



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: April 9, 2019

DATE: March 19, 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
Community Services Department, 328-3600, dsolaro@washoecounty.us

SUBJECT: Recommendation to: 1) approve Change Order #2 to the Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. [in the amount of \$72,956.00] for additional permit process development and permit review services, [bringing the total contract amount to \$172,456.00]; and 2), approve Change Order #2 to the Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. [in the amount of \$86,332.00] for additional technical review of plats and map check services, [bringing the total contract amount to \$185,832.00]. (All Commission Districts.)

SUMMARY

Washoe County entered into two agreements with Poggemeyer Design Group, Inc. (PDG) for professional engineering and surveying services to meet customer expectations related to the timeliness of building permit review and technical map checks. PDG is currently under contract for the following:

1. Permit process development and permit review services for the engineering review of Washoe County building permits
2. Technical review of plats and map check services for the survey review of parcel, tract and other recorded maps for all of Washoe County.

Since both original contracts were approved, permit and map check submittals have increased such that it is necessary to augment both contracts in order to continue to meet customer service expectations. The change order to each agreement will allow the Engineering and Capital Projects Division to provide continuous permit review and technical map check time frames in support of customer needs.

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

AGENDA ITEM # _____

PREVIOUS ACTION

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 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 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.

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.

BACKGROUND

The Engineering and Capital Projects Division provides engineering review for building permits in the unincorporated areas of Washoe County and technical map check services for all of Washoe County. Over the past year staffing levels have decreased while permit and map check submittals have increased. Washoe County entered agreements with PDG for both permit review and technical map check assistance in August 2018, to develop a more streamlined and consistent review processes and to assist with permit review and technical map checks. Submittals for both permits and technical map checks remain high, and continued assistance from PDG is needed through the June 30, 2019, the end date of both contracts to continue to meet customer expectations for timely reviews.

FISCAL IMPACT

The original contract amount and first change order for the Permit Process Development and On Call Permit Review Services totals \$99,500.00. This change order in the amount of \$72,956.00 will bring the total contract amount to \$172,456. The original contract was funded through CSD Engineering and Capital Projects cost center 105501, account 710100-Professional Services. Because this service supports the building permit review process, the change order will be funded through the Building and Safety Fund (560), which has sufficient budget authority within the services and supplies category to support the \$72,956.00 increase in cost.

The original contract amount and first change order for the Technical Map Check support totals \$99,500. This change order in the amount of \$86,332.00 will bring the total contract amount to \$185,832.00. This contract 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. Sufficient funds exist in the restricted Map Review cost center C220023 to support the \$86,332.00 increase in cost.

RECOMMENDATION

It is recommended the Board of County Commissioners: 1) approve Change Order #2 to the Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. [in the amount of \$72,956.00] for additional permit process development and permit review services, [bringing the total contract amount to \$172,456.00]; and 2), approve Change Order #2 to the Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. [in the amount of \$86,332.00] for additional technical review of plats and map check services, [bringing the total contract amount to \$185,832.00].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to: 1) approve Change Order #2 to the Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. [in the amount of \$72,956.00] for additional permit process development and permit review services, [bringing the total contract amount to \$172,456.00]; and 2), approve Change Order #2 to the Agreement for Professional Consulting Services with Poggemeyer Design Group, Inc. [in the amount of \$86,332.00] for additional technical review of plats and map check services, [bringing the total contract amount to \$185,832.00]."