



**Resource Management  
Agency  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
J. STEVEN WORTHLEY  
District Four  
MIKE ENNIS  
District Five

**AGENDA DATE:** November 6, 2018 - Revised

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Celeste Perez    PHONE: (559) 624-7010

**SUBJECT:** Adopt Caltrans' Local Assistance Procedures Manual Chapter 10 Consultant Selection, as Amended

**REQUEST(S):**  
That the Board of Supervisors:

Adopt California Department of Transportation's (Caltrans) Local Assistance Procedures Manual Chapter 10, "Consultant Selection," as amended, as the process to be followed by Tulare County for the procurement of engineering and/or design-related services for local projects receiving federal-aid or state funds from a Federal-aid Highway Program or State-only Funded Program to ensure compliance with state and federal statutes.

**SUMMARY:**  
Tulare County receives transportation funding from a variety of sources. This includes both State and Federal funding. This funding is conditioned by the Master Agreement Administering Agency State Agreement for Federal Aid Projects (Tulare County Agreement 27721) and/or the Master Agreement Administering Agency State Agreement for State Funded Projects (Tulare County Agreement 23634). As a requirement of these agreements, and as mandated in 23 CFR § 172.5 (b)(1) the local agency is required to formally adopt Caltrans' Local Assistance Procedures Manual (LAPM) Chapter 10, "Consultant Selection," as amended from time to time, as the process and procedure to be followed for procuring engineering and/or design-related services (as defined by 23 CFR § 172.3, and referred to herein as A&E Consultants) for local projects funded from Federal-aid Highway Program or State-only Funded Programs. The LAPM was developed by Caltrans to aid California local agencies to

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Consultant Selection, as Amended  
**DATE:** November 6, 2018

scope, organize, design, construct and maintain their public transportation facilities when seeking federal-aid or state funding.

The County is already required to comply with LAPM Chapter 10 pursuant to the County's executed Master Agreements with the State (Caltrans) for both the federal and state funding. These Master Agreements between a local agency and the State (i.e. Caltrans) defining the general terms and conditions which must be met to receive federal-aid or state funds for local projects. For this reason, Resource Management Agency (RMA) staff already conforms with the policies and procedures outlined in the most current versions of the LAPM Chapter 10 for the procurement of A&E Consultant services for projects funded with Federal-aid Highway Program or State-only Funds Program.

For many years, RMA staff was under the impression that by entering into a Master Agreement with the State (Caltrans), the County met the requirements set forth in 23 CFR § 172.5 (b)(1). However, to further clarify the County's written policies and procedures, RMA staff recommends that the Board officially adopt Chapter 10 of the LAPM for the procurement of A&E Consultants services for Federal-aid Highway Program or State-only Funded Programs which will allow the County to continue to be eligible for reimbursement of such funds.

**FISCAL IMPACT/FINANCING:**

No Net County Cost to the General Fund.

Adoption of LAPM Chapter 10, as amended, will allow the County to continue to be eligible for reimbursement of funds for local projects receiving federal-aid or state funds from a Federal-aid Highway Program or State-only Funded Program.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

**Safety and Security** – Adoption of Caltrans' Local Assistance Procedures Manual Chapter 10, as amended, will allow the County of Tulare to continue to be eligible for federal/state funds to continue to enhance the safety and security of the public by improving the transportation infrastructure for both the general population in the region and the motorists using this facility.

**ADMINISTRATIVE SIGN-OFF:**



Reed Schenke, P.E.  
Director

cc: County Administrative Office

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF ADOPT CALTRANS' ) Resolution No. \_\_\_\_\_  
LOCAL ASSISTANCE PROCEDURES )  
MANUAL CHAPTER 10 CONSULTANT )  
SELECTION )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD NOVEMBER 6, 2018,  
BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

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Adopted California Department of Transportation's (Caltrans) Local Assistance Procedures Manual Chapter 10, "Consultant Selection," as amended, as the process to be followed by Tulare County for the procurement of engineering and/or design-related services for local projects receiving federal-aid or state funds from a Federal-aid Highway Program or State-only Funded Program to ensure compliance with state and federal statutes.