



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: May 26, 2026

DATE: April 29, 2026

TO: Board of County Commissioners

FROM: Dwayne Smith, Division Director, Engineering & Capital Projects
Community Services, 775-328-2043, desmith@washoecounty.gov

THROUGH: Eric Crump, Director,
Community Services, 775-328-3625, ecrump@washoecounty.gov

SUBJECT: Recommendation to approve Construction Change Order No. 05, for the Senior Services Phase 1 Remodel Project – PWP WA 2024-144 between Washoe County and Houston Smith Construction, Incorporated [in the not to exceed amount of \$19,891.73, for a total contract amount not to exceed \$889,956.35] and extend the project timeline to June 30, 2026. This request conforms to Nevada Revised Statutes and Washoe County policy requirements for project cost increases exceeding \$25,000.00 or 5%, whichever is greater, of the original approved contract amount. Change Order No. 05 is required due to unforeseen work not identified in the original contract award. (Commission District 3.) FOR POSSIBLE ACTION

SUMMARY

The Community Services Department recommends that the Board of County Commissioners approve Construction Change Order No. 05, for the Senior Services Phase 1 Remodel Project – PWP WA 2024-144 between Washoe County and Houston Smith Construction, Incorporated. This action is necessary to address additional work items that were not anticipated in the original project scope, ensuring the successful completion of the improvements at the Senior Services facility. This final change order for the project reflects the County's commitment to maintaining project integrity and continuity, while also adhering to statutory and policy requirements for public works contract modifications as outlined in Nevada Revised Statute and Washoe County Policy.

Staff is seeking the Board's approval of Change Order No. 5 in the not to exceed amount of \$19,891.73. This request recognizes the Washoe County Policy requiring Board approval of any change to a project budget which results in cost increases exceeding \$25,000.00 or 5%, whichever is greater, of the original approved budget.

Washoe County Strategic Objective supported by this item: Economic Impacts:
Support a thriving community.

AGENDA ITEM # _____

PREVIOUS ACTION

On March 19, 2024, the Board of County Commissioners awarded the contract for the Senior Services Phase 1 Remodel Project – PWP WA 2024-144 to Houston Smith Construction, Incorporated. The award included the base bid and selected bid alternates, establishing a total construction cost not to exceed \$840,434.00 for Phase 1 improvements at 1155 East 9th Street, Reno, Nevada. This action authorized the commencement of building and site upgrades to support enhanced food service operations for Washoe County seniors.

BACKGROUND

The Senior Services Phase 1 Remodel Project at 1155 East 9th Street was initiated in response to longstanding facility limitations and regulatory compliance issues affecting Washoe County's ability to serve its growing senior population. Over several decades, the building's kitchen and related service areas became inadequate for the volume and complexity of meal production required, leading to operational inefficiencies and, at times, health code violations. In response, Washoe County engaged a design team to assess and recommend improvements focused on food service operations, safety, and compliance with public health standards. The resulting phased renovation strategy prioritized critical upgrades to the kitchen and support spaces, with the work emphasizing the reconfiguration of the primary kitchen, replacement of deteriorated flooring, and enhancements to food storage and delivery systems. These improvements were designed to support the County's Meals on Wheels program and other essential nutrition services for seniors, aligning with the County's broader objectives for public health and community well-being. During the course of the remodel and site work, several unknown issues were revealed during construction such as the lack of a vapor barrier beneath the kitchen floor and subsequent moisture conditions that required a new flooring system, and additional amount of unforeseen asbestos in other areas that required careful and full abatement. Other impacts included hidden drywall and framing rot from previous flood events that was replaced with this project.

The approval of change orders exceeding 5% is governed by Nevada Revised Statutes (NRS) and local municipal codes. Specifically, NRS 354.598005 outlines the requirements for budget augmentations, including the use of unanticipated revenues or fund balances to support increased expenditure authority. Additionally, Washoe County policies mandate that any project cost increase exceeding \$25,000 or 5% of the original contract amount must be reviewed and approved by the Board of County Commissioners.

FISCAL IMPACT

Sufficient budget authority for this bid award and contingency is available in the FY26 budget in the Capital Improvement Fund (402), in the Senior Center Building Renovations (PW920720), Construction Contracts (781080).

RECOMMENDATION

It is recommended the Board of County Commissioners approve Construction Change Order No. 05, for the Senior Services Phase 1 Remodel Project – PWP WA 2024-144 between Washoe County and Houston Smith Construction, Incorporated [in the not to exceed amount of \$19,891.73, for a total contract amount not to exceed \$889,956.35] and extend the project timeline to June 30, 2026. This request conforms to Nevada Revised

Statutes and Washoe County policy requirements for project cost increases exceeding \$25,000.00 or 5%, whichever is greater, of the original approved contract amount. Change Order No. 05 is required due to unforeseen work scope for completion of Phase 1 of the project not included in the original contract award.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve Construction Change Order No. 05, for the Senior Services Phase 1 Remodel Project – PWP WA 2024-144 between Washoe County and Houston Smith Construction, Incorporated [in the not to exceed amount of \$19,891.73, for a total contract amount not to exceed \$889,956.35] and extend the project timeline to June 30, 2026. This request conforms to Nevada Revised Statutes and Washoe County policy requirements for project cost increases exceeding \$25,000.00 or 5%, whichever is greater, of the original approved contract amount. Change Order No. 05 is required due to unforeseen work scope for completion of Phase 1 of the project not included in the original contract award."