



**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

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

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**MEETING DATE:** May 28, 2019

**TO:** Board of Supervisors

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

**SUBJECT:** Resolution approving amendment no. 2 to the 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 amendment in an amended maximum contract not to exceed \$160,000 and directing the Auditor-Controller to amend the Fiscal Year 2018/19 Building Department Budget (4/5 Affirmative Required).

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**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:** The amendment will impact the Fiscal Year 2018/19 Building Department Budget. The contract will increase from \$125,000 to \$160,000; the additional \$35,000 expense will be offset by an increase in permit revenue of \$35,000. There is no impact to the General Fund and a Budget Amendment is included for consideration.

**BACKGROUND:**

The Building Department is currently utilizing contract staff to support daily operations. To continue to provide services in a timely manner an amendment is required to allow for additional contract services.

The Building Department completed a competitive procurement process and selected Interwest Consulting Group, Inc. (ICG) as the preferred vendor for fiscal year 2018/19. ICG has demonstrated that it has highly skilled personnel available on short notice and is local to the Sierra Foothills area. The services provided by Interwest so far have been satisfactory.

The Building Department recommends authorizing this amendment 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: 5/3/2019  
Revision Date: