![Groveland Community Services District logo]

BOARD MEETING AGENDA SUBMITTAL

TO: GCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 9, 2024

SUBJECT: Agenda Item 6D: Adoption of a Resolution Approving the
              Consultant Selection Process as Detailed in the Caltrans Local
              Assistance Procedures Manual Chapter 10

RECOMMENDED ACTION:
Staff recommends the following action:
I move to approve Resolution 02-2024 Approving the Consultant Selection Process as Detailed in the Caltrans Local Assistance Procedures Manual Chapter 10

BACKGROUND:
The district currently has funding from Caltrans for two separate projects, the Groveland Asset Rehabilitation and Beautification Project, and the Hetch Hetchy Railroad Trail Project. As we discussed at prior meetings, Caltrans has very specific requirements for procurement of goods and services that must be followed to qualify for funding. The district currently does not have a policy specific to the procurement of consulting services and is required to do so as a condition of this funding. Caltrans allows for the adoption of their required consultant selection procedures, by resolution, as detailed in their Local Assistance Procedures Manual (LAPM) Chapter 10. The complete LAPM Chapter 10 is not included in the agenda materials due to its 78 page length, and is hyperlinked here and below. Paper copies of the LAPM are available on request.

The proposed policy prescribes the means to secure adequate consultant proposals and requires the selection of consultants using a very well documented competitive process based on qualifications and approach to the work, rather than the lowest cost. The policy details requirements and process for record keeping, methods of payment, as well as proposal review and ranking. One key provision of this policy is the requirement for all consultant cost proposals to be delivered in separate sealed envelopes, and not opened prior to completion of the proposal ranking process. The consultant cost proposal is intended to give you a position from which to begin final cost negotiations, with allowable costs also being detailed in the policy.

FINANCIAL IMPACT

There is no direct financial impact by adoption of this policy, however the staff time required for its implementation will be fairly significant, but not an increase in cost.

ATTACHMENTS:
1. Resolution 02-2024
2. [Caltrans LAPM](#) (Hyperlink only)

RESOLUTION 02-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE CONSULTANT SELECTION PROCEDURES AS DETAILED IN THE CALTRANS LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTER 10

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the district desires to adopt a policy regarding this election of consultants who perform certain technical services for the district; and

WHEREAS, the California Department of Transportation, Caltrans, has produced a local assistance procedures manual that contains the desired consultant selection policy language at chapter 10; and

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt Resolution 02-2024 Approving the Caltrans Consultant Selection Procedures as Detailed in the Caltrans Local Assistance Procedures Manual Chapter 10.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 9, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT

APPROVE:

_____

Nancy Mora, Board President

ATTEST:

_____

Rachel Pearlman, Board secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 9, 2024.

DATED: _____