



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

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Sean Powers, Agency Director

Agricultural Commissioner

Building Department

Environmental Health

Planning Department

Dept. of Public Works

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

MEETING DATE: June 20, 2017

TO: Board of Supervisors

FROM: **Craig Griesbach, Building Director**

SUBJECT: Resolution authorizing execution of a renewal contract between the County of Nevada and Interwest Consulting Group for Fiscal Year 2017/18 to provide on-call building inspection and plan review services. Total contract amount not to exceed \$100,000 for the period July 1, 2017 through June 30, 2018.

RECOMMENDATION: Adopt the Resolution.

FUNDING: This Contract will impact the Fiscal Year 2017/18 Building Department Budget. There is no impact to the General Fund and no Budget Amendment is needed.

BACKGROUND: The Building Department presently has all allocated positions filled. Current staffing levels are generally sufficient to manage the building activity; however, during times of increased activity, there is a need for additional help. To provide additional help in a timely manner, and after a competitive procurement process, the County of Nevada contracted with Interwest Consulting Group (ICG) to provide on-call plan review and inspection services.

Resolution No. 16-305 states that upon satisfactory service by ICG, the original Contract may be renewed on a year-by-year basis for up to three (3) additional years without a need for a new competitive bidding process. The County considers the performance of ICG to be satisfactory and wishes to renew this contract for the period July 1, 2017 through June 30, 2018 in an amount not to exceed \$100,000.

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

Item initiated by and approved by: Craig Griesbach, Building Director

Submittal Date: June 5, 2017

Revision Date: June 6, 2017