



**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>

Trisha Tillotson, 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 28, 2022

TO: Board of Supervisors

FROM: Craig Griesbach, Building Director

SUBJECT: Resolution Approving Contract Amendment 1 with Interwest Consulting Group, Inc. to Provide On-Call Professional Building Inspection & Plan Review Services, Setting the Annual Contract Amount Not to Exceed to \$85,000 and Authorizing the Auditor Controller to Encumber the Contract

RECOMMENDATION: Approve the attached resolution.

FUNDING: This contract amendment impacts the Fiscal Year 2022/2023 Building Department Budget. Revenue and Expenses are included in the Fiscal Year 2022/23 Building Department budget. There is no impact to the General Fund.

BACKGROUND:

The Building Department is currently fully staffed. The majority of building activities are handled by the current staff. However, due to fluctuations in building activity and permitting demands, the need for additional help is required at times to complete plan reviews and inspections. To provide service in a timely manner, a contract with outside vendors to provide additional staffing is the most efficient model. ICG has demonstrated that it has highly skilled personnel available on short notice and is local to the Sierra Foothills area.

On August 10, 2021, the Board of Supervisors approved a contract with ICG, for On-Call Professional Building Inspection and Plan Review Services. An amendment is needed to execute the first annual renewal of the contract.

The proposed amendment would renew the original contract for one fiscal year, effective July 1, 2022, through June 30, 2023, for an annual contract amount of \$85,000.

Item Initiated and Approved by: Craig Griesbach, Building Director

Submittal Date: 6/2/2022



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Revision Date: