



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
**DEPARTMENT OF PUBLIC WORKS**  
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Trisha Tillotson  
Community Development Agency Director

Heba El-Guindy,  
Director of Public Works

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

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**MEETING DATE:** June 13, 2023

**TO:** Board of Supervisors

**FROM:** **Heba El-Guindy, Director of Public Works**

**SUBJECT:** Approval of Contract with Nelson Engineering for Professional Surveying Services for County Surveyor Functions for Fiscal year 2023/24, for an amount not-to-exceed \$100,000 and Appointment of Kevin Nelson as County Surveyor for the County of Nevada and Authorizing the Chair of the Board of Supervisors to Execute the Contract

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**RECOMMENDATION:** Approve the attached Resolution

**FUNDING:** Contract with Nelson Engineering for Professional Surveying Services (attached) will begin on July 1, 2023 contingent upon the adoption of the FY 23/24 County Budget. The contract funds are budgeted in the FY 2023/24 Surveyor budget and there is no additional impact to the General fund.

**BACKGROUND:** On March 7, 2023, the County released a Request for Qualifications (RFQ) for professional surveying services for County Surveyor functions. On April 13, 2023, two (2) proposals were submitted to the County. The proposals were reviewed by an in-house selection panel and evaluated based on a scoring methodology identified in the RFQ. Nelson Engineering was selected as the firm to provide the surveying services for a maximum annual amount not to exceed \$100,000. The contract will run from July 1, 2023, through June 30, 2024, and will be eligible for up to four (4) additional one-year renewals. Government Code section 27550 provides that the County Surveyor shall be a person authorized to practice land surveying in the State of California, and that by ordinance the County Surveyor may be appointed by and serve at the will of the Board of Supervisors. Section A-II 42.6.4 of the Nevada County Administrative Code provides that the Nevada County Surveyor shall be appointed by the Board of Supervisors and shall serve at the will and pleasure of the Board of Supervisors. As part of the proposed contract with Nelson Engineering, staff proposes that Kevin Nelson serve as the County Surveyor beginning July 1, 2023.

**Item Initiated by:** **Patrick Perkins, Principal Civil Engineer**  
**Approved by:** **Heba El-Guindy, Director of Public Works**

Submittal Date: May 10, 2023

Revised Date: May 31, 2023