

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

TO: Honorable Board of Supervisors  
FROM: Jim Boggan, Purchasing Manager *JB*  
DATE: July 21, 2009  
SUBJECT: Recommendation to Extend Qualified List for Architectural Consulting Services, as the Result of Competitive Request for Qualifications No. 9532

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**ACTION REQUESTED**

Approve a one-year extension of a Qualified List for Architectural Consulting Services, as the result of competitive Request for Qualifications (RFQ) No. 9532.

**BACKGROUND**

On June 13, 2006 the Board of Supervisors approved the award of competitive RFQ No. 9532 for Architectural Consulting Services. As the result, a Qualified List of six (6) firms was established, effective for the period June 13, 2006 – June 12, 2009. The Qualified List showing the approved firms is attached.

County departments that need these services solicit proposals from one or more firms on the List on a case-by-case basis, and negotiate contracts for specific projects. The List is primarily used by Facility Services' Capital Improvements Division. The department has advised that they have a continuing need to hire consultants for these services on an as-needed basis. They have also reported that the firms on the current List have performed satisfactorily and have the capability to meet the department's future needs. RFQ No. 9532 contained an option for the County to extend the List for two additional one-year periods. Based on the positive response from Capital Improvements, Procurement recommends that the first renewal option be exercised, extending the List through June 12, 2010.

**FISCAL IMPACT**

There is no fiscal impact related to this action. Actual contracts will continue to be negotiated on a case-by-case basis, by soliciting informal proposals from one or more firms on the Qualified List. Contracts less than \$50,000.00 will be executed by the Purchasing Manager or County Executive Officer and contracts over that amount will require Board approval.

Attachment: Qualified List

cc: Jim Durfee, Director, Facility Services Department  
Rob Unholz, Capital Improvements Manager

