



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
BUILDING DEPARTMENT**

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**Trisha Tillotson, Agency Director**

Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

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**NEVADA COUNTY BOARD OF SUPERVISORS  
Board Agenda Memo**

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**MEETING DATE:** August 10, 2021

**TO:** Board of Supervisors

**FROM:** **Craig Griesbach, Building Director**

**SUBJECT:** Resolution approving an Agreement between the County of Nevada and Interwest Consulting Group, Inc., to provide on-call Building Inspection and Plan Review Services and authorizing the Chair of the Board of Supervisors to execute the contract in a maximum contract amount of \$175,000.

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**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:**

This Agreement will impact the Fiscal Year 2021/2022 Building Department Budget. There is no impact to the General Fund and no Budget Amendment is needed.

**BACKGROUND:**

The Building Department currently has all allocated positions filled. Current staffing levels are sufficient to handle current levels of building activity. In the event building activity increases, the need for additional help may be needed. To provide additional help in a timely manner, a contract with a vendor that can provide additional staffing is the most efficient model.

The Building Department completed a competitive procurement process and has selected Interwest Consulting Group, Inc., (ICG) as one of the preferred vendors. ICG has demonstrated that it has highly skilled personnel available on short notice and is local to the Sierra Foothills area.

The Building Department recommends authorizing this contract for on-call services. Revenue to support on-call services will come directly from the building permit process.

**Item Initiated and Approved by:** Craig Griesbach, Building Director

Submittal Date: 7/13/2021

Revision Date: