

**City of Carson City
Agenda Report**

Date Submitted: November 19, 2010 **Agenda Date Requested:** December 2, 2010
Time Requested: Consent

To: Mayor and Supervisors
From: Purchasing and Contracts

Subject Title: Action to approve Contract No. 1011-176 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with Tri State Surveying, LTD., to provide On Call Professional Land Surveying Services through December 1, 2012 for a not to exceed amount of \$100,000.00 to be funded from Various Capital Improvement Project Fund Accounts as provided in FY 2010/2011 and FY 2011/2012. *(Sandy Scott-Fisher)*

Staff Summary: Carson City Public Works Department has the responsibility of managing an extensive Capital Improvement Program, which includes the design and construction of various public facilities and infrastructure. To facilitate the design and construction of such improvement projects the City requires the services of a professional Land Surveyor.

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 approve Contract No. 1011-176 Pursuant to NRS 332.115(1)(b) and NRS 625.530 with Tri State Surveying, LTD., to provide On Call Professional Land Surveying Services through December 1, 2012 for a not to exceed amount of \$100,000.00 to be funded from Various Capital Improvement Project Fund Accounts as provided in FY 2010/2011 and FY 2011/2012. *(Sandy Scott-Fisher)*

Explanation for Recommended Board Action: Pursuant to **NRS 332.115(1)(b):** (1) Contracts which by their nature are not adapted to award by competitive bidding, including contracts for (b) Professional Services and **NRS 625.530**, contracts for the services of a professional engineer, professional land surveyor or registered architect; that the selection was made on the basis of the competence and qualifications of the engineer, land surveyor or architect for the type of service to be performed and not on the basis of competitive fees; and therefore not suitable for public bidding. Public Works has just recently completed selection of firms from a Request for Qualification process which is done bi-annually for various professional disciplines.

Applicable Statute, Code, Rule or Policy: NRS 332.115(1)(b) and NRS 625.530

Fiscal Impact: \$100,000.00





Explanation of Impact: Amount of contract

Funding Source: Various Capital Improvement Project Fund Accounts as provided in FY 2010/2011 and FY 2011/2012.

Alternatives: Not award contract and provide other direction.

Supporting Material: Contract No. 1011-176

Prepared By: Sandy Scott-Fisher, Purchasing and Contracts Coordinator

Reviewed By:  Date: 11/22/10
(Public Works)
 Date: 11/22/10
(City Manager)
 Date: 11/22/10
(District Attorney)
 Date: 11/22/10
(Finance Director)

Board Action Taken:

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

(Vote Recorded By)

**PROFESSIONAL SERVICES AGREEMENT RELATED TO CONSTRUCTION
PROJECTS (Architects, Engineers, and Land Surveyors)
Contract No. 1011-176
Title: On Call Professional Land Surveying Services**

THIS CONTRACT, made and entered into this 2nd day of December, 2010, by and between the City and County of Carson City, a political subdivision of the State of Nevada, hereinafter referred to as the "**CITY**", and Tri State Surveying, LTD., hereinafter referred to as the "**CONSULTANT**".

W I T N E S S E T H :

WHEREAS, the Purchasing and Contracts Coordinator for the City and County of Carson City is authorized, pursuant to Nevada Revised Statutes Chapter 332 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, it is deemed that the services of **CONSULTANT** for **CONTRACT No. 1011-176 On Call Professional Land Surveying Services** are both necessary and in the best interests of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1 **REQUIRED APPROVAL:**

1.1 This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors.

2 **CONTRACT TERM:**

2.1 This Contract shall be effective from subject to Carson City Board of Supervisors' approval (anticipated to be December 2, 2010) to December 1, 2012, unless sooner terminated by either party as specified in **Section 7 Contract Termination**.

3 **NOTICE:**

3.1 Unless otherwise specified, termination shall not be effective until thirty (30) calendar days after a party has served written notice of default, or without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail with simultaneous regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

**PROFESSIONAL SERVICES AGREEMENT RELATED TO CONSTRUCTION
PROJECTS (Architects, Engineers, and Land Surveyors)
Contract No. 1011-176
Title: On Call Professional Land Surveying Services**

For P&C Use Only
CCBL expires _____
GL expires _____
AL expires _____
PL expires _____
WC expires _____

3.1.1 Notice to **CONSULTANT** shall be addressed to:

Ken Iwamura, PLS/Vice President
Tri State Surveying, LTD.
425 East Long Street
Carson City, Nevada 89706
(775) 887-9911/(775) 887-9915
kiwamura@tristateltd.com

3.1.2 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts
Sandy Scott-Fisher, Purchasing and Contracts Coordinator
201 North Carson Street, Suite 3
Carson City, NV 89701
775-283-7137/ FAX 775-887-2107
SScott@carson.org

4 **SCOPE OF WORK:**

4.1 **CONSULTANT** shall provide and perform the following services set forth in **Exhibit A** attached hereto and incorporated herein by reference for and on behalf of **CITY** hereinafter referred to as the "**SERVICES**".

4.1.1 **CONSULTANT** will provide Surveying and mapping for a variety of public works projects. Typical services will include, but are limited to: aerial photography, aerial base mapping, boundary surveys, topographic surveys, right-of-way surveys, construction staking, preparation of construction staking notes, preparation of legal descriptions and plats, and other miscellaneous surveying related services. Specific surveying services will be specified by project.

4.2 **CONSULTANT** represents that it is duly licensed by Carson City for the purposes of performing the **SERVICES**.

4.3 **CONSULTANT** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the **SERVICES**.