



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: September 7, 2021

DATE: August 20, 2021

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Dwayne Smith, P.E., Division Director, Engineering and Capital Projects, Washoe County Community Services Department, 775-328-2043, desmith@washoecounty.us
Bill Wardell, Project Manager, Engineering and Capital Projects, Washoe County Community Services Department, 775-328-3636, wardell@washoecounty.us

THROUGH: Charles A. Moore, Fire Chief
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SUBJECT: Recommendation to award a Professional Services Agreement to TSK Architects for the Station #37 Remodel/Addition Project to complete design of a new apparatus bay, shop areas, office and residence remodel, in the amount of \$295,650; The funding for this project is from the District's Capital Projects Fund. (Commission District 2) FOR POSSIBLE ACTION

SUMMARY

Capital Projects initiated a Request for Qualifications (RFQ) process on May 28, 2021 under direction from the Board of Fire Commissioners. Submissions were received on June 23, 2021 with 2 firms submitting Statements of Qualifications (SOQ), TSK Architects and H+K Architects. Submissions were scored by 5 panelists consisting of 3 Capital Projects staff including the Division Director and 2 TMFPD staff. Based on scoring TSK Architects was selected.

Capital Projects negotiated with TSK Architects to conform overall project scope and duration. The scope of work for this agreement is to provide architectural design along with civil, mechanical and electrical engineering services to complete a full set of construction documents for permitting which includes landscape design to conform to permit requirements. The agreement also provides support for Capital Projects staff in bidding the project once permitting is approved. The contract also contains cost for TSK Architects to support Capital Projects staff during construction for meeting attendance, reviewing submittals, requests for information and to support the overall construction coordination through closeout of the project. Capital Projects will continue to provide overall management of the design and construction process and provide for the Board's consideration a formal construction bid proposal utilizing a competitive bid process and other costs required for project delivery at a subsequent meeting once this information is available.

TSK Architects provided services for special use permit approval through the Board of Adjustment under a separate professional services agreement.

PREVIOUS ACTION

On April 6, 2021, the Board approved Capital Projects to select a design team utilizing a formal RFQ selection process and return to the Board with a recommendation.

On February 2, 2021, the Board gave the Fire Chief direction to modify recommendations for the selection of professional design services and return to the Board with new recommendations.

BACKGROUND

This project is a re-location of the crew quarters from the existing modular building to the residential structure at 5335 Pelham, removal and relocation of the modular building and demolition and rebuilding the apparatus bay. The new structure is proposed to include an apparatus bay, shop areas, emergency power generator, a fuel station, offices, and various other support spaces to support the needs of this station to serve the community of Hidden Valley and beyond. Schematic design is generally complete, and the project is ready to move forward into cost estimation and more detailed design drawings with the selected firm.

This project anticipates two phases of construction. The District purchased the residence at 5335 Pelham for crew quarters. There are some interior improvements needed before the crew can abandon use of the modular structure and relocate to the Pelham house. The second phase of construction anticipates demolition and rebuild of the truck bay and construction of a new building that includes offices, support spaces, staff and public parking.

FISCAL IMPACT

The expense of \$295,650 is included in the Fiscal Year 2021-22 Capital Projects Fund budget and remaining proceeds from Fiscal Year 2020-21 bond issuance of \$2.1M will be used to fund the project.

RECOMMENDATION

It is recommended that the Board of Fire Commissioners: Award the Professional Services Agreement to TSK Architects for the Station #37 Remodel/Addition Project to complete design of a new apparatus bay, shop areas, office and residence remodel (staff recommends TSK Architects, in the amount of \$295,650).

POSSIBLE MOTION

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

"Move to award the Professional Services Agreement to TSK Architects for the Station #37 Remodel/Addition Project to complete design of a new apparatus bay, shop areas, office and residence remodel, in the amount of \$295,650."