management of EIFD funded infrastructure projects, and consultation and grant writing services for the EIFD. Services would also apply to projects funded thought grants of which this same firm assisted the EIFD in applying for.

The acquisition of an on-call district engineer was identified as a critical need for the EIFD, particularly in enhancing the district's ability to identify, secure funding for, and execute district funded infrastructure projects. Limited staff funding available through the EIFD has posed challenges in taking the necessary steps to initiate infrastructure funding. The appointment of a capable district engineer will address these limitations by providing the requisite expertise and capacity to identify crucial projects, pursue technical planning grants, and oversee project implementation.

It is important to note that the RFQ is not specific to any particular project, but rather for the procurement of specific services. The on-call district engineer will be required to enter into project-specific Task Orders for EIFD-funded infrastructure projects. The terms of these Task Orders will be subject to negotiation between the EIFD and the selected engineering firm, with each order defining the scope, schedule, and cost of services required for the respective infrastructure project.

**Recommended Action:**
It is staff’s recommendation that the Authority Board;

1. Direct staff to finalize the attached draft RFQ pending review by County Counsel;

2. Authorize the Chair provide final approval of the RFQ, so long as no significant modifications have been made; and

3. Direct staff to publish the finalized RFQ upon written approval from the chair.

**Attachments:**
3.A – Samoa Peninsula EIFD RFQ for On-call District Engineer (DRAFT)

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**Agenda Item IV**

**Discussion – Development of Policies and Procedures**

Due to limited administrative funding for the EIFD, staff support is limited and therefore staff are seeking clear guidance from the Authority Board on how to best move forward with the development of policies and procedures for the effective and impactful management of the EIFD.

Following the initial formation of the EIFD, administration funding is limited to $35,000 year, which includes charges related to the allocation of tax revenue and other internal service charges. To date, the EIFD has not identified any specific projects of which to fund, nor has it established any polices or procedures related to the identification, financing, and implementation of such projects.

It is the intention of this item to have the Authority Board assist staff in developing strategies and guidelines for the EIFD so that the district and its staff can function effectively on a limited budget. Such assistance may include recommendation or information regarding;

1. Process for developing, presenting, and adopting an EIFD budget.
2. Processes for the identification, evaluation, prioritization and acceptance of infrastructure projects.
3. Processes for financing projects and allocating district revenue.
4. Community engagement expectations and the type of information requested.
5. Creation of committees, working groups, or other body’s which may help inform the Authority Board
6. Leveraging knowledge and expertise of partnerships organizations.

Staff recommends that the Authority Board advise staff how to best proceed with these items and appoint a member to assist staff in the development of cost-effective policies and procedures for the administration and management of the EIFD funds.

**Recommended Action:**
It is staff’s recommendation that the Authority Board;

1. Appoint a member of the Authority Board to assist staff in the development of a cost-effective policies and procedures for administration and implementation of the EIFD.

2. Direct staff to return at the next meeting of the Authority Board to present a framework of policies and procedures to be developed.
Agenda Item V

Humboldt Bay Offshore Wind Infrastructure Analysis Update

On Dec. 12, 2022 the Authority Board directed staff to enter into a reimbursement with the County of Humboldt Economic Development Division for the purpose of funding an offshore wind infrastructure needs assessment of Humboldt Bay. The purpose of this infrastructure assessment is to help identify gaps in infrastructure on the Samoa Peninsula which should be addressed to encourage business development around offshore wind.

The County of Humboldt Economic Development Division entered into a professional services agreement with Moffat & Nichol for $30,060 for an infrastructure needs assessment, of which the Humboldt County Workforce Development program paid for $25,000. This leaves $5,060 paid for by economic development to be reimbursed by the EIFD. The scope of services under contract can be found in attached Engagement Letter.

Staff has had an initial meeting with Moffat & Nichol and the assessment is in the early stages of development. Staff will be meeting regularly with Moffat & Nichol starting in July. If there are any recommendation or requests the Authority Board would like communicated to Moffat & Nichol, staff requests providing those now.

Staff Recommendations:
N/A

Attachments:

Agenda Item VI

Humboldt Bay Municipal Water District EIFD Participation Update

On June 3, 2022, the Authority Board accepted a Letter of Interest to participate in the EIFD from the Humboldt Bay Municipal Water District (HBMWD) and discussed the implications of such participation. Participation of another taxing entity would require an amendment to the IFP and trigger a repeat of the public review undergone during the initial formation of the district.

In a conversation with the HBMWD Executive Director, staff was informed that HBMWD’s interest to participate had dissolved. However, HBMWD is still interested in working with the EIFD to help develop infrastructure on the Peninsula.

Staff Recommendations:
NA

Attachments:
N/A

Agenda Item VII

Next Steps and Future Agenda Items
The purpose of this agenda item is to provide the Authority Board with a platform to engage in a productive discourse with the staff, focusing on the forthcoming actions, expectations for future meetings, and identification of any topics that may require further examination or consideration.

**Recommended Action:**
N/A

**Attachments:**
N/A
Samoan Peninsula Enhanced Infrastructure Financing District

Annual Report
Fiscal Year 2022/23

Prepared by:
The Humboldt County Economic Development Division
May 24, 2023
1. **INTRODUCTION**

The Samoa Peninsula Enhanced Infrastructure Financing District (EIFD) was established on March 1, 2022, by the Samoa Peninsula EIFD Public Financing Authority (“Authority Board’) pursuant to Chapter 2.99 of Part 1 of Division 2 of Title 5 of the California Government Code (commencing with Section 53398.50) (EIFD Law). The EIFD was formed to finance the development and maintenance of infrastructure on the Samoa Peninsula which promotes economic prosperity and enhances the quality of place and life in Humboldt County.

Section 53398.66(jj)(2) of the EIFD Law requires that the PFA adopt this annual report on or before June 30 of each year after holding a public hearing. This annual report will account for Fiscal Year (FY) 2022/23 as required by the EIFD Law. To meet the reporting requirements of the EIFD Law, this report includes as follows:

- **Section 2:** Description of projects undertaken in FY 2022/23
- **Section 3:** Chart comparing actual revenues and expenses, including administrative costs, of the budgeted revenues and expenses.
- **Section 4:** The amount of tax increment revenues received
- **Section 5:** An assessment of the status regarding completion of the enhanced infrastructure financing district’s projects
- **Section 6:** The amount of revenues expended to assist private businesses.

A public hearing on this annual report will be held before the Samoa Peninsula EIFD Authority Board on Wednesday, June 28, 2023 at 2:00 pm. Instructions on how to participate in the meeting will be posted at least 72 hours prior to the meeting. This report, and additional information regarding the Samoa Peninsula EIFD can be found at: [https://www.gohumco.com/273/Samoa-Peninsula-EIFD](https://www.gohumco.com/273/Samoa-Peninsula-EIFD)

1. **PROJECTS UNDERTAKEN IN FY 2022/23**

**Offshore Wind Infrastructure Needs Assessment:**
On December 12, 2022 the Authority Board of the Samoa Peninsula EIFD, authorized staff to enter into a reimbursement agreement with the Humboldt County Economic Development Division for $5,060 to help fund an Offshore Wind Infrastructure Needs Assessment. This assessment will assist the Samoa Peninsula EIFD in identifying infrastructure projects critical to the success of the Humboldt Bay Offshore Wind Development and other development on the Samoa Peninsula.

- **Project Cost:** $30,060
- **Samoa Peninsula EIFD:** $5,060
- **Matching Funds:** $20,060
2. ACTUAL VS. BUDGETED REVENUES AND EXPENSES

No revenues were budgeted nor expended for fiscal year 2022/23. Expenses which were encumbered during the planning and formation of the Samoa Peninsula EIFD were bore by the Humboldt County Economic Development Division (HCEDD). Per Section 53398.69 of the EIFD Law, these costs are to be reimbursed from up to 10% of any accrued tax increment revenue during the first two years of the effective date of the EIFD. The expense of the Offshore Wind Infrastructure Needs Assessment was also bore by HCEDD. Per the Reimbursement Agreement with HCEDD, these costs shall be reimbursed following the completion of the Assessment and the availability of un-obligated funds. These encumbrances shall be tracked and made available as part of the next fiscal budget.

