



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: JUNE 27, 2022**

**GENERAL MANAGER'S REPORT**

**SUBJECT: WATER DEPARTMENT CONTRACTOR PANEL (PAVING CATEGORY)  
UPDATE AS OF APRIL 30, 2022**

To streamline the bidding process for time-sensitive work, the Board of Public Utilities ("Board") on November 19, 2010, recommended that the City Council ("Council") approve the formation of the RPU Water Division Contractor Panel (Paving Category) ("Panel"). On December 7, 2010, the Council adopted a Resolution waiving the formal competitive procurement requirements, approved the formation of the Panel, and authorized the City Manager, or designee, to execute Master Agreements with each of the Panel members.

On November 1, 2013, the Board approved the first amendment to the Panel Master Agreement, extending the term for an additional three years through October 23, 2016. On September 26, 2016, the Board approved the second amendment to the Panel Master Agreement, extending the term for an additional three years through October 23, 2019. On September 23, 2019, the Board approved the third amendment to the Panel Master Agreement, extending the term for an additional three years through October 23, 2022.

Under the Panel, the City Manager, or designee, is authorized to award works of public construction to the lowest responsive and responsible bidder for construction not to exceed \$500,000, so long as the expenditure has been approved by either the Board or Council, as applicable. The use of the Panel is beneficial in meeting deadlines related to construction work and urgent repair or replacement of facilities for specific types of routine work.

When RPU determines a need to use the Contractor Panel for new construction, installation, maintenance, repair, modification, or extension of work, the Purchasing Manager sends a bid solicitation with a set of engineering plans and specifications to Panel consultants. Because Contractor Panel members have already executed a Master Agreement that includes the general and legal requirements of the contract, only the technical scope of work remains to be bid. The Contractor Panel is used for projects that meet the following three criteria:

- 1) Construction of the project needs to start within two months from start of design;
- 2) Project cost is between \$50,000 and \$500,000; and
- 3) City Forces do not have the ability (expertise) or the capacity (resources) needed to construct the project within the time frame required.

Projects that deviate from these criteria proceed using the formal bidding process detailed in the Purchasing Resolution.