

Item 5-4A

**CARSON CITY, NEVADA
REQUEST FOR BOARD ACTION**

Date Submitted: March 23, 2007

Agenda Date Requested: April 5, 2007

Time Requested: Consent Agenda

To: Mayor and Supervisors

From: Public Works - Contracts Division

Subject Title: Action to accept Public Works recommendation on the Analysis of Engineering Division Fees for Public Works Project, Contract #2005-126 and authorize Public Works to issue payments to Bowling Mamola Group for an Amendment #2 amount of \$15,420.00, to be paid from the Permit Center and Engineering Division Professional Services Accounts. The original contract was issued for \$22,200.00 on January 31, 2006, Amendment No. 1 was issued in the amount of \$20,740.00, August 3, 2006, and with the inclusion of this Amendment No. 3 the total amount for this contract is \$58,360.00.

Staff Summary: This is a second (2nd) amendment to the existing Professional Services Agreement which evaluated the costs for providing engineering services to the Permit Center and the Planning Division. This request for additional funding will cover the associated costs for an increase in the level of effort, to accomplish a comprehensive evaluation of costs and revenue relating to services provided by Carson City's Development Services Department.

The funding evaluation was requested by the Board of Supervisors at the conclusion of the presentation and adoption of the business process flow diagrams presented by Phil Herrington last year.

Type of Action Requested: (Check One)

☐ Resolution

☐ Ordinance

☒ Formal Action/motion

☐ Other (Specify)

Does this Action Require a Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I Move to accept Public Works recommendation on the Analysis of Engineering Division Fees for Public Works project, Contract #2005-126 and authorize Public Works to issue payments to Bowling Mamola Group for an Amendment #2 amount of \$15,420.00, to be paid from the Permit Center and Engineering Division Professional Services Accounts. The original contract was issued for \$22,200.00 on January 31, 2006, Amendment No. 1 was issued in the amount of \$20,740.00, August 3, 2006, and with the inclusion of this Amendment No. 3 the total amount for this contract is \$58,360.00.

Explanation for Recommended Board Action: The selected firm has performed similar studies for neighboring jurisdictions, is familiar with the Carson City Public Works Department and its functions and operations, and has recently completed an analysis of the Engineering Division.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

**CARSON CITY, NEVADA
REQUEST FOR BOARD ACTION**

Fiscal Impact: \$15,420.00

Explanation of Impact: If approved the above-referenced account could be decreased by an additional \$15,420.00.

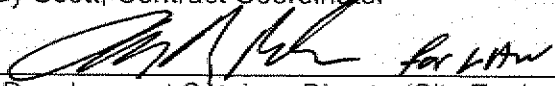
Funding Source: Funding available for this Professional Services Agreement is \$58,360.00 from the Permit Center and Engineering Division Accounts.

Prior BOS Approval: August 3, 2006, for Amendment No. 1 in the amount of \$20,740.00.

Alternatives: Do not conduct the evaluation.

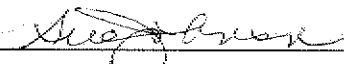
Supporting Material: Amendment & Proposal from Consultant

Prepared by: Sandy Scott, Contract Coordinator

Reviewed By:  Date: 3/27/07

Lawrence Werner, Development Services Director/City Engineer

Reviewed By: (C/M)  Date: 3/27/07

Reviewed By: (Finance Dir)  Date: 3/27/07

Reviewed By: (DA)  Date: 3/27/07

Reviewed By: (Public Works)  Date: 3/27/07

BOARD ACTION:

Motion _____ 1: _____ (Aye)
_____ (Nay)
2: _____

(Vote Recorded By)

AMENDMENT NO. 2

Contract No. 2005-126

THIS AMENDMENT is made and entered into this 3rd day of April, 2007, by and between the City and County of Carson City, of the State of Nevada, hereinafter referred to as the "CITY", and **Bowling Mamola Group**, hereinafter referred to as the "**CONSULTANT**", and is made to amend the existing contract known as "**CONTRACT #2005-126**", and titled "**Analysis of Engineering Division Fees for Public Works**".

WITNESSETH:

WHEREAS, the City desires to amend the original contract to include that which is contained herein; and

WHEREAS, said amendment is at the City/Consultant's request, and that significant benefit will be derived by the City from such adjustments; it is

NOW, THEREFORE, mutually agreed by both parties to amend the original contract to address:

1 **SCOPE OF WORK**

1.1 See attached proposal from **CONSULTANT** dated March 10, 2007, and addressed to Mr. Lawrence A. Werner, City Engineer.

2 **TIME OF COMPLETION:**

2.1 **CONSULTANT** shall complete the Scope of Work on or before July 31, 2007, however, this contract continues as long as funding exists to continue. The contract may be terminated after this date by either party giving five (5) days written notice to terminate the contract.

2.2 Section 2.3. is deleted from the original agreement.

3 **COMPENSATION:**

3.1 **CITY** shall pay **CONSULTANT** compensation based upon time and materials not to exceed a maximum amount of \$15,420.00 for this Amendment No. 2. The Original Agreement was issued for \$22,200.00 and Amendment No. 1 for 20,740.00; with the inclusion of this amendment the revised contract sum is \$58,360.00.

IT IS ALSO AGREED, that all unaffected conditions, requirements and restrictions of the original Contract document remain in full force and effect for the duration of the Contract term.

AMENDMENT NO. 2

Contract No. 2005-126

4 ACKNOWLEDGMENT AND EXECUTION:

CITY'S CONTRACTING AGENT

BY: Sandy Scott, Contract Administrator
Carson City Public Works
Contracts Division
3505 Butti Way
Carson City, Nevada 89701
Telephone: 775-887-2355 X1101

CITY'S DEPARTMENT

BY: Andrew Burnham
Public Works Director
Carson City Public Works Department
Address: 3505 Butti Way
Carson City, NV 89701
Telephone: 775-887-2355 x1001

(Signature)

DATED this ____ day of March, 2007

(Signature)

DATED this ____ day of March, 2007

CONSULTANT/CONTRACTOR

BY: Randy Bowling, P.E

Title: CEO

Firm: Bowling Mamola Group

Address: P.O. Box 12926

City/State: Reno, Nevada

& Zip Code: 89510

Telephone: 775-825-2000

(Signature)

DATED this ____ day of March, 2007

I certify that the funds are available for this project.

FUNDING SOURCE: 101-3012-430-0309

BUDGET ALLOCATION: 58,360.00

By: Lawrence A. Werner, Dev. Services Dir.
/City Engineer

(Signature)

CITY CONTACT PERSON

NAME: Lawrence A. Werner, Dev. Services Dir.
/City Engineer

PHONE: 775-887-2355 x 1011

AMENDMENT NO. 2

Contract No. 2005-126

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada, at their publicly noticed meeting of April 3, 2007, approved the acceptance of the attached contract hereinbefore identified as **CONTRACT No. 2005-126** and titled "**Analysis of Engineering Division Fees for Public Works**". Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada, to set his hand to this document and record his signature for the execution of this contract in accordance with the action taken.

CARSON CITY, NEVADA

MARV TEIXEIRA, MAYOR

DATED this 3rd day of April, 2007

ATTEST:

ALAN GLOVER, CLERK-RECORDER

DATED this 3rd day of April, 2007

***** END OF DOCUMENT *****