



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: November 19, 2024

DATE: October 11, 2024

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: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Senior Services Phase 2 Remodel Project – PWP WA 2024-144, located at 1155 East 9th Street, Reno, Nevada [staff recommends Facilities Management, Incorporated, which includes the base bid plus bid alternate #1 in the total bid amount of \$711,000]; and (2) approve a project contingency fund in the amount of \$35,550.00, for a total project cost of \$746,550.00. The Senior Services Phase 2 Remodel Project consists of site improvements supporting food service operation and production to allow for an increased level of services for Washoe County seniors who utilize the facility. Community Services. (Commission District 3.) FOR POSSIBLE ACTION

SUMMARY

The Senior Services Phase 2 Remodel Project includes site improvements for food service operations to allow for the production and distribution of home-delivered meals. Key improvements include creating a more efficient storage area for exterior freezers, establishing a designated pickup location for the Meals on Wheels program and involves replacing the existing patio on the south side of the facility, all of which will improve both efficiency and security for the program.

The Senior Services Phase 2 invitation to bid package included a base bid and Bid Alternative #1. This approach allowed for the selection of construction items based on the bids received and input from Senior Services staff to address their needs. In accordance with the bid documents, the recommendation for project award is based solely on the base bid, with bid alternatives included at the Senior Services staff discretion.

Sealed bids for the Senior Services Phase 2 Remodel Project were opened on October 8, 2024. The list of bids received for the project is as follows:

AGENDA ITEM # _____

Senior Services Phase 2 Remodel Project	
Bidder	Amount
1. Facilities Management Inc.	
-Base Bid	\$529,000.00
-Bid Alternate 1 (Selected)	\$182,000.00
Total Bid Award with Alternatives	
\$711,000.00	
*base bid and selected alternatives are shown in bold	
2. Houston Smith Construction, Inc.	
-Base Bid	\$914,656.00
Engineer's Estimate (incl. bid alternatives)	\$800,000.00

Staff has 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 March 19, 2024, the Board of County Commissioners (Board) awarded the bid and approved the Agreement to the lowest responsive, responsible bidder for the Senior Services Phase 1 Remodel Project – PWP WA 2024-144, located at 1155 East 9th Street, Reno, Nevada to Houston Smith Construction, Incorporated, for the base bid plus bid alternates #1a, #2b, and #3, for the total construction cost not to exceed \$840,434.00.

On May 21, 2024, the 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

BACKGROUND

The Senior Services building has been in operation since 1978, providing a wide range of daily services to over 85,000 seniors in our community, including meals and various assistance programs. Over time, specific areas of the building—particularly the exterior loading dock area, food storage area, and vehicle delivery circulation zones—have become too small, inefficient, and unsafe to accommodate the growing number of seniors relying on Washoe County services.

In response to these challenges, a design team was contracted to assess future space requirements and recommend building improvements related to food service operations. Their focus included both interior and exterior modifications aimed at enhancing food delivery, vehicle circulation, food cold storage, food dry storage and overall staff safety.

Key recommendations included adjustments to interior and exterior spaces to accommodate Meals on Wheels food packaging, dry goods storage, and improved general safety measures.

The Phase 2 project continues the work performed during the Phase 1 project which was completed in 2023. The Phase I Project involved building improvements for food service operations to increase the production and distribution of home-delivered meals which focused on remodeling and reconfiguring the primary kitchen area and replacing the kitchen floor.

FISCAL IMPACT

Sufficient budget authority for this Agreement is available in the FY25 budget in the Capital Improvement Fund (402), Senior Center Building Renovations project (PW920720).

RECOMMENDATION

It is recommended the Board of County Commissioners to: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Senior Services Phase 2 Remodel Project – PWP WA 2024-144, located at 1155 East 9th Street, Reno, Nevada [staff recommends Facilities Management, Incorporated, which includes the base bid plus bid alternate #1 in the total bid amount of \$711,000]; and (2) approve a project contingency fund in the amount of \$35,550.00, for a total project cost of \$746,550.00. The Senior Services Phase 2 Remodel Project consists of site improvements supporting food service operation and production to allow for an increased level of services for Washoe County seniors who utilize the facility. (Commission District 3.)

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 Senior Services Phase 2 Remodel Project – PWP WA 2024-144, located at 1155 East 9th Street, Reno, Nevada [staff recommends Facilities Management, Incorporated, which includes the base bid plus bid alternate #1 in the total bid amount of \$711,000]; and (2) approve a project contingency fund in the amount of \$35,550.00, for a total project cost of \$746,550.00. The Senior Services Phase 2 Remodel Project consists of site improvements supporting food service operation and production to allow for an increased level of services for Washoe County seniors who utilize the facility."