

DATE: August 21, 2024

TO: 911 Emergency Response Advisory Committee

FROM: Jenn Felter, Communications Manager, Washoe County 775.333.7017,
jfelter@washoecounty.gov

Cody Shadle, Director, City of Reno Public Safety Dispatch 775.334.2370
shadlec@reno.gov

SUBJECT: PRIMARY PSAP (Public Safety Answering Point), – by WASHOE COUNTY SHERIFF’S OFFICE COMMUNICATIONS CENTER AND CITY OF RENO PUBLIC SAEFTY DISPATCH PUBLIC SAFETY CENTER FOR HVAC REPLACEMENT DESIGN. A review, discussion and possible action to approve, deny or otherwise modify this request to fund a proposal for SGF Engineering to assess, design, and propose a new HVAC system for the co-located Reno/Washoe Communications Center located at 5195 Spectrum Blvd. second floor in an amount NOT TO EXCEED: **\$16,400.00**

SUMMARY

Regional Emergency Communications Center (RECC) located at 5195 Spectrum Blvd. that houses both Washoe County Sheriff’s Office Communications Center and the City of Reno Public Safety Dispatch currently have HVAC (Liebert) system that has been in place for over 20 years and is nearing the end of its operational life. The Liebert system at the Center is critical to maintain the appropriate environment for the operation of the emergency communication equipment and provides exclusive service to the Communications floor and equipment areas. SGF Engineering is being contracted by Washoe County to assess, design, and write up a proposal to replace and relocate the current HVAC system to the roof. The Engineering costs are in an amount NOT TO EXCEED: **\$16,400.00**

NRS APPLICABLE: *NRS 244A.7645*

Provides approval of costs associated with purchasing, leasing or renting the equipment and software necessary to operate the enhanced telephone system, including, without limitation, equipment and software that identify the number or location from which a call is made, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW(s)

Stakeholders are the area primary Public Safety Answering Points (PSAP) – Washoe County Sheriff’s Office Communications, City of Sparks Emergency Communications and City of Reno Public Safety Dispatch, and each PSAP’s contracted Agencies.

PREVIOUS ACTION BACKGROUND

In May of 2022, the E-911 Committee discussed approval for the City of Reno Public Safety Dispatch Center Infrastructure construction cost to include the HVAC system at or around \$315,000 for the newly constructed Public Safety Center. The motion unsuccessfully passed with concerns citing lack of specifics in the project proposal; specifically, the Dispatch Center’s exclusive use of the HVAC system as it was not clear. Although the City of Reno did not return to the Board with an updated proposal, it should be noted that the project scope had changed resulting in the Communications Center remaining in its current location (5195 Spectrum Blvd) no longer requiring the funding.

On May 21st, 2020, the E911 Emergency Response Advisory Committee approved the funding for infrastructure improvements for Sparks Emergency Communications Center as follows:

Universal Power Supply: \$27,000.00

Electrical Infrastructure: \$70,000.00

Data Lines: \$13,000.00

FISCAL IMPACT

The Enhanced 911 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Board approve the request presented by Washoe County Sheriff’s Office Communications Center and the City of Reno Public Safety Dispatch, to fund the Engineering cost associated in planning the replacement of the HVAC System in amount NOT TO EXCEED: **\$16,400.00.**

POSSIBLE MOTION

Move to approve that the E911 Emergency Response Advisory Board approve the request presented by Washoe County Sheriff's Office Communications Center and the City of Reno Public Safety Dispatch, to fund the Engineering cost associated in planning the replacement of the HVAC System in amount NOT TO EXCEED: **\$16,400.00.**

Mechanical, Plumbing, Structural, and Electrical Engineering Contract Proposal

July 26, 2024

Jacob Ayala

Washoe County

Building Operations Project Manager | Community Service Department

1001 East Ninth Street, Building A

Reno, NV 89512

Project: Washoe County Emergency Operating Center, Reno, NV – Dispatch HVAC Replacement