3. TAX INCREMENT RECEIVED

As of the date this report was made available to the public, no tax increment has been received by the Samoa Peninsula EIFD.

4. PROJECT COMPLETION ASSESSMENT

Offshore Wind Infrastructure Needs Assessment:
The Offshore Wind Infrastructure Needs Assessment, partially funded through the Samoa Peninsula EIFD, is expected to be completed during FY 2022/23.

5. REVENUES EXPENDED TO ASSIST PRIVATE BUSINESSES

As of the date this report was made available to the public, no revenues have been expended to assist any private business.
REQUEST FOR QUALIFICATIONS
(RFQ No. EDD2023 – 001)

For the Provision of On-Call Engineering Services
for the Samoa Peninsula Enhanced Infrastructure Financing District

Date Released:
Statements of Qualifications Due:

Humboldt County Economic Development Division
825 5th St. Ste #12
Eureka, California, 95501
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1.0 DEFINITIONS:

1.1 Terms:

A. Addenda. As used herein, the term “Addenda” refers to an amendment or modification to this Request for Qualifications.

B. Authority Board. As used herein, the term “Authority Board” refers to the Board of Directors of the Public Financing Authority, the governing body of the Samoa Peninsula Enhanced Infrastructure Financing District, made up of members of participating taxing entities and the public.

C. District. As used herein, the term “District” refers to the Samoa Peninsula Enhanced Infrastructure District, a special district of Humboldt County, acting through its Authority Board and the County Administrative Office – Economic Development Division.

D. EIFD Law. As used herein, the abbreviation “EIFD Law” refers to Chapter 2.99 of Part 1 of Division 2 of Title 5 of the California Government Code (commencing with Section 53398.50).

E. Consultant. As used herein, the term “Consultant” refers to any individual, firm or company submitting a Statement of Qualifications in response to this Request for Qualifications.

F. Consultant Services Agreement. As used herein, the term “Consultant Services Agreement” refers to the non-specific, master agreement between the District and the Successful Consultant regarding the provision of certain on-call District engineering services.

G. Coastal Commission. As used herein, the term “Coastal Commission” refers to the California Coastal Commission, a state agency which authorizes development activity inside California Coastal Zones.

H. County. As used herein, the term “County” refers to the County of Humboldt, a political subdivision of the State of California, acting through its County Administrative Office – Economic Development Division.

I. Humboldt Bay Area Plan: As used herein, the term “Humboldt Bay Area Plan” refers to the Humboldt Bay Area Plan of the Humboldt County Local Coastal Program. The Humboldt Bay Area Plan is a general planning document specific to coastal zone properties around Humboldt Bay.

J. Statement of Qualifications. As used herein, the term “Statement of Qualifications” refers to the document submitted by a Consultant in response to this Request for Qualifications.
K. **Successful Consultant.** As used herein, the term “Successful Consultant” refers to the individual, firm or company that the District chooses to enter into a final Consultant Services Agreement after the review, evaluation, selection, contract negotiation and approval processes set forth in this Request for Qualifications have been successfully completed.

L. **Services.** As used herein, the term “Services” refers to specified on-call District engineering services that are required of the Consultant to assist the District with specific infrastructure projects.

M. **Task Order.** As used herein, the term “Task Order” refers to mutually agreed upon terms and conditions that define the scope, schedule and cost of the services required for each specific District funded infrastructure project.

1.2 Abbreviations:

A. **C.C.R.** As used herein, the abbreviation “C.C.R.” refers to the California Code of Regulations.

B. **CEQA.** As used herein, the abbreviation “CEQA” refers to the California Environmental Quality Act.

C. **C.F.R.** As used herein, the abbreviation “C.F.R.” refers to the United States Code of Federal Regulations.

D. **HCEDD.** As used herein, the abbreviation “HCEDD” refers to the Humboldt County Economic Development Division, acting as staff for the Samoa Peninsula EIFD.

E. **EIFD.** As used herein, the abbreviation “EIFD” refers to an Enhanced Infrastructure Financing District. A type of tax increment financing district with the capability of funding a wide variety of infrastructure projects, so long as they meet certain requirements defined in the EIFD’s Infrastructure Financing Plan.

F. **IFP.** As used herein, the abbreviation “IFP” refers to an Infrastructure Financing Plan. An IFP is the governing document of an EIFD.

G. **LCP.** As used herein, the abbreviation “LCP” refers to the County’s Local Coastal Program.

H. **RFQ.** As used herein, the abbreviation “RFQ” refers to this Request for Qualifications seeking engineering firms to provide on-call District engineering services for District funded infrastructure projects.

I. **SOQ.** As used herein, the abbreviation “SOQ” refers to a Statement of Qualifications submitted by a Consultant in response to this Request for Qualifications.

INTRODUCTION:
1.3 Statement of Purpose:
The Samoa Peninsula Enhanced Infrastructure Financing District (“District”), by and through the County of Humboldt’s Economic Development Division (“HCEDD”), is issuing this Request for Qualifications (“RFQ”) to retain an experienced and qualified engineering firm to provide on-call district engineering services (“Services”) for specific infrastructure projects financed by the District through various sources of funding. Such Services shall include, without limitation, planning, permitting, design and management of District funded infrastructure projects, and consultation and grant writing services for the District. Services shall also apply to projects funded through grants that this same firm assisted the District in applying for.

The Successful Consultant must have the ability to provide Services equivalent to those set forth in this RFQ. Responses to this RFQ must be in the form of a Statement of Qualifications (“SOQ”).

1.4 Background:
The California Legislature authorized the formation of Enhanced Infrastructure and Financing Districts (EIFDs) in 2014 through Senate Bill 62, and the statutory framework for EIFDs, which has been amended multiple times since 2014, is codified in Chapter 2.99 of Part 1 of Division 2 of Title 5 of the California Government Code (commencing with Section 53398.50) (“EIFD Law”). An EIFD is a special financing district, a governmental entity comprised of both public and private partners distinct from the entity which establishes it. EIFDs use Tax Increment Financing (“TIF”) to aid communities in funding a wide and diverse variety of public capital improvement projects and other projects of communitywide significance set forth in state law.

The County of Humboldt found that developing and maintaining public infrastructure on the Samoa Peninsula was central to promoting economic prosperity, meeting energy goals, creating jobs, and enhancing quality of place and life. In March of 2020, the County formed the Samoa Peninsula Infrastructure Workgroup (Workgroup), with the purpose to, “explore potential funding opportunities to create and/or improve existing infrastructure on the Samoa Peninsula which may include the possibility of creating an entity that can seek resources for the infrastructure needs of the Samoa Peninsula for economic development improvements and the betterment of the community members who live there and the economy of Humboldt County.” Through the Workgroup and communication with state partners, staff identified the Enhanced Infrastructure Financing District (EIFD) as the preferred infrastructure improvement investment vehicle.

On Mar. 3, 2022 the Public Financing Authority (“PFA”) of the District, through its Board of Directors (“Authority Board”), adopted a resolution approving the Samoa Peninsula EIFD Infrastructure Financing Plan (“IFP”) and establishing the District. The IFP is the governing document of the District and includes, but is not limited to, a projected revenue analysis, a County impact analysis, and a
description of the type of infrastructure to be financed by the District.

Eligible expenditures of District funds, as identified in the IFP and in accordance with Government code sections 53398.52, 53398.56 and 53398.57, include the purchase, construction, expansion, improvement, seismic retrofit, or rehabilitation of any real or other tangible property with an estimated useful life of 15 years or longer. The EIFD may finance planning and design activities that are directly related to the purchase, construction, expansion, or rehabilitation of these projects. Example projects may include, but not be limited to, the following:

- Highways, interchanges, ramps and bridges, arterial streets, parking facilities, and transit facilities
- Sewage treatment and water reclamation plants and interceptor pipes
- Facilities for the collection and treatment of water for urban uses
- Flood control levees and dams, retention basins, and drainage channels
- Child care facilities
- Libraries
- Parks, recreational facilities, and open space
- Facilities for the transfer and disposal of solid waste, including transfer stations and vehicles
- Brownfield restoration and other environmental mitigation
- The acquisition, construction, or rehabilitation of housing for persons of very low, low, and moderate income, as defined in Sections 50105 and 50093 of the Health and Safety Code, for rent or purchase
- Projects that enable communities to adapt to the impacts of climate change, including, but not limited to, higher average temperatures, decreased air and water quality, the spread of infectious and vector-borne diseases, other public health impacts, extreme weather events, sea level rise, flooding, heat waves, wildfires, and drought
- Acquisition, construction, or repair of industrial structures for private use.
- The acquisition, construction, or improvement of broadband Internet access service.
- Acquisition, construction, or repair of commercial structures by the small business occupant of such structures, if such acquisition, construction, or repair is for purposes of fostering economic recovery from the COVID-19 pandemic and of ensuring the long-term economic sustainability of small businesses.
- Facilities in which nonprofit community organizations provide health, youth, homeless, and social services.

