



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: October 23, 2018

**DATE:** September 21, 2018

**TO:** Board of County Commissioners

**FROM:** Bill Wardell, Project Manager, Engineering & Capital Projects,  
Community Services Department, 328-3636, [wardell@washoecounty.us](mailto:wardell@washoecounty.us)

**THROUGH:** Dwayne Smith, P.E., Division Director, Engineering and Capital Projects  
Community Services Department, 328-2043, [desmith@washoecounty.us](mailto:desmith@washoecounty.us)

**SUBJECT:** Approve the purchase of moveable wall partitions from DIRT Environmental Solutions through DIRT's local partner Henriksen Butler [in the amount of \$111,050.00] using National IPA contract #R180101 under NRS 332.195, which allows a governing body to use the contract of a local government within or outside Nevada; and approve the Agreement for the CSD Front Lobby Remodel – Phase 1 Moveable Wall Installation [staff recommends HB Build, a division of Henriksen Butler, in the amount of \$19,996.55]. (Commission District 3.)

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### SUMMARY

Washoe County's CSD Front Lobby Remodel – Phase 1 Project involves construction of a new front counter for the Building Division to improve the customer interaction and experience.

The recommendation for the project includes purchase of moveable modular walls for the Project and to use the National IPA bid award to DIRT Environmental Solutions through their local partner, Henriksen Butler, under Contract # R180101 which was approved by the National IPA on April 1, 2018. Through a competitive public process, DIRT Environmental Solutions was selected as the lowest, responsible and responsive bidder for the advertised "Moveable Wall Systems" (RFP #18-01), bids opened on November 28, 2017. The term of the agreement is three years (April 1, 2018 thru March 31, 2021) with options to renew for two (2) additional one (1) year periods through March 31, 2023. This purchase includes all installation costs as identified in the National IPA contract through HB Build.

CSD Front Lobby Remodel – Phase 1- Moveable Walls	
Contract Purchases	
DIRTT Environmental Solutions (NIPA #R180101)	\$111,050.00
Installation Cost	
HB Build	\$19,996.55

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

In addition staff recommends the approval of a construction agreement with HB Build for the installation of the moveable modular walls for the Project. While the construction amount for the installation of the moveable modular walls is less than the threshold for approval by the Board, staff has included this agreement for consideration as part of the overall Project.

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

### **PREVIOUS ACTION**

No previous action has been taken on this item.

### **BACKGROUND**

Due to increased business levels, the need for an improved customer interaction point has been identified. The new design creates an efficient workflow for staff and improved customer experience with the purpose to improve customer processing times. This is Phase 1 of the front lobby reconfiguration with future phases as a separate request.

The moveable wall system proposed is to allow for future needs and the ability to relocate the walls when needed. This allows all building infrastructure to remain untouched once those walls are moved to another location. The future project phases will include this same product.

### **FISCAL IMPACT**

The CSD Lobby Remodel Phase I project was included in the Building and Safety FY 2019 budget. A project will be created in the Building and Safety Fund (560) to record the expenditures for the capital project where there is sufficient budget authority.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners' approve the purchase of moveable wall partitions from DIRTT Environmental Solutions through DIRTT's local partner Henriksen Butler [in the amount of \$111,050.00] using National IPA contract #R180101 under NRS 332.195, which allows a governing body to use the contract of a local government within or outside Nevada; and approve the Agreement for the CSD Front Lobby Remodel – Phase 1 Moveable Wall Installation [staff recommends HB Build, a division of Henriksen Butler, in the amount of \$19,996.55].

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to: approve the purchase of moveable wall partitions from DIRT Environmental Solutions through DIRT's local partner Henriksen Butler [in the amount of \$111,050.00] using National IPA contract #R180101 under NRS 332.195, which allows a governing body to use the contract of a local government within or outside Nevada; and approve the Agreement for the CSD Front Lobby Remodel – Phase 1 Moveable Wall Installation [staff recommends HB Build, a division of Henriksen Butler, in the amount of \$19,996.55]."