Dear Jacob,

We understand that the project is to replace the existing mechanical systems that serve the dispatch center. It is currently served by redundant Liebert systems that are noisy and nearing the end of useful lifespan. The proposed HVAC replacement is a packaged rooftop unit located on the high roof area over the 213 Dispatch Admin area and then ducted into the 220 Dispatch Center ceiling space with air distribution designed for vertical air distribution. The existing Liebert chilled water air conditioner located adjacent to the Dispatch Center is existing to remain for intent of redundancy while the existing Liebert DX air conditioner and associated condensing unit are to be demolished. The new rooftop unit will be provided with a seismically rated roof curb and horizontal roof mounted ductwork for routing to the Dispatch Center ceiling space. The electrical panel will need to be investigated to utilize the existing electrical circuit for the new rooftop unit with modifications indicated by the electrical engineer retained.

SGF Engineering LLC (SGF) will be the prime engineer and will retain the services of an electrical and structural engineer for this project. SGF looks forward to working with you on the project pursuant to the following terms in this contract proposal.

Project scope of services to be provided:

1. Attendance of up to one (1) existing condition site investigation.
2. Attendance of up to two (2) in-person or online coordination meetings during the design phase.
3. Specifications provided on the drawings.
4. The construction documents will be generated in AutoCAD (2D).
5. Completion of the construction documents is expected to be four (4) weeks after the execution of this proposal contract.

Mechanical and Plumbing scope of services to be provided:

1. Heat loss/gain calculations per ASHRAE 183 and ventilation calculations per ASHRAE 62.1.
2. Design of an HVAC system consisting of a packaged rooftop unit, air distribution, and HVAC controls.
3. Design of a natural gas piping system and condensate waste system.
4. Assistance completing utility company applications for sewer, water, and gas (if requested).
5. Mechanical International Energy Conservation Code Calculations.

Structural scope of services to be provided:

We shall retain the services of a structural engineer to perform the following structural design services.

1. Review of existing roof structure where the new rooftop unit will be placed to verify it has adequate capacity to provide support. Our review will be based on as-built structural drawings for our use.
2. Provide structural drawings for location and detailing of rooftop units to existing roof structure.
3. Identification of existing roof structure retrofits required.

Electrical scope of services to be provided:

We shall retain the services of an electrical engineer to perform the following electrical design services.

1. Review of data collected during on-site investigation by others or investigation of the project site as required to determine existing electrical conditions.
2. Outline of electrical demolition where required.
3. Design and specification of new electrical connections to new rooftop unit.
4. Generation of electrical load calculation.
5. Generation of original electrical bid documents (using CAD) and replication of documents as may be required for submittal to the building authority for each of the phased submittals.
6. Incorporation of a response to relevant electrical items identified during internal or peer review procedures.

Construction Administration to be provided:

1. Review of contractor generated mechanical submittals.
2. Review of contractor generated requests for information (RFIs).
3. Up to two (2) mechanical site visits to the project site each followed up with a site observation report.
4. Additional Construction Administration services, if requested, shall be provided on an hourly basis per our hourly rate sheet. Travel time is to be billable.
5. As-built drawing generation.

Exclusions:

1. Existing conditions & background drawings; SGF shall be provided Revit or AutoCAD drawings for use as backgrounds.
2. Fire sprinkler design and review of fire sprinkler protection drawings.
3. Envelope and lighting International Energy Conservation Code Calculations.
4. Alternate system energy cost comparisons.
5. Energy modeling of systems or a building.
6. 3D modeling and clash-detection.
7. Design of systems five (5) feet beyond the building perimeter or tenant space.
8. Building permit and utility company applications, submittals & fees.
9. Determination of construction means, methods, and installation procedures.
10. System commissioning including observation of those services provided by others.
11. Remediation of mold, asbestos and any other toxic or hazardous substance.
12. LEED design and accreditation services are not included.