1.5 Process Overview:

All District funded infrastructure projects will conform to established guidelines in existing, adopted planning documentation, the District’s IFP, state and federal regulations, and EIFD Law. The vast majority of District funded infrastructure
projects will also occur within the boundaries of the District and thus are subject to the natural and sociopolitical landscape of the area. Implementation of infrastructure projects is also subject to the District's current and future financing capabilities, which are reported annually. The District intends to continue to identify, evaluate, and pursue additional funding sources and financing mechanisms aside from District tax increment revenue to implement the improvements identified above, including, but not limited to, grant sources, private sector reimbursements, and debt financing. A Consultant Services Agreement will be negotiated proactively to ensure that a qualified engineering firm will be available to provide Services as such needs arise. As a dependent special district, the District is also subject to the oversight of the County Board of Supervisors, therefore, SOQs are subject to review by both the County and the District and any Consultant Services Agreement awarded must be approved by both entities.

The Successful Consultant will be asked to provide Services equivalent to those set forth in this RFQ for specific District funded infrastructure projects pursuant to Task Orders issued under the final Consultant Services Agreement. Prior to issuing Task Orders, the District will discuss the scope of services required for the specific project with the Successful Consultant. The Successful Consultant will be responsible for preparing a detailed scope of services, project schedule and project budget for each Task Order issued under the final Consultant Services Agreement. Once a Task Order is issued, the Successful Consultant shall perform the required Services within the parameters set forth therein.

The maximum total amount payable by the District pursuant to the terms and conditions of the Consultant Services Agreement is currently estimated at Five Million Dollars ($5,000,000.00). The maximum amount payable by the District pursuant to the terms and conditions of each individual Task Order is currently estimated at Two Hundred Fifty Thousand Dollars ($250,000.00). Compensation paid for Services provided by the Successful Consultant pursuant to the terms and conditions of each individual Task Order will be based on the wage rates established in the final Consultant Services Agreement. The timing of individual Task Orders will largely depend on the requirements and the availability of funding.

This RFQ is not for specific projects, but for specific services. The District does not guarantee that a specific number of Task Orders, if any, will be issued to the Successful Consultant.

### 2.0 PRELIMINARY SCOPE OF SERVICES:

#### 2.1 Outline of Anticipated Services:

The outline of anticipated services presented herein is for the primary purpose of allowing the District to compare SOQs submitted in response to this RFQ. The precise scope of services that will be incorporated into Task Orders for specific infrastructure projects shall be the subject of negotiations between the District and the Successful Consultant. All Services shall also apply to projects...
funded through grants which the Consultant has assisted the District in applying for and securing.

A. **On-Call Engineering Services.** The types of engineering services that the Successful Consultant may be required to provide pursuant to the terms and conditions of a project specific Task Order, include, without limitation, the following.

1. Providing general engineering services, including, without limitation, planning, permitting, and design of District funded infrastructure projects.

2. Providing office engineering services, including, without limitation, developing and processing contract change orders, calculating project cost estimates, preparing engineering and as-built drawings, calculations, records, reports and correspondence related to project activities, record keeping in accordance with any and all local, state and federal guidelines and identifying actual and potential problems associated with implementation of the project and recommending solutions.

3. Coordinating with the District on the planning and development of potential infrastructure projects, including, without limitation, conducting research, completing studies in specific areas, and developing work plans and project proposals.

4. Providing a detailed scope of work for project specific Task Orders to be reviewed by the District.

5. Providing grant writing services, including, without limitation, identifying grants applicable to specific infrastructure projects, assistance with preparing grant applications, and assistance with grant compliance monitoring and reporting.

6. Coordinating with stakeholders such as landowners, utility providers, tribal governments, County staff, and community services districts, including, without limitation, performing field investigations, evaluating infrastructure conditions, making recommendations regarding improvements thereof.

7. Organizing and directing all environmental and/or cultural studies required by local, state, and federal regulation for the implementation of projects.

8. Coordinating with County staff and the District to provide surveying, construction staking and line and grade checking for construction contractors, including, without limitation, providing as-built survey information upon request.
9. Advising and presenting oral and written reports to the Authority Board, and/or the County Board of Supervisors, on project specific Tasks Orders, potential infrastructure projects, and/or District infrastructure conditions and recommended improvements.

10. Providing regulatory compliance services, including, without limitation, reviewing the requirements of project permits issued by resource and regulatory agencies, managing and inspecting work performed by contractors to ensure compliance with such requirements and providing proactive coordination with resource agencies and contractors.

11. Providing original and electronic copies of all project documentation, including without limitation, plans, designs, reports, permits and agreements prepared pursuant to the terms and conditions of project specific Task Orders.

12. Providing public information services, including, without limitation, preparing and conducting public presentations and meetings regarding the project, communicating project work plans to interested parties, preparing public notices and informational materials, including, but not limited to, video simulations, maps and power point presentations and responding to questions concerning the project from interested parties, the media and members of the public.

2.2 Project Development:

The District anticipates that the Successful Consultant will maintain timely and regular communication with the District, through its District staff, throughout the term of the final Consultant Services Agreement in order to plan and organize information, including, without limitation, participating in planning sessions with District staff and regular meetings of the Authority Board.

2.3 Responsibilities of the District

The responsibilities of the District, acting through staff and under the direction of the Authority Board, is presented herein for the purpose of further defining the expected roles and responsibilities of the Successful Consultant.

A. **Authority Board.** The District Authority Board is the governing body of the District and is responsible for taking action on behalf of the District and directing District staff to carry out these actions.

B. **District Staff.** The Humboldt County Economic Development Division (HCEDD) provides general staffing support to the District and the Authority Board, which includes, without limitation, the following.
1. Facilitating meetings, managing agendas, carrying out directives, preparing reports, and facilitating communication with stakeholders, partners, and consultants, on behalf of the Authority Board.

2. Administering District funds, such as grants, loans, tax revenue, and other sources of funding for District funded projects, to include, without limitation, tracking, allocating, reporting, and managing funds.

3. Drafting and executing agreements, such as service agreements, memorandums, and other agreements with District partners and contractors.

4. Coordinating with District partners and contractors on the planning and administration of potential infrastructure projects, including, without limitation, identifying projects, identifying and securing funding, facilitating meetings, and supporting project implementation.

5. Conducting all fiscal duties and regulatory reporting requirements associated with the District and District funded projects and serving as the primary point of contact for auditors, governmental agencies, and other entities responsible for conducting financial audits or reviews.

3.0 REQUIREMENTS STATEMENT:

3.1 Eligibility Requirements:

A. Required Qualifications. In order to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, Consultants must possess, at a minimum, all of the following qualifications:

1. At least five (5) years of experience in providing Services equivalent to those set forth in this RFQ.

2. Knowledge of local, state, and federal laws, regulations, standards and best practices applicable to the types of Services set forth in this RFQ, including, without limitation, the policies, procedures, guidelines and requirements set forth in the California Environmental Quality Act, the National Environmental Policy Act, and the Humboldt Bay Area Plan.

3. Familiarity with the requirements regarding provision of the types of Services set forth in this RFQ for District funded projects.

4. Proficiency with the use of local coordinate, global positioning and geographic information systems.
5. Knowledge of the standard methods, techniques, practices and equipment used to implement a variety of infrastructure projects identified in the District’s IFP.

6. Familiarity with the laws, regulations, and standards set forth by the California Coastal Commission and/or the Humboldt County Local Coastal Program (“LCP”).

