



## Information and General Services Department

**Facilities Management**  
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*Information Systems  
Geographic Information Systems  
Facilities Management*

*Emergency Services  
Central Services  
Cable Television*

*Purchasing  
Airport  
Library*

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### NEVADA COUNTY BOARD OF SUPERVISORS

#### Board Agenda Memo

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**MEETING DATE:** July 23, 2019

**TO:** Board of Supervisors

**FROM:** Steve Monaghan – IGS-Facilities Management

**SUBJECT:** Resolution approving Amendment No. 1 to the Personal Services Contract between the County of Nevada and Wallis Design Studio Architects, Inc., for architectural engineering services to increase the maximum contract amount by \$50,000 for a new maximum contract amount not to exceed \$100,000, authorizing the Chair of the Board to execute the Amendment, and amending the Fiscal Year 2019-20 Capital Facilities and Airport Budgets (4/5 Affirmative Vote Required) (Facilities Management)

**RECOMMENDATION:** Adopt the Resolution

**FUNDING:** Funding for these services will be paid from the Capital Facilities Fiscal Year 2019-20 budget and reimbursed from or paid direct from various County budgets as services are required. A budget amendment is being requested for Capital Facilities and the Airport budgets and there is no additional impact on the General Fund.

**BACKGROUND:** Resolution 19-187 approved a list of nine design service professionals to work on specific projects as they arise for the period May 14, 2019 through June 30, 2022 and authorized the Purchasing Agent to solicit bids from the list and to execute and encumber the contracts up to a maximum contract amount of \$50,000. Wallis Design Studio Architects, Inc., was one of several firms approved for this list. Resolution 19-196 approved a no cost Personal Services Contract with Wallis Design Studio Architects, Inc., in an amount not to exceed \$50,000.

Since May 2019, the Purchasing Agent has conducted two informal solicitations with the Architectural firms approved for the qualified list. Those projects consisted of the Airport Hanger Remodel – Phase III and the Penn Valley Library Remodel.

Wallis Design Studio Architects, Inc., provided a response to both solicitations and was selected as the lowest responsive firm. The Airport Hanger Remodel – Phase III design received a proposal amount of \$29,685. These services will be paid directly from the Airport Budget. A budget amendment for the Airport has been included for approval and will utilize insurance proceed previously received from the Airport Fund Balance.

The Penn Valley Library Remodel received a proposal amount of \$34,928. These services will be paid from the Capital Facilities budget and reimbursed from the Library budget. The Library currently has funds budgeted to pay Capital Facilities for these services.

The combined amount for these services will exceed the original contract amount of \$50,000. In accordance with Administrative Code Section A-IV 1.3(3), the requested increase for these services will exceed the Purchasing Agent's authority. Therefore, we are requesting an increase of \$50,000 for a new

maximum contract amount not to exceed \$100,000 with Wallis Design Studio Architects, Inc. allowing for the two current solicited projects in the amount of \$64,613 and \$35,387 in future fiscal year 19/20 projects that may arise.

**Item Initiated:** Justin Drinkwater  
**Approved by:** Steve Monaghan