Additional and Accelerated Services: Any modifications affecting the mechanical/plumbing designs and drawings after the submission of the mechanical/plumbing permit drawings (not the receipt of the permit), will be classified as additional services, and charged based on our hourly rate. Revisions due to plan check comments are included in our base fee unless noted otherwise. Engineering work not described above will be considered additional services. Additional services will not be performed without first receiving written direction and/or a signed additional services contract.

Accelerated services can be provided to meet deadlines that have been shortened or due to the lack of information provided by the owner, architect or other members of the design team.

Insurance: General Liability, Worker's Comp, Employer's Liability, and Errors & Omissions insurances shall be maintained for the duration of this project. SGF shall maintain general liability, worker's comp, and employer's liability insurance in the amount of \$1,000,000.00 and professional liability insurance in the amount of \$2,000,000.00.

Engineering Service Fee: Our engineering services fee for this project as described above is:

Mechanical and Plumbing Systems Design	\$ 8,500.00
Structural Systems Design	\$ 1,800.00
Electrical Systems Design	\$ 2,800.00
IECC Calculations	\$ 800.00
Construction Administration	\$ 2,500.00
Total Service Fee:	\$ 16,400.00

Reimbursable expenses: Reimbursable expenses for the project will be invoiced with no markup and will be in addition to the base fee quoted in this contract proposal. Out-of-house printing, postage, and travel, parking and lodging will be billed at cost. In-house printing, not for SGF use, will be billed at \$0.50/sf. Mileage will be billed at \$0.67/mile.

Invoicing: SGF anticipates invoicing, on a percentage basis for the base fee at the completion of each deliverable. The additional construction administration fee will be invoiced as the corresponding work is performed (if requested). Reimbursable expenses will be invoiced as they occur. All invoices are due within thirty (30) days of billing.

Contract Terms and Conditions:

1. Late charges are assessed at 1.5% per month from date of invoice or 18% per year. All collection costs, including attorney's fees and any court fees, are to be paid by client.
2. If the invoice is not paid in forty-five (45) days SGF may terminate the contract without waiving any claim or right against the client and without any liability whatsoever to SGF.
3. Obligations of the client to pay SGF are not contingent on client obtaining any approvals, acceptances, permits or reimbursements from any parties, individuals, organizations or agencies.
4. If SGF is ordered to stop work after agreement to this contract proposal, SGF will be paid its standard hourly billing rates for all costs incurred, up to the limit of the quoted fee.

5. All documents created by SGF including but not limited to: original drawings, estimates, specifications, field notes, reports and data are the sole and exclusive property of SGF as instruments of service. All SGF documents are copyrighted. All rights reserved.
6. The client (and subsidiaries of the client) agree not to attempt to hire (or discuss employment with) any employees (or former employees) of SGF until one year has passed, since their employment by SGF.
7. Any controversy or claim arising out of the terms, interpretation, or enforcement of this contract shall be subject to binding arbitration in accordance with Nevada Revised Statutes and the Arbitration Association Construction Rules. Any fees or costs, including the arbitrator's fees and costs, shall be evenly shared by the parties to this contract, subject to the arbitrator's ability to award attorney's fees and costs to a prevailing party as provided below. The parties agree to abide by all awards rendered in the arbitration proceedings, and such awards shall be final and binding on all parties. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The client understands and agrees that SGF may file a mechanic's lien upon the land/improvements in the event of nonpayment by client.
MATTERS COVERED BY THIS CONTRACT WILL NOT BE SUBJECT TO TRIAL BY A JURY OR BY A COURT OF ANY JURISDICTION. In accordance with Nevada Revised Statute 597.995, by initialing below, each of the parties acknowledge that they have affirmatively agreed to and give this specific authorization to submit to binding arbitration any dispute arising out of the terms, interpretation, or enforcement of this Agreement, and that each party is bound to the same as set forth in this Section.