B. **Required Personnel**

1. Project Managers that shall be responsible for coordinating the provision of construction management services pursuant to the terms and conditions of project specific Task Orders. Project Managers shall be registered civil engineers, licensed in the State of California, and have public construction management experience.

2. Resident Engineers that shall be responsible for performing engineering services pursuant to the terms and conditions of project specific Task Orders. Resident Engineers shall be registered civil engineers licensed in the State of California and have public construction and contract administration experience.

3. Office Engineers that shall be responsible for providing, coordinating and scheduling engineering-related services pursuant to the terms and conditions of project specific Task Orders. Office Engineers shall be registered civil engineers licensed in the State of California and have public construction and contract administration experience.

4. Geotechnical Engineers that shall be responsible for providing geotechnical engineering services pursuant to the terms and conditions of project specific Task Orders. Geotechnical Engineers shall be registered civil engineers licensed in the State of California and have public construction and contract administration experience.

5. Environmental Staff, that shall be responsible for providing, coordinating, and scheduling environmental services pursuant to the terms and conditions of project specific Task Orders. Environmental Staff shall comply with any and all applicable licensure, certification and accreditation requirements.

3.2 **Licensure, Certification and Accreditation Requirements:**

In order to be considered for an award of a Consultant Services Agreement pursuant to this RFQ process, Consultants must be in compliance with any and all applicable local, state and federal licensure, certification and accreditation requirements and standards.
4.0 SCHEDULE EVENTS:
The following schedule of events represents the District’s best estimate of the schedule that will be followed with regard to this RFQ process. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m. Pacific Standard Time (“PST”). The County hereby reserves the right, at its sole discretion, to modify this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of SOQs.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>RFQ Issued by the District:</td>
<td>“”</td>
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<tr>
<td>Deadline for Submission of Questions:</td>
<td>2 weeks from “”</td>
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<tr>
<td>Deadline for Responses to Questions:</td>
<td>3 weeks from “”</td>
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<tr>
<td>Deadline for SOQs to be Received:</td>
<td>4 weeks from “”, 5:00 p.m. PST</td>
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<td>Consultant Interviews (if necessary):</td>
<td>[ ] JLI. 2022</td>
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<tr>
<td>Completion of Review and Evaluation Process:</td>
<td>8 weeks from “”</td>
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<tr>
<td>Finalization of Consultant Services Agreement:</td>
<td>12 weeks from “”</td>
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<tr>
<td>Recommendation of Award to Authority Board:</td>
<td>14 weeks from “”</td>
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<tr>
<td>Start Date of Consultant Services Agreement:</td>
<td>Date Following Authority Board Approval</td>
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5.0 GENERAL INFORMATION REGARDING STATEMENTS OF QUALIFICATIONS:

5.1 Submission of Statements of Qualifications:
Consultants shall prepare and submit one (1) original SOQ, and one (1) digital copy thereof, in PDF format by **5:00 p.m. PST**, on _____________. SOQs shall be signed by an authorized agent of the Consultant, and must be placed in a sealed envelope clearly marked “RFQ No. EDD2023 – 001” along with the name and address of the Consultant and the closing date and time for submissions of SOQs. SOQs that are not signed by an individual authorized to bind the Consultant will be rejected. The original SOQs shall be personally delivered or mailed to:

Humboldt County Division of Economic Development
Attention: Scott Adair, Samoa Peninsula EIFD General Manager
825 5th Street, Ste. #112
Eureka, California 95501

A digital copy of the SOQ shall be emailed to:

Scott Adair, Samoa Peninsula EIFD General Manager
sadair@co.humboldt.ca.us
SOQs submitted to any other County office will be rejected and returned to the Consultant unopened. Time is of the essence, and any SOQs received after the above-referenced date and time for submittal, whether by mail or otherwise, will be rejected and returned to the Consultant unopened. It is the sole responsibility of the Consultant to ensure that its SOQ is received before the submittal deadline, and postmarks will not be accepted in lieu of this requirement. However, nothing in this RFQ precludes the County from extending the deadline for submission of SOQs or from requesting additional information at any time during the evaluation process.

5.2 Withdrawal of Submitted Statements of Qualifications:
A Consultant may withdraw its SOQ at any time prior to the above-referenced submittal deadline by submitting a written notification of withdrawal signed by an authorized representative of the Consultant. SOQs will become the County’s property after the submission deadline has passed.

5.3 Modification of Submitted Statements of Qualifications:
Any Consultant who wishes to make modifications to a submitted SOQ must withdraw its initial SOQ as required by this RFQ. It is the responsibility of the Consultant to ensure that a modified SOQ is resubmitted before the designated deadline for submission of SOQs in accordance with the terms of this RFQ. SOQs may not be changed or modified after the submission deadline.

5.4 Consultant Investigations:
Before submitting a SOQ, each Consultant shall make all investigations and examinations necessary to ascertain its ability to perform Services equivalent to those set forth in this RFQ in accordance with the requirements and standards described herein. In addition, each Consultant shall verify any representations made by the County that the Consultant will rely upon. Failure to make such investigations and examinations will not relieve the Consultant from its obligation to comply with all provisions and requirements set forth in this RFQ. In addition, a Consultant’s lack of due diligence will not be accepted as a basis for any claim for monetary consideration on the part of the Consultant.

5.5 Conflict of Interest:
By submitting a SOQ in response to this RFQ, Consultant warrants and covenants that no official or employee of the County, nor any business entity in which an official or employee of the County has an interest, has been employed or retained to assist in the preparation or submission of such SOQ.

5.6 Public Records and Trade Secrets:
All SOQs and materials submitted in response to this RFQ shall become the County’s property and are subject to disclosure under the Public Records Act, California Government Code Sections 6250, et seq. This RFQ, and all SOQs
submitted in response hereto, are considered public information, except for specifically identified trade secrets, which will be handled according to any and all applicable local, state and federal laws and regulations. Any portion of a SOQ that is deemed to be a trade secret by the Consultant shall be clearly marked “PROPRIETARY INFORMATION” at the top of the page in at least one-half (.5) inch letters. Specifically identified proprietary information will not be released, if the Consultant agrees to indemnify and defend the County in any action brought to disclose such information. By submitting a SOQ in response to this RFQ, the Consultant agrees that the County’s failure to contact the Consultant prior to the release of any proprietary information contained therein will not be a basis for liability by the County or any employee thereof.

5.7 Expenses Incurred in Preparing Statements of Qualifications:
The County accepts no responsibility for, and shall not pay any costs resulting from, or associated with, a Consultant’s participation in this RFQ process, including, without limitation, the preparation and presentation of a SOQ.

5.8 Right to Reject Statements of Qualifications:
The County reserves the unqualified right to reject any and all SOQs or to waive, at its sole discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of a SOQ.

6.0 REQUIRED FORM OF STATEMENTS OF QUALIFICATIONS:

6.1 General Instructions and Information:
A. **Content Requirements.** In order for SOQs to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, all of the following conditions must be satisfied:

1. SOQs must be submitted in accordance with the standards and specifications set forth in this RFQ and contain all required attachments, including, without limitation, a signed and completed Signature Affidavit.

2. SOQs must be complete and specific unto themselves. For example, “See Attached” will not be considered an acceptable response.

3. SOQs must contain information which enables the County to evaluate the Consultant’s ability to provide the types of Services set forth in this RFQ.

4. All information, statements, letters and other documentation and attachments required by this RFQ must be included with the SOQ.

5. Receipt of all Addenda to this RFQ, if any, must be acknowledged on the bottom of the Signature Affidavit sheet attached to the SOQ.
B. **Presentation Requirements.** In order for SOQs to be considered for award of Consultant Services Agreement pursuant to this RFQ process, all of the following conditions must be satisfied:

1. SOQs must be bound or contained in loose leaf binders. However, costly bindings, color plates, glossy brochures, etc. are not necessary or recommended.

2. SOQs must be uniformly typed in twelve (12) point font on standard eight and one-half (8.5) by eleven (11) inch white paper, single or double sided, with:
   a. Each section and subsection clearly titled;
   b. Each page consecutively numbered, including all attachments;
   c. Each page having one (1) inch margins; and
   d. Each page being clean and suitable for copying.

