COUNTY OF Placer

MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors DATE: April 4, 2017

FROM: Brett Wood, Purchasing Manager

SUBJECT: Transportation Engineering and Planning Services – Fehr & Peers Associates, Inc.

ACTION REQUESTED
Approve an increase to a contract with Fehr & Peers Associates, Inc. of Roseville, CA for transportation engineering and planning services in the amount of $7,235 for a revised maximum amount of $52,235.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
The Department of Public Works and Facilities' Transportation Division (Department) requires a contract for transportation engineering and planning services for various projects throughout the year. On September 1, 2015, the Purchasing Manager approved the renewal of negotiated agreement with Fehr & Peers Associates, Inc. for transportation engineering and planning services on an as-needed basis for the period of October 1, 2015 through September 30, 2016 in the amount of $45,000.

During the contract period, an unforeseen need for services presented which facilitated a potential transportation infrastructure cost sharing opportunity between the County and Caltrans. These unforeseen charges, in addition to other previously committed scope with the contactor, caused the Department to inadvertently exceed the maximum allowable blanket purchase order amount. It did not become apparent until after the contract period ended that the BPO amount was not sufficient to pay for services rendered through the term of the agreement due to delayed invoicing from the contractor. The Department has determined that an additional $7,235 is needed to pay for services for this contract period.

Per Purchasing Policy Manual Section 2.1(b), the requested increase amount of $7,235 exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT
Funding for this purchase is included in the Department of Public Works and Facilities' FY 2016-17 Final Budget.

cc: Richard Moorehead, Public Works Manager – Engineering