



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 19, 2018

DATE: May 16, 2018

TO: Board of County Commissioners

FROM: Brett Steinhardt, Project Manager, Engineering and Capital Projects
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THROUGH: Dwayne Smith, P.E., Division Director, Engineering and Capital Projects
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SUBJECT: Recommendation to approve an Agreement for Professional Consulting Services between Washoe County and Collaborative Design Studio for the Washoe County 9th Street Administration Complex Master Plan Update [in the amount of \$270,590]; and, approve a separate contingency fund [in the amount of \$30,000] 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 Collaborative Design Studio to provide a multidisciplinary team to update the aged master plan for Washoe County's 9th Street Administration Complex.

Washoe County has embarked on an important update to the Facilities Master Plan for the 9th Street Administration Complex. The purpose of master plans is to 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. To meet this goal, the CSD developed a robust scope of work which included a request for qualifications (RFQ) and a competitive interview process which led to a successful identification of a multi-disciplinary professional team for the proposed Master Plan Update (Update).

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

PREVIOUS ACTION

On July 25, 2000, the Board of County Commissioners (Board) authorized the contract to Ganther Melby LLC for a County Wide Facilities Master Plan for Washoe County.

BACKGROUND

Washoe County Administration is primarily located at 1001 E 9th Street, Reno, Nevada and houses many of Washoe County's public service departments. In 2001, Washoe County contracted with professional consultant to develop a Facilities Master Plan, which included recommendations for the Administration Complex as well as other areas of the County, including the 911 Parr Jail facilities and the downtown Municipal Courts Complex. The report provided short, intermediate and long-range strategy for the development and use of County facilities and there were a number of recommendations

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completed from this master plan. In response to the downturn of the economy, many of the recommendations were put on hold. Currently, with staffing levels much lower than prior to the recession, changes in technology and the ability to deliver services, the need for more efficient work flow and space, need to evaluate changing expectations and services levels, and a re-evaluation of operational practices for this facility is needed.

The Update will guide the County in making planned, efficient and cost-effective capital improvements to buildings and facilities located at the Administration Complex. The Update will create a 20-year framework to plan and develop the 9th Street Administration Complex infrastructure investment requirements. Finally, the Update will be a “living” document that creates the framework for the Capital Improvement Plan (CIP) 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 of the 9th Street Administration Complex, starting with the five year CIP.

Implementation of the Update will require collaboration and an investment in time from each department and division located at the Administration Complex which includes the Assessor’s Office, Clerk’s Office, Community Services Department, Comptroller’s Department, Health District, Human Resources, Human Services Agency, Manager’s Office, Medical Examiner, Recorder’s Office, Technology Services, Treasurer’s Office, and the Registrar of Voters. The Project Manager 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 both department heads and Washoe County Management will direct portions of the process, working closely with the Consultant and County staff.

FISCAL IMPACT

The 9th Street Complex Facility Master Plan is an approved project in the FY18 Capital Improvement Program. Sufficient funding for this agreement exists in the Capital Improvement Fund (402) in Project PW920214.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve an Agreement for Professional Consulting Services between Washoe County and Collaborative Design Studio to develop a comprehensive master plan for the Washoe County 9th Street Administration Complex located at 1001 E 9th Street, Reno, Nevada [in the amount of \$270,590]; and, approve a separate contingency fund [in the amount of \$30,000].

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 Collaborative Design Studio to develop a comprehensive master plan for the Washoe County 9th Street Administration Complex located at 1001 E 9th Street, Reno, Nevada [in the amount of \$270,590]; and, approve a separate contingency fund [in the amount of \$30,000].”