C. **Formatting Requirements.** In order to be considered for award of a Consultant Services Agreement pursuant to this RFQ process, SOQs shall follow the format outlined herein. Failure to follow this format may result in the rejection of the SOQ. Each SOQ shall consist of the following sections:

   1.0 Introductory Letter
   2.0 Signature Affidavit
   3.0 Table of Contents
   4.0 Business Profile
   5.0 References
   6.0 Supplemental Documentation
   7.0 Evidence of Insurability and Business Licenses
   8.0 Exceptions, Objections and Requested Changes
   9.0 Required Attachments

**6.2 Introductory Letter:**

The introductory letter shall, in one (1) page or less, summarize the Consultant’s qualifications and experience regarding the provision of Services equivalent to those set forth in this RFQ. The introductory letter must also provide the Consultant’s current contact information, list any subconsultants that may be used to provide Services equivalent to those set forth in this RFQ and identify the offices where such Services will be performed. The introductory letter shall be signed by an authorized representative of the Consultant.
6.3 Signature Affidavit:
Each SOQ must contain a signed and completed Signature Affidavit which is attached to this RFQ as Attachment A. The Signature Affidavit must be signed by an authorized representative of the Consultant. Signature authorization on the Signature Affidavit shall constitute a warranty, the falsity of which shall entitle the County to pursue any and all remedies authorized by law. Receipt of all Addenda, if any, must be acknowledged on the bottom of the Signature Affidavit.

6.4 Table of Contents:
SOQs shall include a comprehensive table of contents that identifies submitted material by sections 1.0 through 9.0 listed above and any subsections thereof with sequential page numbers.

6.5 Business Profile:
SOQs shall include a clear and concise narrative which identifies the Consultant’s ability to provide the types of Services specified in this RFQ.

A. **Company Overview.** The Business Profile must include an overview of the business structure and operation of the Consultant’s firm. The company overview should include, at a minimum all of the following items:

1. The Consultant’s business name, physical location, mission statement, legal business status and current staffing levels.

2. A detailed description of the Consultant’s current and previous business activities, including, without limitation:
   - The history of the Consultant’s firm, including the date when the firm was founded and how innovation and high-quality performance is fostered thereby.
   - The number of years the Consultant has been operating under the present business name and any prior business names under which the Consultant has provided Services equivalent to those set forth in this RFQ.
   - The number of years the Consultant has been providing Services equivalent to those set forth in this RFQ.
   - The total number of government agencies for which the Consultant has provided Services equivalent to those set forth in this RFQ.

3. A detailed description of any litigation regarding the provision of Services equivalent to those set forth in this RFQ that has been brought by or against the Consultant, including the nature and result of such litigation, if applicable.
4. A detailed description of any fraud convictions related to public contracts, if applicable.

5. A detailed description of any current or prior debarments, suspension or other ineligibility to participate in public contracts, if applicable.

6. A detailed description of any violations of local, state and/or federal industry or regulatory requirements, if applicable.

7. A detailed description of any controlling or financial interest the Consultant has in any other firms or organizations, or whether the Consultant’s firm is owned or controlled by any other firm or organization. If the Consultant does not hold a controlling or financial interest in any other firms or organizations, that must be stated.

B. **Overview of Qualifications and Experience.** The Business Profile must include an overview of the Consultant’s qualifications and experience regarding the provision of Services equivalent to those set forth in this RFQ. The overview of the Consultant’s qualifications and experience should include, at a minimum, all of the following items:

1. A detailed description of the Consultant’s knowledge of the requirements pertaining to the provision of Services equivalent to those set forth in this RFQ.

2. A detailed description of the Consultant’s overall experience in providing Services equivalent to those set forth in this RFQ.

3. The number of staff members and subconsultants currently providing Services equivalent to those set forth in this RFQ.

4. A detailed description of the qualifications and experience of staff members and subconsultants currently providing Services equivalent to those set forth in this RFQ, including, without limitation, job titles, responsibilities, special training and licenses.

C. **Project Understanding and Quality Control.** The business profile must include an overview of the Consultant’s policies and procedures regarding quality control. The quality control overview should include, at a minimum, all of the following items:

1. A detailed description of the Consultant’s understanding of the requirements, challenges and potential hurdles applicable to the provision of Services equivalent to those set forth in this RFQ.

2. Identification of the Consultant’s management team and other key personnel, including, without limitation, an organizational chart and resumes for each staff member that may provide Services equivalent to
those set forth in this RFQ pursuant to the terms and conditions of project specific Task Orders.

3. A detailed description of the management strategies that will be utilized by the Consultant in order to achieve the goals and objectives of specific infrastructure projects in an efficient manner.

4. A detailed description of the Consultant’s abilities to implement innovative management techniques and identify opportunities for the use of such techniques.

5. A detailed description of the Consultant’s management expertise and approach, and how such expertise and approach will assure staff continuity and timely performance of Services equivalent to those set forth in this RFQ.

6. A detailed description of the expected communication channels between the Consultant’s staff and the County to ensure that Services equivalent to those set forth in this RFQ will be performed to the County’s satisfaction, including, without limitation, how potential problems will be solved.

6.6 References:

A. **Reference Data Sheet.** SOQs shall include a Reference Data Sheet, which is attached hereto as Attachment C, containing present and past performance information from a minimum of three (3) former clients, preferably government agencies, to whom the Consultant has provided Services equivalent to those set forth in this RFQ within the past five (5) years.

B. **Required Information.** The performance information provided with each reference must be clearly correlated to the types of Services and responsibilities set forth in this RFQ. Each reference must include, at a minimum, all of the following information:

1. The name, physical address, email address and telephone number for the current contact person of each referenced client.

2. The dates of project commencement and completion for each referenced client.

3. A detailed description of the services performed for each referenced client, including, without limitation, the time period in which such services were delivered.

4. A detailed description of how the services rendered by the Consultant led to accomplishment of each referenced client’s project objectives.
5. A detailed description of the amount and outcome of each referenced client’s project.

6. A verification that all information provided in the Reference Data Sheet is true and correct to the best of the Consultant’s knowledge.

6.7 Supplemental Documentation:
SOQs shall include a detailed description of any and all reports, drawings, studies, invoices and any other pertinent documents, that may be prepared and/or used to provide Services equivalent to those set forth in this RFQ pursuant to the terms and conditions of project specific Task Orders. Such supplemental documentation shall include Samples of each document described in the supplemental documentation section of the SOQ shall be attached thereto.

6.8 Evidence of Insurability and Business Licenses:
All Consultants shall submit evidence of eligibility for any and all insurances required by the sample Consultant Services Agreement that is attached hereto as Attachment G. Upon the award of a final Consultant Services Agreement, the Successful Consultant will have ten (10) calendar days to produce certificates of the required insurance, including a certified endorsement naming the County as an additional insured. However, Consultants should not purchase additional insurance until a final Consultant Services Agreement has been awarded by the County. In addition, all Consultants shall certify the possession of any and all licenses and/or certifications required for the provision of Services equivalent to those set forth in this RFQ.

6.9 Exceptions, Objections and Requested Changes:
Consultants should carefully review the terms and conditions of this RFQ. Any exceptions, objections or requested changes to this RFQ, and/or the sample Consultant Services Agreement attached hereto, shall be clearly stated and explained in the SOQ with supporting rationale. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFQ and/or the sample Consultant Services Agreement attached hereto. Protests based on any exception, objection or requested change to this RFQ, and/or sample Consultant Services Agreement attached hereto, shall be considered waived and made invalid by the County if the exception, objection or requested change is not clearly identified and explained in the SOQ.

6.10 Required Attachments:
SOQs that do not contain each of the following attachments will be considered non responsive and rejected by the County:

- Attachment 1 – Signature Affidavit (See Section 7.3)
- Attachment 2 – Staff Resumes for Key Personnel (See Section 7.5(B)(4))
7.0 MODIFICATION AND CORRECTION:

7.1 Requests for Clarification or Correction:
Consultants shall be responsible for meeting all of the requirements and conditions set forth in this RFQ. If a Consultant discovers any ambiguity, conflict, discrepancy, omission or other error in this RFQ, a written request for clarification or correction should be submitted to the County at the following address:

Humboldt County Division of Economic Development
Attention: Scott Adair, Samoa Peninsula EIFD General Manager
825 5th Street, Ste. #112
Eureka, California 95501
or
EMAIL: sadair@co.humboldt.ca.us

Requests for clarification or correction and any other questions pertaining to this RFQ must be received by the County before 5:00 p.m. PST on_____ (Question Deadline). All responses to such requests for clarification or correction and written questions shall be issued by the County on or before _____ (Response Deadline).

