



**M E M O R A N D U M**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: April 13, 2021  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Park Trail and Landscape Development Services – Various Firms

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**ACTION REQUESTED**

Approve the Qualified List based on the competitive Request for Qualifications No. 20142 for park trail and landscape development services to be provided as needed for the period of April 1, 2021 to March 31, 2024.

Approve option to renew the resulting Qualified List on a year-to-year basis for two (2) additional one-year terms.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The County of Placer currently owns over 300 parcels including the operation of 38 park sites totaling over 1,800 acres, 163 acres of landscaped area, and a network of trails throughout the County. The Department of Public Works requires qualified firms to assist with small to medium sized projects that need a combination of master planning, schematic design, environmental clearance, graphics, permitting, monitoring, construction support, and assistance with land use oversight. The department contracts with firms when workload exceeds staff resources to complete the projects in a timely manner, or when special projects develop which are added to the budgeted workload. Generally, these projects will be managed by the Parks and Grounds Division. The most effective way to adopt a qualified list for the services is by soliciting statement of qualifications from qualified firms via a formal Request for Qualifications (RFQ) competitive process.

To identify a list of qualified firms, the Department of Public Works enlisted the assistance of the Procurement Services Division to develop RFQ No. 20142. Firms registered with the County, including minority businesses and women business enterprises, were notified of the solicitation, forty-four firms accessed the documents, and thirteen formal responses were received.

An evaluation panel comprised of representatives from the Department of Public Works, the County Executive Office, and the Parks Commission reviewed the responses in accordance with the evaluation criteria contained within the solicitation. The final Qualified List is the result of the panel's consensus after discussion and based on the overall rankings of the firms

The attached Qualified List is based strictly on the requirements and criteria of RFQ No. 20142 and does not in any way reflect the evaluation panel's judgment of the responding firms' capabilities to perform work outside of this specific solicitation. A summary of the proposed firms for the Qualified List is illustrated in the attachment. Countywide departments may use the resulting Qualified List for agreements that will be utilized on an "as-needed" basis depending on available funding, staffing levels, and shifting priorities of projects.

Therefore, your Board's approval is required to ratify the panel's recommendation to list the top-ranked firms and adopt a Qualified List for park trail and landscape development services effective for the period of April 1, 2021 to March 31, 2024 and to extend the Qualified List on a year-to-year basis for two (2) additional one-year terms.

**FISCAL IMPACT**

There is no immediate fiscal impact resulting from this action. Individual County contracts will be negotiated with one or more firms as needed, and the resulting expenditures will be funded from existing budgets or project funds, as appropriate. Contracts of \$100,000 or less may be executed by the Purchasing Manager. All County contracts exceeding \$100,000 for County initiated projects will require your Board's approval.

**ATTACHMENT**

Qualified List

Master Services Agreement is on file with the Clerk of the Board

**ATTACHMENT**

**QUALIFIED LIST**

**RFQ Number:** 20142

**RFQ TITLE:** Park Trail and Landscape Development Services

<b><u>NAME OF FIRM</u></b>	<b><u>CONTACT PERSON</u></b>	
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