



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: FEBRUARY 26, 2024**

**GENERAL MANAGER'S REPORT**

**SUBJECT: RIVERSIDE PUBLIC ELECTRIC CONSULTANT PANEL UPDATE AS OF DECEMBER 31, 2023**

To streamline the bidding process for time-sensitive work, the Board of Public Utilities and the City Council voted to allow an Electric Division 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 work on an as-needed basis through a negotiated and City Council approved master agreement. On October 4, 2022, the City Council approved thirteen amendments to the Master Agreement to allow for an additional year extension and allow the City Manager to authorize one additional year for a total of two years. This saves time and money by simplifying the bidding process for specific types of routine work.

When RPU determines a need to use the Consultant Panel for new design work, the purchasing manager sends a bid solicitation with a set of engineering plans and specifications to Panel consultants. Because members of the Consultant Panel have already executed a Master Agreement that includes the general and legal requirements of the contract, only technical aspects of the bid have to be addressed. The Consultant Panel is 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; and
- 2) 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 as defined in the Purchasing Resolution.

The following tables report activity for 2016-2019 Consultant Panel Update, approved by Board on February 13, 2017 (Attachment 1) and the 2023 Consultant Panel Update approved by Board on October 4, 2022 (Attachment 2).