7.2 Addenda:
Any modifications to this RFQ shall be made by written Addenda. Addenda to this RFQ, if necessary, will be distributed via mail, email or facsimile to all Consultants by the County and will be posted on the County’s website. Addenda issued by the County interpreting or modifying any portion of this RFQ shall be incorporated into the Consultant’s SOQ. The Addenda Cover Sheet shall be signed and dated by the Consultant and submitted to the County with the SOQ. Any oral communications concerning this RFQ by County personnel are not binding on the County, and shall in no way modify this RFQ or the obligations of the County or any Consultants.

8.0 EVALUATION CRITERIA AND REVIEW PROCESS:
The County will review and evaluate all SOQs for responsiveness to this RFQ, in order to determine whether the Consultant possesses the qualifications necessary for the satisfactory performance of Services equivalent to those set forth in this RFQ. In evaluating the SOQs, the County will employ a one hundred (100) point competitive evaluation system with consideration given to each of the following categories:

- Relevant and Comparable Experience – 30 points: The Consultant’s experience in providing Services equivalent to those set forth in this RFQ for an entity of
comparable size, scope, and makeup as the District.

- **Staffing Levels – 30 points:** The Consultant’s ability to provide key personnel familiar with providing Services equivalent to those set forth in this RFQ.

- **Location – 10 points:** The Consultant’s ability to provide capable, competent and experienced staff from offices located in or near the District.

- **Ability to Provide High-Quality Services – 30 points:** The overall impression of the Consultant’s ability to provide Services equivalent to those set forth in this RFQ.

All SOQs will be evaluated by an RFQ Evaluation Committee made up of County staff members and other parties that have expertise or experience in the types of Services set forth in this RFQ. The RFQ Evaluation Committee may directly request clarification of SOQs from, and/or conduct interviews with, one (1) or more Consultants. The purpose of any such requests for clarification or interviews shall be to ensure the RFQ Evaluation Committee’s full understanding of the SOQs. If clarifications are made as a result of such discussions, the Consultant shall put such clarifications in writing. Any delay caused by a Consultant’s failure to respond to direction from the County may lead to rejection of the SOQ.

The evaluation and selection process is designed to award the procurement to the Consultant with the best combination of attributes based upon the above-referenced evaluation criteria. Accordingly, SOQs will be evaluated against the evaluation criteria set forth in this RFQ and not against other SOQs. The award of a final Consultant Services Agreement, if made by the County and District, will be based upon a total review and evaluation of each SOQ.

All contacts made with the County during the evaluation and selection process shall be through District General Manager, Scott Adair (see Section 8.1 for contact information). Attempts by a Consultant to contact any other representative of the County during the evaluation and selection process may lead to rejection of the SOQ. Conflict resolution shall be handled by District staff upon receiving a written statement from the Consultant about this RFQ process.

**9.0 CONTRACT DEVELOPMENT:**

**9.1 Contract Negotiation Process:**

Once the SOQ evaluation process has been completed, the County will notify the Consultants of the final rankings, and negotiate the terms and conditions of the final Consultant Services Agreement with the highest-ranking Consultant. The highest-ranking Consultant shall participate in good faith negotiations in accordance with direction from the County. Any delay caused by a Consultant’s
failure to participate in good faith negotiations may lead to rejection of the SOQ. The contract negotiation process shall include, without limitation, all of the following:

A. **Cost Proposal.** The highest-ranking Consultant will be asked to submit a sealed Cost Proposal for the types of Services set forth in this RFQ, within one (1) week after receiving notification of the final rankings. Cost Proposals shall be in a format that is substantially similar to LAPM Exhibit 10-H2 – Specific Rate of Compensation, and include an itemized list of the hourly rates that will be charged for each type of service set forth in this RFQ. All subconsultants providing Services equivalent to those set forth in this RFQ pursuant to the terms and conditions of project specific Task Orders will be required to submit cost proposals in the same format as the Successful Consultant. It should be noted that compensation paid pursuant to the terms and conditions of project specific Task Orders will be based on the rate schedules incorporated into the final Consultant Services Agreement.

B. **Scoping Meeting.** The highest-ranking Consultant may be asked to attend a scoping meeting, within two (2) weeks after receiving notification of the final rankings, to ensure that the Consultant have a full understanding of the terms and conditions of the Consultant Services Agreement and the types of Services that will be required pursuant to project specific Task Orders issued thereunder. The scoping meeting will also provide the highest-ranking Consultant’s Project Manager with an opportunity to ask technical questions regarding the types of Services that they will be expected to provide.

9.2 **Award of Consultant Services Agreement:**
If both the County and the District determine, after the completion of the contract negotiation process, to award a contract for the provision of Services equivalent to those set forth in this RFQ, a Consultant Services Agreement shall be sent to the Successful Consultant for signature. Once signed copies have been returned to the County, the Consultant Services Agreement will be submitted to the Humboldt County Board of Supervisors and the Authority Board for approval. The County hereby reserves the right to award a Consultant Services Agreement to the Consultant which, in the judgment of the County and the District, will best serve the interests thereof. No SOQ shall be binding upon the District until a final Consultant Services Agreement has been signed by duly authorized representatives of the Successful Consultant, the County, and the District.

9.3 **Contractual Requirements:**
A. **Contract Audit and Review Process Requirements.** The final Consultant Services Agreement resulting from this RFQ process, and any subcontracts
associated therewith, are subject to audit or review by any duly authorized local, state and/or federal agencies. The Successful Consultant, and any subconsultants, shall be responsible for complying with any and all local, state and federal laws, regulations, standards and contract requirements related to audits and reviews.

B. **Cost Certification Requirements.** The Successful Consultant must certify the accuracy of the costs associated with the provision of the Services equivalent to those set forth in this RFQ by submitting LAPM Exhibit 10-K – Consultant Certification of Contract Costs and Financial Management System or other applicable forms. The County will submit a complete packet to Caltrans Audits and Investigations in accordance. All documentation supporting the cost certification, including, without limitation, LAPM Exhibit 10-A – A&E Consultant Financial Review Request Letter and Checklist, must be retained by the County and the Successful Consultant for the applicable retention period in the event an audit or review is performed by Caltrans Audits and Investigations or any other duly authorized local, state or federal agency.

C. **Prevailing Wage Requirements.** The Successful Consultant, and any subconsultants with subcontracts exceeding Twenty-Five Thousand Dollars ($25,000.00), shall be responsible for complying with the applicable State of California Prevailing Wage Rate requirements set forth in California Labor Code, Sections 1770, et seq., as well as all other applicable local, state and federal wage requirements. California State Prevailing Wage information is available at the following California Department of Industrial Relations websites:

- [http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html](http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html)

D. **Financial Management and Accounting System Requirements.** The Successful Consultant must have an adequate financial management and accounting system as required by 49 of the United State Code of Federal Regulations (“C.F.R.”) Part 18 and 48 C.F.R. Part 31

E. **Non-Discrimination Requirements.** The Successful Consultant, and all subconsultants, shall be responsible complying with all of the following non-discrimination requirements:

1. The Successful Consultant, and all subconsultants, shall certify under penalty of perjury under the laws of the State of California that the Successful Consultant, and all subconsultants, unless exempt, have complied with the non-discrimination program requirements of California Government Code Section 12990 and Section 8103 of Title 2 of the California Code of Regulations (“C.C.R.”).
2. During the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant, and all subconsultants, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over forty (40) years of age), marital status, and denial of family care leave. The Successful Consultant, and all subconsultants, shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Successful Consultant, and all subconsultants, shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Sections 12990(a-f), et seq.) and the applicable regulations promulgated thereunder (2 C.C.R. Sections 7285, et seq.). The Successful Consultant, and all subconsultants, shall give written notice of their obligations under this provision to labor organizations with which they have a collective bargaining or other agreement.

