



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies

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AGENDA ITEM 8a
HCAOG Board Meeting
November 20, 2025

DATE: November 12, 2025
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Amy Eberwein, Administrative Services Officer
SUBJECT: **Consultant Selection for Triennial Performance Audits for Fiscal Years
2022/23, 2023/24, and 2024/25**

STAFF REPORT

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Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
"I move that the PAC recommend that the HCAOG Board direct HCAOG's Executive Director to enter into contract negotiations with Moore & Associates to conduct the Triennial Performance Audits for fiscal years 2022/23 through 2024/25."

Staff Summary:

The Triennial Performance Audit (TPA) is required by the Transportation Development Act. The audits cover HCAOG and those transit agencies receiving Article 4 Local Transportation Funds, which are the Humboldt Transit Authority, Arcata and Mad River Transit, and Fortuna Transit. This TPA is for fiscal years 2022/23, 2023/24, and 2024/25. Through staff interviews and a review of data, the performance audit provides an independent and objective evaluation of HCAOG's effectiveness and efficiency as the Regional Transportation Planning Agency. Transit agencies are evaluated on standard operator functions for service efficiency. The performance audit results in

findings for HCAOG and transit agencies. The findings are used to make changes required to comply with TDA law or to improve delivery of services.

HCAOG released a Request for Proposals (RFP) for the TPA and received five qualified proposals from consulting firms Booth Management Consulting (BMC), CliftonLarsonAllen LLP (CLA), Capitol Government Contract Specialists (GCS), LSC Transportation Consultants, and Moore & Associates. A scoring committee consisting of two HCAOG staff and one Humboldt Transit Authority staff member evaluated the proposals according to the RFP evaluation criteria. The top-scoring proposal based on an average of all three scores was Moore and Associates (see table below).

Scoring Team	BMC	CLA	Capitol GCS	LSC	Moore & Associates
AE	61.50	68.50	73.50	88.00	88.50
SL	59.50	67.00	54.00	93.00	95.75
JQ	66.00	77.00	60.00	70.50	85.50
Total Average Score	62.33	70.83	62.50	83.83	89.92

Moore and Associates' proposal included details that made the firm stand out as having a very qualified team with extensive experience. Their proposal indicated that they can complete the work before the end of the fiscal year, and their cost proposal of approximately \$50,000 is within the current budget adopted in the Overall Work Program (\$100,000 budgeted). With affirmative SSTAC and TAC recommendations, the PAC is now being asked to recommend the HCAOG Board award the Triennial Performance Audit contract to Moore and Associates and authorize the Executive Director to negotiate and execute a professional services contract.

The TAC and SSTAC have reviewed the staff recommendation and recommended moving forward with Moore and Associates. If approved by the Board, staff anticipate the work will begin on the contract before the end of the year (2025).