



NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: June 16, 2026
TO: Board of Supervisors
FROM: Justin Drinkwater, Director of Facilities
SUBJECT: Resolution approving the construction bid documents and specifications for the Nevada City Veterans Building Kitchen Remodel Project, authorizing the Board Chair to sign the documents, and directing the Purchasing Agent to solicit bids

RECOMMENDATION: Adopt the Resolution.

FUNDING: No funding is required to approve the construction bid documents and specifications for this project. Should the board approve this item, a contract will be brought back to the Board for approval after the conclusion of the procurement process.

BACKGROUND: The Nevada City Veterans Building, constructed in 1952, is a two-story facility serving local Veterans and the community. It houses meeting rooms, offices, a lounge, and a commercial kitchen. The kitchen has undergone limited upgrades and now requires significant lifecycle maintenance and accessibility renovations to comply with current codes and standards.

In 2019, an accessibility assessment by Disability Access Consultants, LLC identified multiple Americans with Disabilities Act (ADA) and California Building Code deficiencies related to clearances, counter heights, appliance controls, and other accessibility features. That same year, a Facilities Condition Assessment completed by the County's Consultant found that kitchen equipment, plumbing, electrical systems, flooring, and finishes were worn and nearing the end of their service life. Additional code-required improvements include installation of a floor drain, grease interceptor, and indirect drainage for the three-compartment sink.

Renovation is planned for completion before the end of 2026 and will provide a fully accessible, code-compliant commercial kitchen consistent with the bid documents. The project will also ensure continued kitchen availability for Veterans groups and community organizations during the anticipated closure of the Grass Valley Veterans Memorial Building for renovations beginning in spring 2027.

Pursuant to Nevada County Purchasing Policy section 4.4.3(E), Board approval of plans, specifications, and working details is required for public projects exceeding \$10,000 before the Purchasing Agent may solicit bids.

The Invitation for Bid will be issued June 16, 2026, with bids due July 29, 2026, at 3:00 PM and a pre-bid site visit scheduled for July 9, 2026, at 1:00 PM. Following bid receipt and evaluation, staff will return to the Board with a recommendation for award.

Item Initiated by: Andy Blakeslee, Facilities Project Manager

Approved by: Justin Drinkwater, Director of Facilities