3. The Successful Consultant, and all subconsultants, shall act in accordance with the regulations relative to Title VI of the Civil Rights Act of 1964 (nondiscrimination in federally-assisted programs of the Department of Transportation – 49 C.F.R. Part 21 – Effectuation of Title VI of the Civil Rights Act of 1964). Title VI of the Civil Rights Act of 1964 provides that the recipients of federal assistance will implement and maintain a policy of non-discrimination in which no person in the State of California shall, on the basis of race, color, national origin, religion, sex, age or disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

4. During the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant shall act in accordance with Title VI of the Civil Rights Act of 1964. Specifically, the Successful Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The Successful Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the United Stated Department of Transportation Regulations, including, without limitation, employment practices for employment related programs.
F. **Disclosure of Confidential Information.** During the performance of project specific Task Orders issued under the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant may receive information that is confidential under local, state and/or federal law. The Successful Consultant will be required to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations and standards.

G. **Indemnification Requirements.** To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, the Successful Consultant will be required to hold harmless, defend and indemnify the County and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the Successful Consultant’s negligent performance of, or failure to comply with, any of the obligations contained in the final Consultant Services Agreement resulting from this RFQ process, or any project specific Task Orders issued thereunder, except such loss or damage which was caused by the sole negligence or willful misconduct of the County.

H. **Insurance Requirements.** The Successful Consultant will be required to satisfy the insurance requirements set forth in the sample Consultant Services Agreement attached hereto. The Successful Consultant shall furnish the County with certificates and original endorsements effecting the required insurance coverage prior to County’s execution of the final Consultant Services Agreement resulting from this RFQ process. In addition, the County may require additional insurance requirements dependent upon the scope of the Services that will be provided by the Successful Consultant pursuant to the terms and conditions of project specific Task Orders.

I. **Assignment.** The final Consultant Services Agreement resulting from this RFQ process, and any project specific Task Orders issued thereunder, shall not be assignable by the Successful Consultant without prior approval by the County.

J. **Jurisdiction and Venue.** The final Consultant Services Agreement resulting from this RFQ process, and any project specific Task Orders issued thereunder, shall be governed in all respects by the laws of the State of California. Any disputes regarding the final Consultant Services Agreement, or any project specific Task Orders issued thereunder, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.
10.0 CANCELLATION OF THE RFQ PROCESS:

The County hereby reserves the right to cancel this RFQ process at any time after the issuance of this RFQ, but prior to the award of a final Consultant Services Agreement, if the County determines, in its sole discretion, that cancellation is in the County’s best interests for reasons, including, but not limited to, the following: the types of Services set forth in this RFQ are no longer required; the SOQs did not independently arrive in open competition, were collusive or were not submitted in good faith; or the County determines, after review and evaluation of the SOQs, that the County’s needs can be satisfied through an alternative method.

The County reserves the right to amend or modify the preliminary scope of services set forth in this RFQ prior to the award of a final Consultant Services Agreement, as necessity may dictate, and to reject any and all SOQs received in response hereto. This RFQ does not commit the County to award a Consultant Services Agreement for the provision of Services equivalent to those set forth in this RFQ or to award project specific Task Orders to any Successful Consultant.
Humboldt Harbor – Offshore Wind Port Infrastructure Needs Assessment

Introduction

The Humboldt Bay Harbor District (District) and the Humboldt County (County) Economic Development Division are collaborating on the development of a Humboldt Bay Master Plan. The Master Plan will be focused on potential future port infrastructure buildout needs to accommodate planned offshore floating wind (OFW) farm buildout and long-term operations and maintenance. The development of the overall strategic master plan is envisioned to occur over multiple phases of work.

The purpose and goals for the master planning work are to help outline the following:

- Wind industry needs for manufacturing, construction, and Operations/Maintenance (O&M) for waterfront infrastructure for the short- and long-term buildout scenarios being planned by the California Energy Commission (CEC) and Bureau of Ocean Energy Management (BOEM).
- Evaluate the wind industry needs relative to Humboldt Harbor available waterfront properties and capabilities and develop what improvements will be required to better meet those needs and attract future investments in the County.

The County and District requested a scope of work to assist with the first task of the master planning work. The following outlines the work to be conducted in the Phase 1 planning efforts.

(A) Scope of Work:

Moffatt & Nichol (M&N) will provide planning services to support the County and the District by assessing the waterfront facility and infrastructure constraints, opportunities, and needs to support the full range of potential OFW industry needs. We propose to achieve this through existing data review, desktop site analysis and concept plan development considering various factors including County goals, industry needs, and site limitations. This effort is intended to be the first step toward the development of a Master Plan to help guide future planning and funding activities. The work is outlined based on the Preliminary Scoping Analysis: Infrastructure Needs Assessment to Service the Offshore Wind Industry in Humboldt Bay memorandum provided by the County.

Tasks for this effort include:

Task 1.1: Preliminary Waterfront Infrastructure Needs Assessment. M&N will develop an assessment Plan (a memorandum with a schematic(s) of the existing marine areas showing the location of possible opportunities and constraints). The following steps are proposed:

- Kickoff Meeting and Coordination.
  - Coordination between M&N and County/District by virtual meetings at the kickoff and throughout the duration of the project.
- Research and Data Compilation.
  - Gather data and information from County/ District and other public sources with the assistance from County GIS team. Data will include, but not limited to parcel boundaries, public vs. private ownership, land use, infrastructure improvements, and other data of importance to the assessment work. Gathered information will be used as the basis for the assessment work.
  - Gather information from similar OFW project planning efforts in Europe and the U.S. west coast OFW planning studies.
- Document data gaps for further analysis in subsequent phases of the master planning efforts.
    - Coordinate with current west coast port infrastructure planning studies being conducted by National Renewable Energy Laboratory (NREL) and CA State Lands Commission (SLC), for CEC, which are evaluating port infrastructure needs to meet offshore wind deployment scenarios for 2030 and 2045.
    - Review planning documentation for European OFW developments.
    - Summarize information and findings in PowerPoint and tabular format.
- Wind Industry Port Needs Analysis and Documentation.
  - General. Outline requirements with best available information and outline summary of additional data, research or analysis needs.
  - Wind Farm Buildout Scenarios. Develop assumptions for OFW farm buildout scenarios for Humboldt in coordination with current best available information (such as NREL and SLC) to establish what vessel activities would utilize Humboldt Harbor waterfront facilities for each port classification/industry use. This would include a spreadsheet outlining the range of possibilities for wind farm location/size and corresponding potential port classification need at Humboldt Harbor. Scenarios for geographic location (CA central coast, CA northern coast, OR southern coast) of wind farm will also be developed.
  - Supply Chain Scenarios. Develop assumptions on supply chain considerations for wind farm buildout scenarios. The range of scenarios would include zero manufacturing in Humboldt (potential early industry situation) to some assumed component manufacturing (type and number in Humboldt).
  - Port Classification Definition by Offshore Wind Industry Use (Vertical Integration, Construction Support (cable, anchor, mooring line, other construction staging/support facilities), O&M, Component Fabrication). Classify and document needs relative to deep draft versus shallow draft vessel categories (and correspondingly the available navigation channel depth/width).
  - Port Infrastructure Needs. Berth water depth, vessel berth length, landside yard area requirements, and other factors for conducting the assessment relative to the port classification.
  - Vessel Type and Size. Develop a summary list of the range of vessels relative to wind industry use and projection of numbers relative to wind farm buildout scenarios. Vessels to be categorized relative to wind farm operational needs with corresponding vessel dimensional particulars.
  - Vessel Number Estimates. Estimate number of vessels by classification relative to OFW farm buildout scenarios. The basis of analysis will be a combination of current west coast studies coupled with European OFW planning studies and environmental impact analysis documentation.
  - Wet Storage. Estimate scenario needs for wet storage of device foundations and fully integrated devices that may be needed to maintain delivery production with consideration of supply chain interruptions and weather downtime. Assumptions will be developed using best available current planning information.
  - Wind Farm Accessory Needs. Summarize needs for industries supporting OFW construction and O&M activities such as pilot vessels, harbor tugs, marine patrol, vessel fueling activities, and vessel moorage needs.
  - Other Future Uses. In coordination with the client, identify potential future use(s) as considerations associated with conflict of use. These uses include commercial fishing,
aquaculture, bulk cargo wood products, and others outlined by the District and in the BST Associates Humboldt Bay Maritime Industrial Use Market Study.

