

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: February 3, 2015
SUBJECT: Plan Check and Field Inspection Services – Qualified List and Blanket Purchase Orders

ACTION REQUESTED

1. Approve a one-year extension of a Qualified List of firms for plan check and field inspection services, as the result of competitive Request for Qualifications No. 10069, for the period of December 13, 2014 through February 29, 2016;
2. Approve the renewal of Blanket Purchase Orders with Interwest Consulting Group of Elk Grove, CA, CSG Consultants of Sacramento, CA, and Willdan Engineering of Sacramento, CA, for plan check and field inspection services in the maximum aggregate amount of \$1,050,000 for the period of February 3, 2015 to February 29, 2016, funded in the Building Services Division's FY 2014-15 budget through applicant-paid fees, and to be included in the FY 2015-16 requested budget with no net County cost;
3. Authorize the Purchasing Manager to transfer funds between blanket purchase orders as needed; and
4. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

BACKGROUND

On December 13, 2011, your Board approved the award of competitive Request for Qualifications No. 10069. As a result, a Qualified List for plan check and field inspection services was adopted for the period of December 13, 2011 through December 12, 2014. The original Request for Qualifications solicitation included two one-year options to extend the list. The Community Development Resource Agency's (CDRA) Building Services and Engineering and Surveying Divisions use this list on an as-needed basis. The Qualified List showing the approved ten firms is attached.

On August 1, 2012, Procurement Services issued BPOs, at the request of the Building Services Division, to three firms from the approved list: CSG Consultants, Interwest Consulting Group, and Willdan Engineering. These BPOs are used by the Building Services Division for building plan reviews, field inspections, and California Building Code consultation services on an as-needed basis.

The CDRA has requested to renew the Qualified List and three BPOs for another year. All three consultants have agreed to renew the BPOs at the exact same rates. Based on the positive response from CDRA, Procurement Services recommends exercising the first renewal option extending the Qualified List and renewing the BPOs through February 29, 2016.

FISCAL IMPACT

There is no immediate fiscal impact resulting from the extension of the Qualified List. Individual 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 \$50,000 or less may be executed by the Purchasing Manager. Contracts which exceed \$50,000 will require your Board's approval.

Upon your Board's approval, new BPOs will be awarded to CSG Consultants, Interwest Consulting Group, and Willdan Engineering in the maximum aggregate amount of \$1,050,000 for the period effective February 3, 2015 through February 29, 2016. The Building Services Division has budgeted for these services in the Building Division budget for FY 2014-15 through applicant-paid fees and will be included in the FY 2015-16 requested budget with no net county cost. Funds are not encumbered until services are rendered against the BPOs.

Attachment A: Qualified List

Cc: Michael Johnson, Community Development Resource Agency Director
Tim Wegner, Chief Building Official - CDRA
Donna Kirkpatrick, Senior Administrative Services Officer - CDRA

**Qualified List No. 10069
Plan Check and Field Inspection Services**

Plan Check Services

Community Development Resource Agency – Engineering & Surveying Division

Coastland Engineering – Auburn, CA
Giuliani & Kull, Inc. – Auburn, CA
Interwest Consulting Group – Elk Grove, CA
Kitchell CEM – Sacramento, CA
Willdan Engineering – Sacramento, CA
Wood Rodgers, Inc. – Reno, NV

Plan Check and Field Inspection Services

Community Development Resource Agency – Building Services Division

BroadSpec, Inc. – Rancho Cordova, CA
CSG Consultants – Sacramento, CA
EsGill Corporation – San Diego, CA
Interwest Consulting Group – Elk Grove, CA
Kitchell CEM – Sacramento, CA
Kutzmann & Associates, Inc. – Fremont, CA
Willdan Engineering – Sacramento, CA

