



# WASHOE COUNTY

Integrity Communication Service

[www.washoecounty.gov](http://www.washoecounty.gov)

## STAFF REPORT

BOARD MEETING DATE: April 08, 2025

**DATE:** March 13, 2025

**TO:** Board of County Commissioners

**FROM:** Dwayne Smith, Division Director, Engineering & Capital Projects  
Community Services, 775-328-2043, [Desmith@washoecounty.gov](mailto:Desmith@washoecounty.gov)

**THROUGH:** Eric Crump, Director,  
Community Services Dept., 775-328-3625, [ecrump@washoecounty.gov](mailto:ecrump@washoecounty.gov)

**SUBJECT:** Recommendation to: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Future of Work 230 Edison Facility Remodel Project, PWP-WA-2025-026 [staff recommends Houston Smith Construction, Inc., in the amount of \$1,433,918.87]; and (2) approve a project contingency fund in the amount of \$75,000.00, for a total project cost not to exceed \$1,508,918.87. This capital project will remodel the office area at 230 Edison, Reno with new finishes and infrastructure in preparation for new systems furniture installation. Community Services. (Commission District 2.) FOR POSSIBLE ACTION

### SUMMARY

The staff recommends that the Board of County Commissioners approve the award of a bid and the Agreement to Houston Smith Construction, Inc., identified as the lowest responsive and responsible bidder for the Future of Work 230 Edison Facility Remodel Project, PWP-WA-2025-026, in the amount of \$1,433,918.87. Additionally, staff requests approval of a project contingency fund in the amount of \$75,000.00, bringing the total project cost to an amount not to exceed \$1,508,918.87. This project will remodel the office area at 230 Edison Way, Reno, with updated finishes and infrastructure to prepare for the installation of new systems furniture, aligning with Washoe County's strategic goals of modernizing infrastructure and improving operational efficiency.

The project was advertised on October 12, 2024, and sealed bids were opened on November 12, 2024. One bid was received, with Houston Smith Construction, Inc. submitting the only bid.

Future of Work – 230 Edison Way Remodel Project	
Bidder	Amount
1. Houston Smith Construction, Inc.	(low bid) \$1,433,918.87
Engineer's Estimate	\$800,000.00

AGENDA ITEM # \_\_\_\_\_

The inclusion of a \$75,000.00 contingency fund is a standard practice for remodeling projects, particularly those involving existing facilities. This fund provides financial flexibility to address unforeseen conditions that may arise during construction, such as structural or infrastructure challenges, without delaying project timelines or exceeding budgetary limits. Any unused contingency funds will remain within the Capital Improvement Fund, preserving fiscal accountability.

Staff have 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 December 17, 2024, the Board of County Commissioners (Board) approved the increase of funding for the Future of Work initiative for the Community Services Department in the amount of \$494,007 to fund capital project improvements. The future of work projects emphasizes the reduction of the space footprint at the 9th Street office complex to align with the "Office of the Future" concept. Phase one of the plan is to renovate 230 Edison Way as the model office of the future conceptual workspace to maximize space utilization by employing revised space standards. The project also includes a full furniture package to maintain the needs of the department as well as meet the new office of the future standards for the hybrid work model and collaboration. The second phase incorporates the establishment of a technology-capable Training Center and virtual meeting facilities in Building C at 9th Street, to support off-site and hybrid staff participation. This phase includes updates to the central restroom facilities in Building C to further the County inclusionary practices and goals. The deobligated \$150,000 from the HR County-wide Civil Rights and Equity Engagement project are included in the increased amount to specifically provide funding for the central restroom facilities.

On May 21, 2024, the Board of County Commissioners (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.

On July 11, 2023, the Board of County Commissioners (Board) approved the allocation of American Rescue Plan Act (ARPA) funds through the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) for the Future of Work Initiative to enhance technology, customer service, and workplace safety in the amount of \$2,000,000.

On July 20, 2021, the Washoe County Board of Commissioners accepted Coronavirus State and Local Fiscal Recovery Funds allocation from the United States Department of the Treasury in the amount of [\$91,587,038; no county match], authorized the County Manager to sign award documents and direct the Comptroller's Office to make the necessary budget amendments.

## **BACKGROUND**

The Future of Work 230 Edison Facility Remodel Project is a strategic initiative aimed at modernizing Washoe County's office infrastructure to meet evolving workplace demands. Located at 230 Edison Way in Reno, Nevada, the project involves remodeling the office area with updated finishes and infrastructure to prepare for the installation of new systems furniture. These improvements are designed to enhance workspace functionality, adaptability, and employee productivity, aligning with Washoe County's FY24 Washoe County Refreshed Strategic Plan, which emphasizes efficient resource utilization and improved service delivery. This remodeled space will serve as a demonstration area for the application of the Future of Work initiative for future projects.

This remodel project supports the FY24 Washoe County Refreshed Strategic Plan, which emphasizes efficient resource utilization and infrastructure modernization to meet evolving workplace needs. The 2024 update includes new goals that respond to changes in the office workplace environment that have occurred since 2019, such as reducing the space footprint for staff, maximizing space utilization, creating a centralized training center, evaluating the feasibility of developing a central public counter, and evaluating the impact of hybrid work schedules on space requirements.

The improvements at 230 Edison Way are designed to enhance workspace functionality and adaptability, contributing to the County's Strategic Objective of promoting Fiscal Sustainability. The project will optimize space utilization, improve employee productivity, and ensure the facility is prepared for future operational demands.

Relocating the Technology staff from the 9<sup>th</sup> Street Complex to 230 Edison will allow the majority of the 16,688 square feet now occupied by Technology and GIS to become available for the relocation of another department to the 9<sup>th</sup> Street Complex.

## **FISCAL IMPACT**

Sufficient budget authority for this bid award and contingency is available in the FY25 budget in the Capital Improvement Fund (402), in the WC FOW Edison-SLFRF-IO1943 (PW920237).

## **RECOMMENDATION**

It is recommended the Board of County Commissioners: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Future of Work 230 Edison Facility Remodel Project, PWP-WA-2025-026 [staff recommends Houston Smith Construction, Inc., in the amount of \$1,433,918.87]; (2) approve a project contingency fund in the amount of \$75,000.00, for a total project cost not to exceed \$1,508,918.87. This capital project will remodel the office area at 230 Edison, Reno with new finishes and infrastructure in preparation for new systems furniture installation.

## **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 Future of Work 230 Edison Facility Remodel Project, PWP-WA-2025-026 [staff recommends Houston Smith Construction, Inc., in the amount of

\$1,433,918.87]; (2) approve a project contingency fund in the amount of \$75,000.00, for a total project cost not to exceed \$1,508,918.87. This capital project will remodel the office area at 230 Edison, Reno with new finishes and infrastructure in preparation for new systems furniture installation.”