- **Interim Deliverable.** Summarize information/findings in PowerPoint and tabular format if applicable.

- **Existing Facilities and Waterfront Parcel Uses Assessment.**
  - **Navigation Channels.** Document and summarize existing navigation channels and berth areas for access by vessel and port use classification.
  - **Berths, Terminals, Shoreline.** Document and summarize existing waterfront facilities, land use designation (e.g., Coastal - Dependent Industrial, Waterfront Commercial, etc.) and their uses within the study area based on database provided by County GIS. Develop categorization of existing uses and document (commercial fishing, recreational vessel, commercial vessel [dry bulk, liquid bulk, etc.], harbor patrol, pilot vessels, harbor tugs, public waterfront access, etc).
  - **Location.** Delineate subdistrict boundaries within Humboldt Harbor that are estimated to be the Samoa Peninsula, City of Eureka, and Fields Landing.
  - **Coordination.** Coordinate with County GIS specialist(s) to acquire GIS layers and data for parcel and waterfront property data for the assessment work.
  - **Interim Deliverable.** Summarize in PowerPoint and tabular form data needs and findings.

- **Constraints and Limitations Review.**
  - **Constraints & Opportunities Review.** Utilize existing county GIS and publicly available (through state/federal) databases to compile a preliminary list of opportunities, constraints and limitations that pertain to the waterfront facility development. Considerations include critical areas (including areas with presence of eelgrass, dune habitat, coastal wetlands), dredged material placement areas, public access parcels, and coastal and seismic hazards (e.g., sea level rise or SLR, coastal flooding, earthquakes, and tsunamis). Analysis of constraints and opportunities relative to potential offshore wind buildout would be a future phase of work.

**Task 1.2: Mapping, Documentation of Results and Next Steps Recommendations.**

- **Mapping.** Conduct mapping for the final deliverable.
- **Next Steps Recommendations.** Outline recommendations for next steps work toward development of a Master Plan.
- **Documentation.** Develop summary documentation as outlined in the Deliverables section.

**(B) Deliverables**

- Deliverables for the Task 1 work are anticipated to include the following:
  - **Executive Summary Technical Memorandum.** Outlining results and next step recommendations with PowerPoint format Appendices providing documentation of work results.
  - **Assessment Scenario Summary Plots.** Up to 3 to 4 Site Plans are assumed.
  - **Tabular Data Summary.** Tables summarizing the results of data compilation and results for assessment work.

**(C) Exclusions/Assumptions**

- **Exclusions.** This phase of work does not include the following data collection, analysis and assessments.
  - **Detailed Analysis.** Economics (including benefit cost analysis), historic uses, cultural resources, detailed environmental assessments and regulatory permitting efforts,
structural and geotechnical engineering evaluations, shoreside infrastructure (utilities, power, transportation accessibility), future cargo and port demands analysis, needs for land use designation modifications, capacity evaluations or assessment of infrastructure fit for purpose assessments.

- **New Field Data Collection.** Reliance will be on available existing data and information sources from the County, District, and other public agencies.
- **Infrastructure Upgrade and Improvements Evaluation.** Detailed evaluations of upgrade requirements to meet the port classification needs is not included. A qualitative ranking of sites will be provided based on a review of available information and using prior experience.
- **Supply Chain Evaluation.** Detailed evaluation of supply chain is not part of this first phase of work. Scenarios will be developed that assume all components are imported from outside sources to Humboldt and scenarios that include potential manufacturing (assumption of type) within Humboldt.
- **Cost Estimating.** Estimating costs for scenarios or development options is not part of this scope.
- **Detailed Mapping of Specific Districts.** Detailed analysis and mapping of the three subdistricts (Eureka, Samoa Peninsula, Fields Landing) are not part of this phase.

**Assumptions.**
- **Best Available Industry Information.** The latest available information will be used to the maximum extent possible. The scope is limited by schedule and budget that will require the use of readily available information and development of assumptions where there are data or information gaps. Future phases of work will assist in refinement of assumptions.
- **Outreach.** Stakeholder engagement and outreach is not part of this phase of the work. If input, data, or information is needed, County/District will take leadership on any outreach activities.
- **Meetings.** All meetings will be held virtually every other week throughout the duration of the work.
- **Deliverables.** All deliverables will be in electronic format; no printing of hard copies will be provided.
- **Deliverable Format.** Deliverables will be a combination of short executive summary memorandums with PowerPoint appendix summaries to document the work. Mapping of Basis of Analysis and outcomes of the assessment will be conducted. Up to 8 site plans will be developed.

**D) Schedule**

- The schedule for completion will be dependent upon receiving information in the early stages of the work, receiving confirmation on assumptions, scenarios, and Basis of Analysis. It is estimated draft deliverables could be developed by the end of March 2023 with a final deliverable in April 2023. Draft deliverables would include Basis of Assessment Memorandum and PowerPoint summaries of the work. Final mapping and deliverable would occur in April.

**E) Fee**

- Fee for this work is estimated to be $30,000 on an hourly basis and not to exceed amount for this phase of work. A fee breakdown by hour estimate is provided in the attached spreadsheet.
### I. STAFF-HOUR BUDGET

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### V. PROJECT SUMMARY

- Total M&N Labor Cost: $30,060.00
- Total Subconsultant Cost: $30,060.00
- Total Other Direct Costs: $30,060.00
- Total Project Estimate: $30,060.00
OPENING

Call to Order:
Chair, Virginia Bass, called the meeting to order at 3:00 AM. A quorum was present.

Authority Members Attendance (all attending meeting within Humboldt County):
- Supervisor Virginia Bass (Chair) – present
- Supervisor Rex Bohn – present
- Supervisor Mike Wilson – present
- Timothy Callison (Vice Chair) – present
- Chris Drop – absent

Staff Present: Ryan Heitz, Tanner Etherton

Adjustments to the Agenda
No adjustments made.

Approval of the Minutes from October 17, 2022

ACTION:
- Chair, Virginia Bass, found no objection and requested staff to receive and file the Minutes from October 17, 2022

Public Comment on Non-Agenda Items
No Comment

Report out on Meetings Attended and Community Feedback Received
None

Agenda Items

1. Memorandum of Understanding with Humboldt County Economic Development Division:

ACTION:
- It was staff’s recommendation that the Authority Board; Enter into, and ratify, this Memorandum of Understanding by and between the District and the Humboldt County Economic Development Division.
- Director Wilson moved to take the recommended action as written by staff,
Seconded by Director Callison.

▪ Motion passed unanimously.

2. Memorandum of Understanding with the Wiyot Tribe:
   ○ ACTION:
     ▪ It was Staff’s recommendation that the Authority Board Ratify the Memorandum of Understanding by and between the District and the Wiyot Tribe.
     ▪ Director Bohn moved to take the recommended action as written by staff. Seconded by Director Callison.
     ▪ Motion passed unanimously.

3. Offshore Wind Preliminary Scoping Analysis:
   ○ ACTION:
     ▪ It was Staff’s recommendation that the Authority Board Authorize staff to enter the District into a reimbursement agreement of $10,000 with the Humboldt County Economic Development Division for the purpose of funding the Offshore Wind Preliminary Scoping Analysis. And to Authorize staff to enter into a Professional Services Agreement with their chosen consultant to execute the Offshore Wind Preliminary Scoping Analysis.
     ▪ Director Wilson moved to take the recommended action as written by staff. Seconded by Director Bohn.
     ▪ Motion passed unanimously.

4. Next Steps
   ○ ACTION:
     ▪ None

Chair, Virginia Bass, adjourned the meeting with no objections from other members.

Next PFA Meeting Date: TBD.

The Samoa Peninsula EIFD PFA Agendas and Minutes can be found at: Agenda Center • County of Humboldt • CivicEngage(humboldtgov.org)

or by contacting Economic Development at (707) 445-7745.