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**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

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**MEETING DATE:** January 23, 2024

**TO:** Board of Supervisors

**FROM:** **Craig Griesbach – Director of Emergency Services**

**SUBJECT:** Resolution approving a Qualified List of Environmental Consulting Service professionals to work on specific Office of Emergency Services projects as they arise for the period January 23, 2024 through June 30, 2029 and authorizing the Purchasing Agent to solicit bids from the list and to execute and encumber contracts up to an individual maximum contract amount of \$300,000 and a total aggregate amount of \$1,000,000 annually.

**RECOMMENDATION:** Adopt the Resolution

**FUNDING:** Six firms were selected and will be asked to propose on various Office of Emergency Services projects with budgeted costs of less than \$300,000 per project. Funding for these services will be paid from various secured grant budgets as services are required. A budget amendment will not be required at this time and there is no additional impact on the General Fund.

**BACKGROUND:**

The Office of Emergency Services has a continuous pipeline of grant-funded wildfire mitigation projects including landscape-scale shaded fuel breaks, roadside vegetation abatement, defensible space, and home hardening. Environmental permitting requirements including NEPA and CEQA must be satisfied in accordance with the stipulations of grant award guidelines, landownership, and project scope for these projects to be implemented.

Nevada County Purchasing issued RFQ 178860 for Environmental Consulting Services. Thirteen Statements of Qualification were received, and a committee was formed to review and select firms based on their experience and qualifications for the Qualified List. The following six consultants were chosen:

1. Helix Environmental Planning, Folsom, CA
2. Panorama Environmental, Inc., San Francisco, CA
3. Dudek, Auburn, CA
4. Sequoia Ecological Consulting, Inc., Sacramento, CA
5. NCE, Sacramento, CA
6. Dokken, Folsom, CA

The intent of this qualified list is to readily leverage Environmental Consulting Service professionals to work on specific projects as they arise.

Individual assignments will be awarded on an as-needed basis. The Office of Emergency Services may assign work by soliciting proposals from one or more of the Consultants approved from the Qualified List depending on the type of work required, estimated dollar value of the contract, experience and expertise required for the work, consultant's current workload, ability to respond, or other criteria.

This Resolution will authorize the Purchasing Agent to solicit bids from the Qualified List for Environmental Services as they arise and to award, execute and encumber task orders up to a maximum amount of \$300,000 per task order. The aggregate budget for these services will not exceed \$1,000,000 annually. Funds will be encumbered as needed.

A Master Services Agreement will be issued to each awardee.

**Item Initiated:** Alex Keeble-Toll

**Approved by:** Craig Griesbach, Director of Emergency Services