



Trisha Tillotson
Community Development Agency Director

David Garcia
Director of Public Works

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: May 19, 2026

TO: Board of Supervisors

FROM: David Garcia, Director of Public Works

SUBJECT: Resolution approving a qualified list of Engineering Design Services to work on various Public Works projects as they arise for the period of July 1, 2026 through June 30, 2031 and authorizing the Director of Public Works to execute the Master Service Agreements, the Purchasing Agent to solicit bids from the list, and encumber task orders up to a maximum amount of \$500,000 and a total aggregate amount of \$1,000,000 annually (All Districts)

RECOMMENDATION: Approve the attached resolution.

FUNDING: The funding for these services will come from Nevada County Road Funds, as budgeted in the Capital Improvement Plan (CIP) and is contingent on the adoption of the fiscal year 2026-27 County Budget. These services will begin in Fiscal Year 2026/27. There is no impact on the General Fund, and no budget amendment is needed.

BACKGROUND: The County has been successful at receiving grants for a variety of improvement projects. The County has determined that it is more efficient to hire outside consultants for design of some projects that require a specific set of specialty skills. As a result, the County is interested in firms that can provide design services to assist in the successful delivery of projects. These services will primarily design and support projects identified in the County's (CIP). The County may also utilize this contract for design work done in County right of way by public agencies, public utilities and private development to supplement staff availability, or other projects administered by the Department of Public Works. On January 27, 2026, a request for qualifications (RFQ) for On-Call Engineering Design Services was issued. On February 27, 2026, the County received fifteen submittals from interested consultants. The submittals were evaluated using the scoring system identified in the request for qualifications. The selection panel determined that the five highest ranking firms (Dokken Engineering, Inc., Psomas, Kimley-Horn and Associates Inc., TRC Engineers Inc., Bennett Engineering Services Inc (dba BENEN)) were qualified to perform the scope of services required by this contract and have extensive experience on similar contracts.

A specific statement of work will be negotiated with the Consultant for each project identified by the County. Since the County is awarding on-call contracts, the County will utilize the two-step request for proposals (RFP) method as outlined in the Caltrans Local Assistance Procedures Manual (LAPM). The two-step RFQ/RFP process is well suited for procuring multiple "on-call" contracts through single solicitation. The outcome of the first step, RFQ, will be an on-call list of consultants. The subsequent project work will be procured through individual competition or task order/mini-RFPs amongst the on-call consultants. Consultant billing rates will be based upon approved Caltrans criteria and established at the time a specific contract is awarded. The task order/mini-RFP, will be negotiated with the first-ranked

firm from each competition. Task order/mini-RFP cost will be based on the specific project outlined in the task order/mini-RFP, in conformance with the Nevada County Purchasing code.

The Nevada County Purchasing Agent may award task orders up to \$500,000 and a total aggregate amount of \$1,000,000 annually. Staff anticipates that construction management responsibilities may not be equally distributed to each of the identified on-call consultants during this time period. As a result, a scope of work and cost of services will be negotiated with the selected consultant on each task order/mini-RFP.

Attachments:

1. Resolution approving a qualified list of Engineering Design Services to work on specific Public Works projects as they arise for the period July 1, 2026 through June 30, 2031 and authorizing the Director of Public Works to modify and execute the Master Service Agreements, the Purchasing Agent to solicit bids from the list, and encumber task orders up to a maximum amount of \$500,000 and a total aggregate amount of \$1,000,000 annually.
2. Engineering and Design Contract

Item Initiated by: Patrick Perkins, Principal Civil Engineer
Approved by: David Garcia, Director of Public Works