



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: October 14, 2025

DATE: August 27, 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 award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Kids Kottage 1 Window and Door Replacement Project, located at 2095 Longley Lane, Reno NV, PWP-WA-2025-351 [staff recommends Houston Smith Construction, Inc., in the amount of the base bid \$320,000.00]; and approve a project contingency allowance in the amount of \$31,000.00 to be used if needed on a time and materials basis for a total project amount of \$351,000.00]. The project consists of the replacement of all windows and storefront-style doors in the Kids Kottage 1 facility, providing a secure environment serving vulnerable children in Washoe County. (Commission District 2.)
FOR POSSIBLE ACTION

SUMMARY

Staff is requesting that the Board of County Commissioners approve Kids Kottage 1 Window and Door Replacement Project. The Kids Kottage 1 Window and Door Replacement project was publicly advertised on July 9, 2025, a mandatory pre-bid conference was held on July 15, 2025. Bids were formally opened and reviewed on August 5, 2025, in accordance with NRS 338 requirements for public works projects. The project is located at 2095 Longley Lane, Reno, NV, and involves the replacement of all exterior windows and three storefront doors at the Kids Kottage 1 facility, providing a secure environment serving vulnerable children in Washoe County. The construction duration is estimated at 180 calendar days, with work to commence on or about November 13, 2025.

A contingency in the amount of \$31,000.00 has been included in the total project cost, allowing for quick responses to unforeseen circumstances during construction which, if not addressed quickly, may result in additional project delays and costs.

The following table summarizes all bids received for the Kids Kottage 1 Window and Door Replacement Project, including both the base bid and the contingency:

AGENDA ITEM # _____

Kids Kottage 1 Window and Door Replacement Project	
Bidder	Amount
1. Houston Smith Construction, Inc. (single bidder)	\$320,000.00
Engineer's Estimate	\$160,000.00

Washoe County Strategic Objective supported by this item: Fiscal Sustainability.

PREVIOUS ACTION

On May 20, 2025, the Board of County Commissioners (Board) adopted the Washoe County Final budget for Fiscal Year 2026 as well as adopting the Capital Improvement Plan (CIP) for Fiscal Years 2026-2030.

On September 28, 2021, the Board awarded a contract to A.W. Farrell & Son, Inc. in the amount of \$450,000.00 for the complete roof replacement at Kids Kottage 1, including the removal of existing concrete tile roofing and installation of a new standing seam metal roof and full wrap gutters. The Board also approved the purchase of roofing materials from Garland, DBS, Inc. utilizing a cooperative purchasing agreement, and established a project contingency fund.

BACKGROUND

Kids Kottage 1 is a licensed group foster home that provides safe housing and support for children in emergency placements. To maintain compliance with child welfare, building, and fire safety standards, the County is replacing all exterior windows and three storefront doors. The existing windows and doors have reached the end of their useful life expectancy, and their replacement is necessary to ensure safety, energy efficiency, and continued reliable operation of this critical child welfare facility.

FISCAL IMPACT

Sufficient budget authority for this agreement is available in the FY26 budget in the Capital Improvement Fund (402), in the Kids Kottage 1 Window and Door Replacement project (PW920727), Construction Contracts (781080).

RECOMMENDATION

It is recommended the Board of County Commissioners award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Kids Kottage 1 Window and Door Replacement Project, located at 2095 Longley Lane, Reno NV, PWP-WA-2025-351 [staff recommends Houston Smith Construction, Inc., in the amount of the base bid \$320,000.00]; and approve a project contingency allowance in the amount of \$31,000.00 to be used if needed on a time and materials basis for a total project amount of \$351,000.00]. The project consists of the replacement of all windows and storefront-style doors in the Kids Kottage 1 facility, providing a secure environment serving vulnerable children in Washoe County.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:
"Move to award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Kids Kottage 1 Window and Door Replacement Project, located at 2095 Longley Lane, Reno NV, PWP-WA-2025-351 [staff recommends Houston Smith Construction, Inc., in the amount of the base bid \$320,000.00]; and approve a project contingency allowance in the amount of \$31,000.00 to be used if needed on a time and materials basis for a total project amount of \$351,000.00]. The project consists of the replacement of all windows and storefront-style doors in the Kids Kottage 1 facility, providing a secure environment serving vulnerable children in Washoe County."