



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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ATTACHMENT B: CONSULTANT SCOPE OF WORK

Request for Proposals 2026 PAVEMENT MANAGEMENT SYSTEM UPDATE

HCAOG seeks a qualified consultant or consultant team to provide the following services and deliverables.

TASK 1. KICK-OFF MEETING, PROJECT MANAGEMENT, AND REPORTING

The consultant shall prepare for and attend a kick-off meeting with HCAOG's Technical Advisory Committee (TAC) to review the project and discuss initial steps, such as confirming schedule and meeting dates, project understanding and required information such as procedures for pavement maintenance, available resources, historical expenditure levels and desired service levels. The TAC meets on the first Thursday of each month at 2:30 p.m.

Task	Deliverable
<i>1.1</i>	Technical memorandum summarizing the results of the meeting.

Task 1.2 Project coordination and management

Consultant Team member(s) shall maintain good, consistent communication with HCAOG project staff regarding the progress of tasks and adherence to the project schedule and budget.

Task	Deliverable
<i>1.2</i>	Schedule of project meetings and project milestones (updated as necessary from proposal).
<i>1.3</i>	Monthly status updates and invoices.

TASK 2. RISK MANAGEMENT

Prior to and during data collection, the Consultant shall take preventive measures to minimize any risk to its employees and the general public in performing this project. The Consultant shall provide its field crews with appropriate safety equipment including but not limited to reflective safety vests during surveys, and if necessary, providing traffic control at the Consultant's expense.

Task	Deliverable
<i>2.1</i>	Written agreement of adherence to this task.

TASK 3. DATA COLLECTION AND REPORTING

Update the inventory and pavement condition rating surveys for paved streets and roads in the seven cities and the unincorporated areas of the county, including roads on Tribal lands. This task also includes collecting information from local streets and roads that have been built since the last update in addition to migrating information for roads that have been annexed since the last update. It is estimated that there is no more than two centerline miles of uncounted roadway length. The sectionalizing of the street sections shall be performed based on the criteria established by the MTC's PMS users guide.

Condition surveys shall be performed to identify stress in accordance with the MTC's Pavement Distress Identification Manual. The survey information to be collected shall at a minimum include: street geometric, surface type, surface condition, surface distress, road quality, drainage properties and Pavement Condition Index (PCI). Street pavement distresses to be inspected will include but are not limited to: alligator cracking, bleeding, block cracking, bumps and sags, corrugation depression, edge cracking, joint reflection cracking, lane/shoulder drop off, longitudinal and transverse cracking, patching and utility cuts, polished aggregate, potholes, railroad crossings, rutting, weathering and raveling.

All data collected shall first be submitted via Excel spreadsheet for local staff review. Once approved, data shall be entered into the existing PMS database. This includes all maintenance and rehabilitation treatments applied to the existing street network since the last update.

All data collected, once approved, shall be available in GIS format for individual entities. At minimum, as a downloadable ESRI shapefile. Survey features shall accurately represent segments of streets surveyed and every street segment shall have a corresponding GIS feature.

Task	Deliverable
2.1	Inventory and condition information for each paved road and street by jurisdiction.
2.2	Photographs of each condition throughout the county.
2.3	Data entered into PMS database, and provided in GIS format.

TASK 4. REVIEW MAINTENANCE AND REHABILITATION STRATEGIES

Upon completion of the data collection activities, the Consultant shall review maintenance and rehabilitation (M&R) strategies with local representatives. This should include the recommendation and selection of appropriate treatments such as chip seals or overlays, and the determination of treatment unit costs.

Task	Deliverable
4.1	Maintenance and rehabilitation decision trees.

TASK 5. FINAL REPORTS

Budgetary analysis, funding scenarios, and final reports shall be developed for each of the seven cities and the county. The reports shall include, but not be limited to, an executive summary, inventory reports for the entire PMS database, PCI reports, maintenance and rehabilitation history reports, maintenance and rehabilitation decision trees, budgetary needs, budget scenario reports and multi-year work plans. A minimum of four budget scenarios will be required and will be agreed upon at the kick-off meeting.

Task	Deliverable
5.1	Draft and final reports.
5.2	Updated PMS database.

TASK 6. PRESENTATION OF COMPLETED PAVEMENT MANAGEMENT SYSTEM UPDATE

The consultant shall present the completed Pavement Management System Update to the TAC and the HCAOG Board. The presentation to the TAC should be detailed and geared for technical staff. The HCAOG Board presentation should be suited for a non-technical audience.

Task	Deliverable
6.1	TAC presentation (PowerPoint or similar).
6.2	HCAOG Board presentation (PowerPoint or similar).

TASK 7. TRAINING

The consultant shall provide one day of computer, hands-on training. The training will occur via Zoom or other virtual platform. The training should include all aspects of the StreetSaver™ Program, including data entry and editing, performing PCI calculations and budget analyses generating reports and using the Geographic Information System Toolbox.

Task	Deliverable
7.1	Training manuals