



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: May 23, 2023

DATE: April 20, 2023
TO: Board of County Commissioners
FROM: Steve Grosz, Project Manager, Engineering and Capital Projects, Community Services Department, 328-3610, sgrosz@washoecounty.gov
THROUGH: Dwayne Smith, P.E., Division Director, Engineering and Capital Projects Community Services Dept., 328-2043, desmith@washoecounty.gov
SUBJECT: Recommendation to: (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Washoe County Incline Village Justice Court Incline Community Center Renovations Project – PWP-WA-2022-345, located at 855 Alder Avenue, Incline Village, Nevada [staff recommends Miller Electric Company Inc., doing business as PEC Contracting and Engineering, in the amount of \$561,600.00]; and (2) approve a separate project contingency fund [in the amount of \$84,240.00] for the total project not to exceed \$645,840.00. Renovations will convert a portion of the existing Washoe County Community Center into a Justice Court Center to allow for occupancy of the Incline Justice Court. (Commission District 1.)

SUMMARY

Washoe County Incline Village Justice Court Incline Community Center (ICC) Renovations Project consists of converting a portion of the existing Washoe County Community Center to serve as the relocated Incline Justice Court. The renovation will include Courtroom, Judges office, Judges assistant office, Bailiff/Security Office, District Attorney's office, Court Clerk's office, Public Defenders office, security screening area plus additional security measures.

One bid alternative was included in the invitation to bid package and will be included with this project.

Washoe County Incline Village Justice Court ICC Renovations Project was advertised on March 29, 2023 and sealed bids for the Project were opened on April 19, 2023. The bids received for the project are as follows:

Washoe County Incline Village Justice Court ICC Renovations Project	
Bidder	Bid Amount
1. Miller Electric Company - PEC Contracting and Engineering	
- Base Bid	\$ 547,000.00
- Bid Alternate 1 – replace Courtroom lighting	\$ 14,600.00
Miller Electric Company dba PEC Contracting and Engineering Total	\$ 561,600.00

AGENDA ITEM # _____

2. Permian Builders, LLC	
- Base Bid	\$ 569,284.00
- Bid Alternate 1 - replace Courtroom lighting	\$ 16,575.00
Permian Builders, LLC Total	\$ 585,859.00
Engineers Estimate	\$ 747,800.00

Staff has 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.

PREVIOUS ACTION

On June 28, 2022, the Board of County Commissioners (Board) approved an allocation of American Rescue Plan Act funds through the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund for the Incline Village Access to Justice Project \$747,800.00. This project will fund renovations to the county owned Incline Community Center to house the Incline Justice Court, currently in leased space, and will improve security and accessibility.

On July 20, 2021, the Board accepted Coronavirus State and Local Fiscal Recovery Funds allocation from the United States Department of the Treasury in the amount of [\$91,587,038.00; no county match], authorized the County Manager to sign award documents and directed the Comptroller’s Office to make the necessary budget amendments.

BACKGROUND

Since 1984 Washoe County has leased office space for the Incline Justice Court at 865 Tahoe Blvd. in Incline Village from the M Chim Family Trust. On June 21, 2021, the Lessor provided notice that the property had been listed for sale requiring the County to pursue a new facility to support the needs of the Incline Justice Court.

During the June 23, 2022, Board meeting, the Board approved an allocation of American Rescue Plan Act funds through the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund for Incline Village Access to Justice Project at an amount of \$747,800.00. The project outlined funding renovations to the county owned Incline Community Center to house the Incline Justice Court, currently in leased space, and will improve security, and accessibility.

FISCAL IMPACT

Funding for this Agreement is through the American Rescue Plan Act (ARPA) through the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund (SLFRF). Sufficient budget authority exists in the FY23 budget in the Capital Improvement Fund (402) in the Incline Village Justice Court Renovation Project (PW920370).

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 Washoe County Incline Village Justice Court Incline Community Center Renovations Project – PWP-WA-2022-345, located at 855 Alder Avenue, Incline Village, Nevada [staff recommends Miller Electric Company Inc., doing business as PEC Contracting and Engineering, in the amount of \$561,600.00]; and (2) approve a separate project contingency fund [in the amount of \$84,240.00] for the total project not to exceed \$645,840.00. Renovations will convert a portion of the existing Washoe County Community Center into a Justice Court Center to allow for occupancy of the Incline Justice Court.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: “Move (1) award a bid and approve the Agreement to the lowest responsive, responsible bidder for the Washoe County Incline Village Justice Court Incline Community Center Renovations Project – PWP-WA-2022-345, located at 855 Alder Avenue, Incline Village, Nevada [staff recommends Miller Electric Company Inc., doing business as PEC Contracting and Engineering, in the amount of \$561,600.00]; and (2) approve a separate project contingency fund [in the amount of \$84,240.00] for the total project not to exceed \$645,840.00. Renovations will convert a portion of the existing Washoe County Community Center into a Justice Court Center to allow for occupancy of the Incline Justice Court.”