



# 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](mailto: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 \$179,472.00] for On-Call Building Permit 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.)

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### 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 engineering services to meet customer expectations related to the timeliness of building permit review. PDG is currently under contract for permit process development and permit review services for the engineering review of Washoe County building permits through June 30, 2019. Building permit 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 the third-party professional services to meet workload levels at any given time to meet customer needs.

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 \$72,956.00 to add funds to the original agreement dated August 8, 2018, bringing the total contract amount with Poggemeyer Design Group, Inc. to \$172,456.00.

AGENDA ITEM # \_\_\_\_\_

On March 19, 2019 – The Purchasing and 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 November 26, 2018 – The Purchasing and 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.

On August 28, 2018 – The Purchasing and 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 and 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.

### **BACKGROUND**

The Engineering and Capital Projects Division provides engineering review for building permits in the unincorporated areas of Washoe County. Over the past year, staffing levels have decreased while building permit submittals have increased. In order to meet service level demands, Washoe County entered into an agreement with PDG for engineering review of building permits in August 2018, which included the development of a more streamlined and consistent review process and assistance with permit review. Submittals for building permits 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 additional one-year renewals, at the discretion of Washoe County, based on permit submittal levels and funding availability, not to exceed \$200,000 for any one-year renewal.

### **FISCAL IMPACT**

Budget authority for this Agreement with PDG, which supports the building permit review process is included in the FY2020 Adopted Budget in the Building and Safety Fund (560), Permit Services (600031), Professional Services (710100).

### **RECOMMENDATION**

It is recommended the Board of County Commissioners: 1) approve an Agreement for Professional Consulting Services between Washoe County and Poggemeyer Design Group, Inc. [not to exceed \$179,472.00] for On-Call Building Permit 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 \$179,472.00] for On-Call Building Permit 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]."