Initials of SGF: 87

Initials of the Client: _____

8. Estimates of Construction Cost, if any, represent SGF's best judgment as design professionals familiar with the construction industry. However, it is recognized, that neither SGF nor the owner has control over the cost of labor, materials or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding, market or negotiating conditions. Accordingly, SGF cannot and do not warrant or represent that bids or negotiated prices will not vary from the estimate.
9. SGF shall perform its services consistent with the professional skill and care ordinarily provided by engineers practicing in the same or similar locality under the same or similar circumstances.
10. If SGF or client receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the project, or (3) its consultants and vendors whose contracts include similar restrictions on the use of confidential information.
11. To the fullest extent permitted by law, client hereby indemnifies and agrees to protect, defend, and hold SGF harmless from and against any and all claims, liabilities, obligations, losses, suites, actions, legal proceedings, damages, costs, expenses, awards, or judgments, including without limitation reasonable attorneys' fee and costs SGF may suffer or incur that are (i) imposed by law, or (ii) related directly to: (a) the death of or bodily injury to any person or persons, including without limitation, employees of the client., (b) injury to property and (c) any breach or alleged breach of this contract.
12. SGF's liability under this contract or in connection with this project shall not include consequential, special, incidental, or similar damages arising in any manner from this contract or SGF's services.

13. The aggregate liability of SGF for work or services provided by SGF to client shall not exceed: (1) SGF's Engineering Services Fee, or (2) the available proceeds of insurance provided hereunder, whichever is less.

Contract Proposal Acceptance: If this contract proposal is acceptable, please sign and return a copy for our records. This contract proposal is valid for 60 calendar days. We will commence design services upon receipt of the fully executed contract proposal.

Sincerely,



Sean G. Frey, P.E., LEED AP
Principal
SGF Engineering, LLC

Accepted By Client:

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____

Client Job / PO: _____

DeLozier, Sara

From: Ayala, Jacob S.
Sent: Thursday, August 22, 2024 2:22 PM
To: Felter, Jennifer; shadlec@reno.gov
Subject: Re: Liebert Removal Design Proposal

Hi Jenn,

The initial design of this project is the first step the process to remove the liebert on the dispatch floor.

- Engineers will analyze all aspects of the building. This includes looking at the efficiency values of the windows and insulation for a properly sized system. They will also ensure that the structural integrity of the roof is not compromised with extra weight from roof top units. They will ensure ducting is sized properly to heat and cool the space comfortably. They will also look for the most energy efficient option. Lastly, they will look at the operations of the facility to make sure it fits your needs. as we know noisy units do not work well for you operations.
- The plans can then be taken to the CIP committee.
- Once the CIP Committee endorses the project they can use these same plans for the bidding process.


Additionally, the current unit is over 20 years old, as the building was built in 2002 and the existing system is reaching its end of life.

Thank you!

Jacob Ayala

Building Operations Project Manager | Community Service Department

C: (775) 848-6403 | 1001 E. Ninth Street, Reno, NV 89512

Have a Facility request question? Check out the  [WC-FacilitiesManagmentGuide to Services.pdf](#).

From: Felter, Jennifer <JFelter@washoecounty.gov>

Sent: Thursday, August 15, 2024 12:15 PM

To: Ayala, Jacob S. <JAyala@washoecounty.gov>; shadlec@reno.gov <shadlec@reno.gov>

Cc: Stevens, Rick <RStevens@washoecounty.gov>; Rose, Richard "Scott" <RSRose@washoecounty.gov>; Felter, Jennifer <JFelter@washoecounty.gov>

Subject: RE: Liebert Removal Design Proposal

Okay, and yes this helps me to understand what you are talking about and how to write a request. Thank you 😊



Jenn L. Felter

Washoe County Sheriff's Office
Communications Manager
Sheriff's Office
(775) 333-7017 Work
(775) 785-WCSO Work
(775) 830-3051 Mobile
JFelter@washoecounty.gov
5195 Specrum Blvd.
Reno, NV 89521

