



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
**DEPARTMENT OF PUBLIC WORKS**  
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Acting Community Development Agency Director

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

**MEETING DATE:** April 13, 2021  
**TO:** Board of Supervisors  
**FROM:** Trisha Tillotson, Director Public Works  
**SUBJECT:** **Award of Contract with Bennett Engineering Services, Inc., to Provide On-Call Engineering Design Services for Various Projects**

**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). These services will begin in Fiscal Year 2020/21. There is no impact on the General Fund and no budget amendment is needed.

**BACKGROUND:** The County has been successful at receiving federal 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) and utilized primarily on federally funded projects. 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 September 16, 2020, a request for Qualifications (RFQ) for On-Call Engineering Design Services was solicited. On October 16, 2020, the County received seven submittals from interested consultants. The submittals were evaluated using the scoring system identified in the request for qualifications. The selection panel determined that the three highest ranking firms (Dokken Engineering, Inc., Nichols Consulting Engineers, Chtd., and Bennett Engineering Services, Inc.) 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 thru individual competition or 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 mini-RFP, or the task order, 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 mini-RFP. As per the May 28, 2019, County of Nevada Board of Supervisors Purchasing Policy any mini-RFP exceeding \$50,000.00 will be brought to the County of Nevada Board of Supervisors for award, while projects \$50,000 or less will be issued a purchase order from the County of Nevada Purchasing Department.

Caltrans reviews professional services contracts for conformance with Chapter 10 of the LAPM. Caltrans approval of professional services contracts is required for reimbursement on federal aid projects.

The total anticipated cost to manage all eligible Public Works projects over the three to five years is \$250,000 dollars. Staff anticipates that design 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 mini-RFP. Individual projects exceeding \$50,000 will be brought to the Board as needed.

**Item Initiated by:** Patrick Perkins, Principal Civil Engineer  
**Item Approved by :** Trisha Tillotson, Director of Public Works

Submittal Date: March 23,2021  
Revision Date: March 24, 2021