



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: June 11, 2019

DATE: April 25, 2019

TO: Board of County Commissioners

FROM: Dwayne Smith, P.E., Division Director, Engineering and Capital Projects
Community Services Department, 328-2043, desmith@washoecounty.us

THROUGH: Dave Solaro, Arch., P.E., Assistant County Manager

SUBJECT: Recommendation to: 1) approve an Agreement for Professional Consulting Services between Washoe County and Poggemeyer Design Group, Inc. [not to exceed \$173,000.00] for on-call survey map review services for Fiscal Year 2019/2020; and if approved, 2) authorize the Purchasing and Contracts Manager to issue a multi-year purchase order to cover the specified services for a one-year period with two additional one-year renewal options [not to exceed \$200,000.00 annually]. (All Commission Districts.)

SUMMARY

The Community Services Department Engineering and Capital Projects Division is recommending approval of an agreement with Poggemeyer Design Group, Inc. (PDG) to provide professional surveying services to provide technical checks of survey maps required prior to recordation with the Washoe County Recorder's Office. PDG is currently under contract for technical review of plats and map check services for the survey review of parcel, tract and other recorded maps for all of Washoe County through June 30, 2019. Map check submittals continue to increase, requiring the need to extend these services to provide adequate levels of customer service. The agreement covers a one-year time period and at the discretion of Washoe County, includes an option for two additional one-year renewals, based on permit submittal levels and funding availability, not to exceed \$200,000 for any one-year renewal.

This is a time and materials contract and Washoe County will only utilize these services as necessary based on workload.

Washoe County Strategic Objective supported by this item: Proactive economic development and diversification.

PREVIOUS ACTION

On April 9, 2019 – The Board of County Commissioners (Board) approved a change order in the sum of \$86,332.00 to add funds to the original agreement dated August 8, 2018, bringing the total contract amount with Poggemeyer Design Group, Inc. to \$185,832.00.

AGENDA ITEM # _____

On March 19, 2019 – The Purchasing & Contracts Manager approved Change Order #1 in the amount of \$49,500.00 to the agreement with Poggemeyer Design Group, Inc. for the technical review of plats and map check services.

On August 28, 2018 – The Purchasing & Contracts Manager approved an Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. in the amount of \$50,000.00 for the technical review of plats and map check services.

On August 8, 2018 – The Purchasing & Contracts Manager approved an Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. in the amount of \$50,000.00 for permit process development and permit review services.

On November 26, 2018 – The Purchasing & Contracts Manager approved Change Order #1 in the amount of \$49,500.00 to the Agreement with Poggemeyer Design Group, Inc. for permit process development and permit review services.

BACKGROUND

The Engineering and Capital Projects Division provides technical map check services for all of Washoe County. Over the past year, plat and map check submittals have increased and Washoe County has at the same time experienced retirements which has resulted in the need to receive assistance from the professional survey community. In order to meet service level demands, Washoe County entered into an agreement with PDG for technical map check assistance in August 2018, to develop survey map submittal requirements and to assist with survey map reviews. Submittals for technical map checks remain high, and uninterrupted assistance from PDG is needed to augment staff time to continue to meet customer expectations for timely reviews. This agreement covers a one-year time period, with the option for two one-year renewals, based on submittal levels and funding availability, not to exceed \$200,000 for any one-year renewal. As Washoe County successfully on-boards qualified and talented individuals in response to retirements, it is anticipated that the support of third-party technical professionals will decrease.

FISCAL IMPACT

This Agreement is funded entirely from fees collected for Technical Map checks, which are set per an Interlocal Agreement between the City of Reno, City of Sparks and Washoe County. The Engineering and Capital Projects Division will utilize PDG for technical map assistance on the basis of demand and available funding. Budget authority for FY 20 (including year-end carry forward from FY 19) resides in Map Review (220023). The option to renew this contract for two additional one-year extensions will be contingent on funding availability.

RECOMMENDATION

It is recommended that the Board of County Commissioners: 1) approve an Agreement for Professional Consulting Services between Washoe County and Poggemeyer Design Group, Inc. [not to exceed \$173,000.00] for on-call survey map review services for Fiscal Year 2019/2020; and if approved, 2) authorize the Purchasing and Contracts Manager to issue a multi-year purchase order to cover the specified services for a one-year period with two additional one-year renewal options [not to exceed \$200,000.00 annually].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:
"Move to: 1) approve an Agreement for Professional Consulting Services between Washoe County and Poggemeyer Design Group, Inc. [not to exceed \$173,000.00] for on-call survey map review services for Fiscal Year 2019/2020; and if approved, 2) authorize the Purchasing and Contracts Manager to issue a multi-year purchase order to cover the specified services for a one-year period with two additional one-year renewal options [not to exceed \$200,000.00 annually]."