



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 13, 2025

DATE: April 9, 2025

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 Dept., 775-328-3625, ecrump@washoecounty.gov

SUBJECT: Recommendation to: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Future of Work Central Conference Remodel Project, PWP-WA-2025-027 [staff recommends Facilities Management, Inc., in the amount of \$471,500.00]; and (2) approve a project contingency fund in the amount of \$25,000.00, for a total project cost not to exceed \$496,500.00. This capital project will remodel the existing central conference area in Building C at the 9th Street Administration Complex into a modern training room and conference center. (Commission District 3.)

SUMMARY

Staff recommends that the Board of County Commissioners (Board) approve the award of a bid and the Agreement to Facilities Management, Inc., identified as the lowest responsive and responsible bidder for the Future of Work Central Conference Remodel Project, PWP-WA-2025-027, in the amount of \$471,500.00. Additionally, staff requests approval of a project contingency fund in the amount of \$25,000.00, bringing the total project cost to an amount not to exceed \$496,500.00. Due to the extended period of time since this competitive bid was received, Facilities Management, Inc. has provided a signed letter stating that the bid submitted for the project will be honored with no change to the bid amount or project schedule.

This project will remodel the existing central conference area in Building C at the 9th Street Administration Complex into a modern training room and conference center with updated finishes and infrastructure, aligning with Washoe County's goals of modernizing infrastructure and improving operational efficiency.

The project was advertised on October 9, 2024, and sealed bids were opened on November 12, 2024. Three bids were received, with Facilities Management, Inc. submitting the lowest responsive, responsible bid.

AGENDA ITEM # _____

Future of Work – Central Conference Remodel Project	
Bidder	Amount
1. Facilities Management, Inc.	\$471,500.00
2. Houston Smith Construction, Inc.	\$607,320.15
3. Sullivan Structures, LLC	\$601,310.00
Engineer's Estimate	\$450,000.00

The inclusion of a \$25,000.00 contingency fund is a standard practice for remodeling projects, particularly those involving existing facilities. This fund provides financial flexibility to address unforeseen conditions that may arise during construction, such as structural or infrastructure challenges, without delaying project timelines or exceeding budgetary limits. Any unused contingency funds will remain within the Capital Improvement Fund, preserving fiscal accountability.

Staff have verified in the System for Award Management Exclusions that no bidder is excluded from receiving federal government contracts as a result of being debarred; thus, none of the bidders is prohibited by NRS 338.017(2) from being awarded a public works contract.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability:
Long-term sustainability.

PREVIOUS ACTION

On December 17, 2024, the Board of County Commissioners (Board) approved the increase of funding for the Future of Work initiative for the Community Services Department in the amount of \$494,007 to fund capital project improvements. The future of work projects emphasizes the reduction of the space footprint at the 9th Street office complex to align with the "Office of the Future" concept. Phase one of the plan is to renovate 230 Edison Way as the model office of the future conceptual workspace to maximize space utilization by employing revised space standards. The project also includes a full furniture package to maintain the needs of the department as well as meet the new office of the future standards for the hybrid work model and collaboration. The second phase incorporates the establishment of a technology-capable Training Center and virtual meeting facilities in Building C at 9th Street, to support off-site and hybrid staff participation. This phase includes updates to the central restroom facilities in Building C to further the County inclusionary practices and goals.

On May 21, 2024, the Board of County Commissioners (Board) adopted the Washoe County Final budget for Fiscal Year 2025 as well as adopting the Capital Improvement Plan (CIP) for Fiscal Years 2025-2029.

On July 11, 2023, the Board of County Commissioners (Board) approved the allocation of American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) for the Future of Work Initiative to enhance technology, customer service, and workplace safety in the amount of \$2,000,000.

On July 20, 2021, the Washoe County Board of Commissioners accepted Coronavirus State and Local Fiscal Recovery Funds allocation from the United States Department of the Treasury in the amount of [\$91,587,038; no county match], authorized the County Manager to sign award documents and direct the Comptroller's Office to make the necessary budget amendments.

BACKGROUND

The Future of Work Central Conference Remodel Project, designated as PWP-WA-2025-027, represents an initiative by Washoe County to modernize and optimize its administrative infrastructure. The project focuses on remodeling the central conference area in Building C at the 9th Street Administration Complex into a state-of-the-art training room and conference center. This effort aligns with the County's long-term vision to enhance operational efficiency, support workforce development, and address evolving space utilization needs. The remodel is part of a broader strategy outlined in the Washoe County 2024 Master Plan Update, which emphasizes the importance of creating adaptable spaces to accommodate future workforce requirements. The project also supports the goal of optimizing space utilization within the 9th Street Administration Complex, as outlined in the Master Plan Update. Specifically, the plan identifies the need for a 2,400-square-foot training center to address space deficiencies and accommodate future growth.

The existing central conference area in Building C has been identified as a key facility requiring modernization to meet current and anticipated demands. The space, previously utilized for general administrative purposes, will be transformed into a functional training and conference center equipped with modern design elements and advanced technological infrastructure. The scope of work includes demolition and cleanup, mechanical, plumbing, electrical, fire sprinkler, data-telecom, fire alarm, and security/access control design-build services. These upgrades are intended to create a versatile environment conducive to professional development and collaborative activities.

FISCAL IMPACT

Sufficient budget authority for this bid award and contingency is available in the FY25 budget in the Capital Improvement Fund (402), WC FOW Building C-SLFRF-IO19143 (PW920240).

RECOMMENDATION

It is recommended the Board of County Commissioners: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Future of Work Central Conference Remodel Project, PWP-WA-2025-027 [staff recommends Facilities Management, Inc., in the amount of \$471,500.00]; and (2) approve a project contingency fund in the amount of \$25,000.00, for a total project cost not to exceed \$496,500.00. This capital project will remodel the existing central conference area in Building C at the 9th Street Administration Complex into a modern training room and conference center.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to (1) award a bid and approve the Agreement to the lowest responsive,

responsible bidder for the Future of Work Central Conference Remodel Project, PWP-WA-2025-027 [staff recommends Facilities Management, Inc., in the amount of \$471,500.00]; and (2) approve a project contingency fund in the amount of \$25,000.00, for a total project cost not to exceed \$496,500.00. This capital project will remodel the existing central conference area in Building C at the 9th Street Administration Complex into a modern training room and conference center.”