



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: September 25, 2018

DATE: August 25, 2018

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
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SUBJECT: Recommendation to approve an Agreement for Professional Consulting Services between Washoe County and Arrington Watkins for the Washoe County Downtown Master Plan Update [in the amount of \$361,156]; and, approve a separate contingency fund [in the amount of \$50,000] for the project. (Commission District 3.)

SUMMARY

The Community Services Department (CSD) Engineering and Capital Projects Division is requesting approval of a professional services agreement with Arrington Watkins, Inc. (AW) to provide a multidisciplinary team to update to the aged master plan for Washoe County's Downtown facilities complex. To meet the goal for understanding the needs and opportunities in Washoe County's downtown core, the CSD developed a robust scope of work which included a request for qualifications (RFQ) and a competitive interview process which lead to a successful identification of a multi-disciplinary professional team for the proposed Master Plan Update (Update).

With a focus on safety and work-place efficiency, the Update will establish a long-term strategy for capital investments and operations in response to changing service levels and in the face of a significantly expanding population base. Due to the complexities of the downtown area staff has approached the work for the downtown core into two phases. The first phase will analyze the existing information for the downtown area and provide analysis of both workspace and opportunities for incorporating safety and efficiency considerations, develop comprehensive recommendations over a 20 year period with a focus on the next five year capital improvement plan (CIP).

In response to the recommendations and needs identified in the Phase I report, it is anticipated that a Phase II report will specifically focus on the programming necessary to implement selected and vetted recommendations. Staff will present those recommendations to the Board of County Commissioners (Board) and seek further direction regarding a Phase II implementation strategy.

Strategic Objective supported by this item: Safe, secure and healthy communities.

AGENDA ITEM # _____

PREVIOUS ACTION

On December 19, 2017, the Board authorized the initiation of a master plan update for the downtown core including the Washoe County Courts complex with funding by resolution to increase the FY17/18 budget authority for the work.

On April 25, 2017, the Board authorized a professional services contract for the 911 Parr Jail Master Plan in the amount of \$230,370.00.

On June 19, 2018, The Board authorized a professional services contact for the 9th Street Administration Complex Master Plan Update in the amount of \$300,590.00

BACKGROUND

Washoe County conducts many important functions for the benefit of Washoe County residents in the downtown core area. Those functions include the Second Judicial District Court, Reno Justice and Municipal Courts, District Attorney Offices, and the Public Defender as well as the Alternative Public Defender. Washoe County's Human Services Department is also centrally located in the downtown core providing significant health and welfare services to children, adults and seniors. Currently, with staffing levels much lower than prior to the recession, identified areas of safety related issues (specifically within the Courts), changes in technology and the ability to deliver services in new ways, the need for more efficient work flow and space, need to evaluate changing expectations and services levels, a re-evaluation of operational practices for this area is needed.

The Update will guide the County in making planned, efficient and cost-effective capital improvements to buildings and facilities located in the downtown core. The Update will be a 20-year "living" document that creates the basis for future CIP implementation by providing vetted and prioritized CIP recommendations. This will assist the County in completion of future infrastructure improvements in the most cost-effective and timely manner by assessing the projected needs and operational practices starting with the five year CIP.

Implementation of the Update will require collaboration and an investment in time from each department and division located in the downtown core. The Washoe County project management team will work closely with the Consultant, a steering committee, and each department, establishing a schedule for the work that identifies a current and future needs assessment for each department, interviews with key staff relating to current work practices and space needs, and identifies key opportunities for cross-functional approaches between departments and divisions. In order to accomplish this goal, a steering committee comprised of the Clerk of the Court and other Washoe County management will direct portions of the process, working closely with the Consultant and County staff.

FISCAL IMPACT

At the December 19, 2017 Commission meeting the Board authorized the expenditure of \$200,000.00 from the District Court Capital Expansion Fund, for master planning work. This funding was carried forward into Fiscal Year 2019. The District Court Capital Expansion Fund within the Capital Improvement Fund (402) has sufficient funding for

the additional \$211,156.00 for this work. If the project is approved by the Board, a master plan project will be set up in the amount of \$411,156.00.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve an Agreement for Professional Consulting Services between Washoe County and Arrington Watkins for the Washoe County Downtown Master Plan Update [in the amount of \$361,156]; and, approve a separate contingency fund [in the amount of \$50,000] for the project.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve an Agreement for Professional Consulting Services between Washoe County and Arrington Watkins for the Washoe County Downtown Master Plan Update [in the amount of \$361,156]; and, approve a separate contingency fund [in the amount of \$50,000] for the project."