



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

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617  
(530) 265-1222 FAX (530) 478-5799 <http://mynevadacounty.com>

**Sean Powers, 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:** June 26, 2018

**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 \$75,000.

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**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:** This Agreement will impact the Fiscal Year 2018/19 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 that 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 has recently completed a competitive procurement process and has selected four consultants to provide on-call support for building inspections and plan review services. Only the Interwest Consulting Group, Inc. contract requires Board approval. The other three agreements will be processed under the authority of the Purchasing Agent; however, staff thought it is appropriate to notify the Board of the aggregate contract amounts under this Request for Proposals.

The Building Department wishes to enter into Fiscal Year 2018/19 agreements with Interwest Consulting Group, Inc. (ICG) in the amount of \$75,000, West Coast Consultants, Inc. (WC3) in the amount of \$15,000, 4Leaf, Inc. in the amount of \$20,000, and CSG Consultants in the amount of \$15,000. The Building Department recommends authorizing these contracts 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



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Submittal Date: 6/12/18  
Revision Date: 6/12/18