



CITY OF FERNLEY

CITY COUNCIL

AGENDA REPORT

Meeting Date: September 1, 2021

REPORT TO:	Mayor and City Council
REPORT THRU:	Derek Starkey, City Engineer
REPORT FROM:	Kari Weitzel, Admin Specialist III
REVIEWED BY:	Brandi Jensen, City Attorney
REVIEWED BY:	Denise Lewis, City Treasurer

FINANCIAL IMPACT: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	FUND/ACCOUNT: 100-529-320
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ACTION REQUESTED: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Possible action to approve a contract with Shaw Engineering for on-call engineering services.

Business Impact (per NRS Chapter 237): <input type="checkbox"/> A Business Impact Statement is Attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

Agenda Item Brief: Staff is seeking approval to renew a contract for on-call engineering services with Shaw Engineering. The engineering department does not have adequate staff or resources to address the needs of the increase in development that has occurred over the last three years. The cost of the on-call services will be passed through to the project applicant.
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See attached report for background, analysis, alternatives.

RECOMMENDED MOTION:

“I move to approve of a contract with Shaw Engineering for on-call engineering services.”

ALTERNATIVES:

City Council could choose to not renew the contract and continue providing the services in house. Although, the water and sewer modeling services would require a contract with an engineering firm since the City does not have the software required to perform the work. In the event that Council does not approve the contract, staff would recommend that Council direct staff to come back with a revised contract and fee structure for water and sewer modeling services only.

PROJECT SUMMARY:

The contract would allow the engineering department to utilize the services of an engineering firm to provide a variety of on-call engineering services, primarily entitlement and construction permitting review services and water and sewer system modeling services. The cost for these services would be borne by the development project applicant and will require an adjustment to the current development fee structure. Any engineering services not for development would be paid for by the City through the engineering department’s professional services budget. These services would be directed and scoped by the City Engineer.

Staff advertised a request for qualification in March and April of 2019. The City received four submittals to the request for qualifications. Internal staff reviewed and scored the submittals and set interviews with three of the four applicants. Staff interviewed three applicants and the highest ranking firm from the process was Shaw Engineering.

Shaw was awarded the contract in 2019. The contract is due to expire on June 30th, 2021. Staff would like to renew the contract with Shaw Engineering.

BACKGROUND:

The City of Fernley has experienced a substantial increase in development over the past few years. This new development requires a great deal of review and coordination through the engineering department. The department simply doesn’t have adequate staffing to keep up with the increased workload. Permit review times have increased which is inadequate for our external and internal customers.

The engineering department currently has 5 full time positions and one part time position. The full time positions are City Engineer, Senior Project Manager (2), Administrative Specialist II, and Administrative Specialist III. The part time position is for our GIS Technician. In addition to development reviews and quality assurance inspections for public improvements for development projects, the department is responsible for managing the design and construction of the City’s capital improvement program, administering the City’s water rights program, maintaining and updating the City’s geographic information system (GIS) data, and miscellaneous tasks as assigned such as creating an asset management program. The current capital improvement program has approximately 20 projects that the City will need to complete during the 2021/2022 fiscal year.

Historically the City has contracted with a consultant for all of its engineering services. Prior to 2009, the City utilized TRC Consultants, TRC, as the contract City Engineer. TRC performed all the duties of the City’s current engineering department other than water rights administration. This contract was eliminated due to budget issues and the economic downturn affecting the nation and the region. The City Engineer position was created to take the place of the TRC contract and was also combined with the Public Works Director position. In 2014, a separate City Engineer position was created so there was no longer a combined PW Director/City Engineer. The department was split from the Public Works Department soon thereafter utilizing existing personnel and positions.

The City currently utilizes a consultant to perform water and sewer modeling services related to development projects. The City also began utilizing a consultant to perform quality assurance inspections in 2017.

During the fiscal year 19/20 Shaw Engineering received 20 projects from the City of Fernley to review civil and grading permits, water and sewer modeling applications, and administrative reviews.

During the fiscal year 20/21 Shaw engineering has received over 35 projects from the City of Fernley to review.

ANALYSIS:

Staff analyzed Shaw's performance over the past fiscal year and found it to be that Shaw was meeting if not exceeding their contract requirements. Staff also met with Shaw to discuss renewing the contract and determined that no changes were needed to the existing scope or fees for the upcoming year.

FINDINGS:

Staff found that Shaw was meeting the requirements and duties set forth in their contract and determined that renewing the contract would be in the best interest of the City.

LEGAL IMPLICATIONS:

The City is bound by its own ordinances and codes to supply certain services to new development. In addition to those there are multiple Nevada Revised Statutes and Nevada Administrative Code requirements that the City as a municipality and as a utility provider are bound to uphold and/or provide.

The selection of the engineer followed the requirements of Nevada Revised Statutes Chapter 625.

FINANCIAL IMPLICATIONS:

The cost of utilizing a consultant for engineering services is not inconsequential. The City has increased its development fees in order to cover the cost of the services. The additional costs are paid by the owner or developer of the project and not the City of Fernley.

Additional engineering services requested by the City that are not in connection with a proposed development will be paid out of the engineering department budget.

ATTACHMENTS:

- 1. City of Fernley Standard Contract**
- 2. Shaw Engineering Fee Schedule Proposal**