



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JANUARY 24, 2022

GENERAL MANAGER'S REPORT

SUBJECT: ELECTRIC CONSULTANTS' PANEL UPDATE AS OF NOVEMBER 30, 2021

To streamline the bidding process for routine work, the Board of Public Utilities and the City Council voted to allow an Electric Division Consultant Panel (Consultant Panel) to be established. The use of the panel is beneficial in meeting deadlines related to design construction work and urgent repair or replacement of facilities. The Consultant Panel is a list of companies that are pre-qualified to perform design work on an as-needed basis through a Master Agreement. This saves time and money by simplifying the bidding process for specific types of routine work.

When RPU determines a need to use the Consultants Panel for new design work, the Purchasing Manager sends a bid solicitation with a set of specifications to the appropriate panel consultants. Members of the Consultant Panel have an executed, three-year Master Agreement on file that includes the general and legal requirements of the contract and only address the technical aspects of the bid. The Consultants Panel mechanism is typically used for projects that meet the following two criteria: 1) RPU Engineering does not have the ability or the resources needed to design the project within the period required; 2) and the cumulative value of supplemental agreements per consultant does not exceed \$2 million as per the term of the Master Agreement. Projects that deviate from these criteria proceed through the formal bidding process. The following tables report activity for 2016-2019 Consultant Panel Update (Attachment 1) and the 2019 – 2022 Consultant Panel Update (Attachment 2).