

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 10, 2013
SUBJECT: Plan Check and Field Inspection Services – Multiple Consultants

ACTION REQUESTED

1. Approve an increase in the aggregate amount of \$150,000 to the Building Services Division's blanket purchase orders (BPOs) with multiple consultants for On-Call Plan Check and Field Inspection Services, funded in the FY 2013-14 budget with a total net County cost of \$150,000, and authorize the Purchasing Manager to sign the resulting change orders.
2. Authorize the Purchasing Manager to transfer funds between BPO agreements as needed.

BACKGROUND

On December 13, 2011, your Board approved the award of competitive Request for Qualifications No. 10069 for Plan Check and Field Inspection Services and adopted a list of qualified firms for use by the Community Development Resource Agency's Engineering and Building Services Divisions. On August 1, 2012, Procurement issued BPOs at the request of the Building Division to three firms on the list: CSG Consultants, Interwest Consulting Group, and Willdan. These BPOs are used by the Building Services Division for building plan reviews, field inspections, and California Building Code consultation services on an as-needed basis.

The initial BPOs were awarded in the maximum amount of \$50,000 per BPO through December 12, 2014. The usage of these BPOs has exceeded the Building Division's original estimate. As a result, the division has submitted a request to increase the amount of each BPO by \$50,000 for an aggregate increase of \$150,000, and authorize the Purchasing Manager to transfer funds between BPOs as needed. Authorization of a total combined limit of \$300,000 will allow for on-call plan check services by multiple firms to continue through the expiration date of the BPOs.

The increase amount of \$50,000 per BPO exceeds the Purchasing Manager's authority and PPM 2.1(b) requires Board approval for BPOs for professional or consultant services costing more than \$50,000. Upon your Board's approval, the BPOs will be increased in the aggregate amount of \$150,000 for a new revised total maximum aggregate amount of \$300,000. CDRA's Fiscal Impact Statement is attached.

FISCAL IMPACT

Attachment: A - CDRA's Fiscal Impact Statement

cc: Donna Kirkpatrick, Administrative Services Officer, CDRA
Ken Sibley, Supervising Building Inspector, CDRA – Building Services (Tahoe)



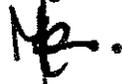
COUNTY OF PLACER
Community Development/Resource Agency

Michael J. Johnson, AICP
Agency Director

ADMINISTRATION

MEMORANDUM

TO: Brett Wood, Purchasing Manager

FROM: Michael J. Johnson, AICP 
Agency Director

DATE: September 10, 2013

SUBJECT: FISCAL IMPACT STATEMENT
Building Plan Review, Field Inspections, and California Building Code
Consultation Services BPOs

Agency staff has reviewed the proposed increase to the Building Services Division's Blanket Purchase Order with multiple consultants for on-call Plan Check and Field Inspection services. The Building Services Division has sufficient funding in the FY 2013-14 budget (22220) to support the requested increase of the Blanket Purchase Order with a total net County cost of \$150,000.