



## Legislation Text

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**File #:** 23-1668, **Version:** 1

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Department of Transportation recommending the Board:

- 1) Make findings in accordance with Section 3.13.030 (C) of the County Ordinance that due to limited time frames and the temporary or occasional nature of the work, there is a need to engage an independent contractor for on-call computer-aided drafting and design support services; and
- 2) Approve and authorize the Chair to sign Agreement for Services 7813 with Cadre Design Group, Inc. in the not-to-exceed amount of \$300,000, for a term to become effective upon execution by both parties and expiring three years thereafter, to provide as-needed computer-aided drafting and design support services. (All Districts)

**FUNDING:** Various Capital Improvement Program and other funding sources that fund Department of Transportation projects. (Local, State, and Federal Funds)

### **DISCUSSION / BACKGROUND**

In January 2023, at the request of the Department of Transportation (Transportation), the Procurement and Contracts Division of the Chief Administrative Office issued a Request for Proposals (RFP) for on-call computer-aided drafting and design (CADD) support services. Transportation evaluated the need for services based on upcoming Capital Improvement Program (CIP) projects and issued a RFP for one (1) on-call contract for CADD services.

Two (2) proposals were received. A panel evaluated and ranked the proposals based on the thoroughness, clarity, and quality of the material presented with emphasis on understanding scope, past performance and related experience, expertise, project approach, familiarity of federal processes, and compliance with the Disadvantaged Business Enterprise (DBE) goal. The top-ranked proposer was Cadre Design Group, Inc./Engineering Graphics (Consultant).

Within the scope of the Agreement, the Consultant is tasked with delivering drafting and design services through the utilization of AutoCAD Civil 3D software and its associated applications. The Consultant's responsibilities will include the creation of project plan sets tailored for various CIP projects, performing material quantity take-offs using the design software, and the creation of basic visual concepts such as preliminary sketches, diagrams, or schematics. In addition, the Consultant will also be responsible for producing three-dimensional (3D) renderings, models, and other simulations to enhance the visualization of various CIP projects.

Transportation recommends the Board make findings in accordance with Section 3.13.030 (C) of the County Ordinance that due to limited time frames and the temporary or occasional nature of the work, there is a need to engage an independent contractor for on-call CADD services. The recent retirement of a long-term employee providing this work has left the department with a gap in knowledge and abilities. Although the Department continues to actively recruit to backfill this position, the contract will provide coverage in the event that the recruitment is unsuccessful in the short term. If consultants are not used to perform work on projects in a timely manner and when needed, then projects will be delayed, which will ultimately result in grant funds being returned and increased construction bid prices when projects are delayed for a season or more because they cannot be

adequately staffed.

The RFP process was conducted in accordance with County Procurement Policy C-17.

The El Dorado County Employees Association, Local 1, was informed of the proposed Agreement.

### **ALTERNATIVES**

The Board could choose not to approve the agreement. Transportation would make changes as requested and return to the Board for approval.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel; Risk Management; and Chief Administrative Office, Procurement and Contracts Division.

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

Funding for various Capital Improvement Program and Environmental Improvement Program projects, will be provided by associated Federal, State, and Local funding sources. Local funding sources may include any combination of the following: Traffic Impact Fee Program, Missouri Flat Area Master Circulation and Financing Plan, Road Fund, Tribe Funds, Accumulative Capital Outlay, Developer Advanced Funds, Sacramento Municipal Utility District, and/or General Fund.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) originals of the Agreement.
- 2) The Clerk of the Board will forward one (1) fully-executed original of the Agreement to Chief Administrative Office, Contracts & Procurement Unit, for further processing.

### **STRATEGIC PLAN COMPONENT**

Infrastructure

### **CONTACT**

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Department of Transportation