“Worse than giving up is never trying at all”

From: Ayala, Jacob S. <JAyala@washoecounty.gov>
Sent: Thursday, August 15, 2024 12:13 PM
To: Felter, Jennifer <JFelter@washoecounty.gov>; shadlec@reno.gov
Cc: Stevens, Rick <RStevens@washoecounty.gov>; Rose, Richard "Scott" <RSRose@washoecounty.gov>
Subject: Re: Liebert Removal Design Proposal

Hi Jenn,

The cost of \$16,400 covers design of the project. The estimation of \$164,000 is for construction cost only as design is typically 10% of construction cost. Please note that this is not always the case and costs could be more. Demo could be an extra cost as the existing unit is very large in size. A budget of 200K should be a decent number to bring to the board.

This project would fall to CIP, as I only handle projects under 100K. Once design is done we can bring this project to our CIP team.

Thank you!

Jacob Ayala

Building Operations Project Manager | Community Service Department

C: (775) 848-6403 | 1001 E. Ninth Street, Reno, NV 89512

Have a Facility request question? Check out the  [WC-FacilitiesManagementGuide to Services.pdf](#).

From: Felter, Jennifer <JFelter@washoecounty.gov>
Sent: Thursday, August 15, 2024 11:07 AM
To: Ayala, Jacob S. <JAyala@washoecounty.gov>; shadlec@reno.gov <shadlec@reno.gov>
Cc: Stevens, Rick <RStevens@washoecounty.gov>; Rose, Richard "Scott" <RSRose@washoecounty.gov>; Felter, Jennifer <JFelter@washoecounty.gov>
Subject: RE: Liebert Removal Design Proposal

Jacob~

I am no engineer or construction person so this may sound stupid, but in your email you say that typically with this proposal the cost estimate could be \$164,000. Would that include the move, design, the whole kit and caboodle? Also, the quote you sent is for them to come out and propose what you believe to be typical, correct? Just want to be clear so that when Cody and I go to the board to ask for these funds we have the answers to questions we know they will ask.

We would like to move forward with this project as well because we are holding up our furniture project if this can be done fairly “quickly,” after funding is a go. Also, is Washoe County going to participate in any portion of the relocation of this as far as the funding? I mean it was placed there and should not have been given the use of the building. I think Cody and I just need to know what we are dealing with here too.

Thanks 😊



Jenn L. Felter

Washoe County Sheriff's Office
Communications Manager
Sheriff's Office
(775) 333-7017 Work
(775) 785-WCSO Work
(775) 830-3051 Mobile
JFelter@washoecounty.gov
5195 Specrum Blvd.
Reno, NV 89521

"Worse than giving up is never trying at all"

From: Ayala, Jacob S. <JAyala@washoecounty.gov>

Sent: Monday, August 5, 2024 9:22 AM

To: Felter, Jennifer <JFelter@washoecounty.gov>; shadlec@reno.gov

Cc: Stevens, Rick <RStevens@washoecounty.gov>; Rose, Richard "Scott" <RSRose@washoecounty.gov>

Subject: Liebert Removal Design Proposal

Hello,

Please see attached proposal for design. Please note this proposal is only for design to remove the Liebert on the dispatch floor. It does not include removal of the Liebert located by the supervisors office due to the need of redundancy incase of environmental emergency. The Liebert by the supervisors office would only run as backup and the new system would become the primary.

Please let me know if you would like to move forward with this quote. Design is typically 10% the cost of construction. Based off of this standard we can estimate the project would cost about \$164,000.

Thank you!

Jacob Ayala

Building Operations Project Manager | Community Service Department

C: (775) 848-6403 | 1001 E. Ninth Street, Reno, NV 89512

Have a Facility request question? Check out the  [WC-FacilitiesManagmentGuide to Services.pdf](#).