



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: On-Call Civil Engineering Design Services – Nichols Consulting Engineers CHTD

ACTION REQUESTED

Approve Change Order No. 2 to Blanket Purchase Order No. 22164 with Nichols Consulting Engineers CHTD of Reno, NV for civil engineering design services in Eastern Placer County, extending the expiration date to December 31, 2017.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities (DPWF) requires qualified firms to perform on-call civil engineering services for various public works and capital improvement projects in Eastern Placer County. Periodically, DPWF 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 June 17, 2014, your Board approved a one-year blanket purchase order (BPO) with Nichols Consulting Engineering CHTD (NCE) to provide on-call civil engineering design services for Eastern Placer County. The BPO was subsequently extended through May 31, 2016. NCE was selected from the civil engineering discipline's list established as a result of a competitive Request for Qualifications. That list has since expired and has been replaced by a new Qualified List established as a result of competitive Request for Qualifications No. 10527. NCE is included on the new list for civil engineering design services.

DPWF continues to require NCE's services for civil engineering design for the Kings Beach Streetscape Project and has requested that BPO No. 22164 be further extended through December 31, 2017 with no change in the current maximum BPO amount of \$130,000.

Per Purchasing Policy Manual Section 1.3(p), contract extensions exceeding ninety days exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

There is no cost to the County as the funding is funded 100% by State and Federal Grant Funds. Funds are not encumbered until services are rendered against the BPOs.

cc: Peter Kraatz, Assistant Director

