



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: MAY 23, 2022

GENERAL MANAGER'S REPORT

SUBJECT: RIVERSIDE PUBLIC UTILITIES WATER DIVISION CONTRACTOR PANEL (PAVING CATEGORY) UPDATE AS OF MARCH 31, 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 formal competitive procurement requirements, approved the formation of the Panel, and authorized the City Manager, or his 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 his 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 Panel for new construction, installation, maintenance, repair, modification, or extension of work, a bid solicitation with a set of engineering plans and specifications is sent to the Panel members by the Purchasing Manager.

Because the Panel is comprised of contractors who are pre-qualified and have already executed a negotiated and Council-approved Master Agreement which includes the general and legal requirements, only the technical aspects of the bid must be addressed which saves time in the procurement process. The 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 procurement process detailed in the Purchasing Resolution.