

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: September 15, 2015  
SUBJECT: Civil Engineering Services – Various Firms

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**ACTION REQUESTED**

1. Approve a two-year extension of a Qualified List of firms, as the result of competitive Request for Qualifications No. 10180, for civil engineering services provided as needed to the Department of Public Works and Facility Services, for the period of October 3, 2015 through October 2, 2017;
2. Approve blanket purchase orders with multiple firms for on-call civil engineering services for various public works projects in Western Placer County in the maximum aggregate amount of \$400,000 for FY 2015-16. Funding is provided by the Department of Public Works and Facility Services in the FY 2015-16 Proposed Budget; and
3. Approve the renewal of the blanket purchase orders with multiple firms for on-call civil engineering services for various public works projects in Western Placer County in the maximum aggregate amount of \$400,000 for FY 2016-17.

**BACKGROUND**

The Department of Public Works and Facility Services requires qualified firms to perform on-call civil engineering services for various public works projects in Western Placer County. The department contracts with consulting firms when workload exceeds staff resources to complete the project in a timely manner, or when special projects develop which are added to the budgeted workload.

On September 11, 2012, your Board approved a qualified list for civil engineering services and one-year blanket purchase orders (BPOs) with multiple firms on the list to provide these services. The firms were evaluated under the requirements of competitive Request of Qualifications (RFQ) No. 10180. BPOs with three firms on the qualified list were utilized by the department. These BPOs will expire September 30, 2015.

The department continues to have a requirement for on-call civil engineering services for various projects and requests that the qualified list be extended for the period October 3, 2015 through October 2, 2017 and that BPOs be awarded for the same period as needed in the maximum aggregate amount of \$400,000. The BPOs will allow the department to have consultant services available as needed to perform funded project tasks.

Therefore, your Board's approval is required to proceed with BPOs as needed in the maximum aggregate amount of \$400,000 and extend the qualified list.

**FISCAL IMPACT**

The cost of the Civil Engineering Services is \$400,000 and is budgeted in the FY 2015-16 Proposed Budget in Public Works Engineering. There is no cost to the County as the funding is from 100% State, Federal and Grant sources.

cc: Ken Grehm, Director of Public Works and Facility Services

