



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: May 21, 2019

**DATE:** April 23, 2019

**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners

**FROM:** Charles A. Moore, Fire Chief  
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**SUBJECT:** Recommendation to approve an Agreement in the amount of \$95,150 for Professional Design Services between Truckee Meadows Fire Protection District and Paul Cavin Architect, LLC. to provide professional services for design improvements to the Station 37 residence/facility structure located in Hidden Valley at or near 5445 Pelham Drive as defined in the proposal dated January 15, 2019. Services to be provided would include but not be limited to the design of the residence site and residence building, verification of code requirements, assistance with the Special Use Permit process, and construction administration. (Commission District 2) FOR POSSIBLE ACTION

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### SUMMARY

Staff is requesting approval of an Agreement in the amount of \$95,150 for Professional Design Services between Truckee Meadows Fire Protection District and Paul Cavin Architect, LLC. to provide professional services for design improvements to the Station 37 residence/facility structure located in Hidden Valley at or near 5445 Pelham Drive as defined in the proposal dated January 15, 2019. Services to be provided would include but not be limited to the design of the residence site and residence building, verification of code requirements, assistance with the Special Use Permit process, and construction administration.

### PREVIOUS ACTION

November 13, 2018, the Board approved final settlement and title paperwork with a closing date of November 16, 2018 for the acquisition of property located at 5445 Pelham Drive (APN 051-22-08) to accommodate the replacement of Truckee Meadows Fire Protection District's Fire Station 37.

### BACKGROUND

The District purchased a house in November of 2018 located at 5445 Pelham Drive In Hidden Valley with the intention of remodeling the house into staff quarters.

CFA, Inc. already has a professional services agreement in the amount of \$7,500 for the site analysis of the existing station #37 site on Hidden Valley Drive. If approved, this new agreement would take the total amount for the Station 37 project for this vendor over the \$100,000 threshold. Therefore, this item is being presented to the Board for approval.

### **FISCAL IMPACT**

The Station #37 project was anticipated and budgeted in the District's Capital Improvements Program which was approved by the Board during the budget process.

### **RECOMMENDATION**

It is recommended that the Board of Fire Commissioners approve an Agreement in the amount of \$95,150 for Professional Design Services between Truckee Meadows Fire Protection District and Paul Cavin Architect, LLC. to provide professional services for design improvements to the Station 37 residence/facility structure located in Hidden Valley at or near 5445 Pelham Drive as defined in the proposal dated January 15, 2019. Services to be provided would include but not be limited to the design of the residence site and residence building, verification of code requirements, assistance with the Special Use Permit process, and construction administration.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion could be:

*"I move to approve an Agreement in the amount of \$95,150 for Professional Design Services between Truckee Meadows Fire Protection District and Paul Cavin Architect, LLC. to provide professional services for design improvements to the Station 37 residence/facility structure located in Hidden Valley at or near 5445 Pelham Drive as defined in the proposal dated January 15, 2019. Services to be provided would include but not be limited to the design of the residence site and residence building, verification of code requirements, assistance with the Special Use Permit process, and construction administration."*