



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: November 19, 2019

**DATE:** November 1, 2019

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

**FROM:** Charles A. Moore, Fire Chief  
Phone: (775) 328-6123 Email: [cmoore@tmfpd.us](mailto:cmoore@tmfpd.us)

**SUBJECT:** Recommendation to approve a change order to the Agreement for Professional Services with Paul Cavin Architect, LLC, increasing the existing contract amount owed by Truckee Meadows Fire Protection District by \$42,900 for a total contract amount of \$138,050 for the Fire Station 37 replacement Project in Hidden Valley; The scope to the contract change proposal is to provide programming and conceptual design services for the proposed apparatus bay as well as additional engineering design scope for the proposed boundary line adjustment to the existing fire station whereas the original scope only included the design efforts for the residence. Station 37 is located at 3255 W. Hidden Valley Drive, Reno, NV 89502. (Commission District 2) FOR POSSIBLE ACTION

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### SUMMARY

Recommendation to approve a change order to the Agreement for Professional Services with Paul Cavin Architect, LLC, increasing the existing contract amount owed by Truckee Meadows Fire Protection District by \$42,900 for a total contract amount of \$138,050 for the Fire Station 37 replacement Project in Hidden Valley; The scope to the contract change proposal is to provide programming and conceptual design services for the proposed apparatus bay as well as additional engineering design scope for the proposed boundary line adjustment to the existing fire station whereas the original scope only included the design efforts for the residence.

### PREVIOUS ACTION

On November 13, 2018 the Board of Fire Commissioners approved and executed 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 modular residential building in an amount not to exceed \$499,900 plus closing costs, less \$2,500 in an earnest money deposit.

### BACKGROUND

As a result of increasing service needs in the Hidden Valley Community and deficiencies in the capability of the existing apparatus bay as well as upcoming expiration of the Special Use Permit issued for the modular residence/office the District partnered with CSD-Capital Projects to determine a path forward for the existing fire station.

After a feasibility effort in the area with no potential new sites identified in the region due to several factors including but not limited to, minimal availability of land capable of supporting a fire station use, adjacency of existing residential use, flood zone restrictions and remaining in unincorporated Washoe County it was recommended to the Board of Fire Commissioners to purchase the existing residence at 5445 Pelham Drive Reno, NV which shares the north property line with the existing Fire Station 37 located at 3255 W Hidden Valley Drive.

An evaluation of the existing residence was performed, and on February 1, 2019 the District entered into a Professional services agreement with Paul Cavin Architect, LLC in the amount of \$95,150.00 for initial design efforts for the residence for Station 37 and assistance with special use permit submittal.

This new proposal is for the existing property which currently includes an apparatus bay and crew quarters. A future request will be made to add the full scope of design services for the new fire station once funding has been approved.

### **FISCAL IMPACT**

There is sufficient funding in the District's Capital Budget in FY18/19 for the portion already completed and in the approved in the FY 19/20 Budget.

### **RECOMMENDATION**

Staff recommends the Board approve a change order to the Agreement for Professional Services with Paul Cavin Architect, LLC, increasing the existing contract amount owed by Truckee Meadows Fire Protection District by \$42,900 for a total contract amount of \$138,050.

### **POSSIBLE MOTION**

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

*"I move to approve a change order to the Agreement for Professional Services with Paul Cavin Architect, LLC, increasing the contract amount by \$42,900 for a total contract amount of \$138,050 for the Fire Station 37 Project."*