



POGGEMEYER  
DESIGN GROUP

April 30, 2019

Mr. Dwayne Smith, P.E.  
Washoe County Community Services Department  
1001 E. Ninth Street  
Reno, Nevada 89512  
[desmith@washoecounty.us](mailto:desmith@washoecounty.us)

**RE: On-Call Survey Map Review Services  
Washoe County, Nevada**

Dear Mr. Smith,

Poggemeyer Design Group, Inc. (PDG) is pleased to provide Washoe County (County) this proposal for Survey Map Review and as-needed Washoe County Survey Map Checklist Review and Revision services.

We understand that Washoe County desires to contract for Survey Map Review and as-needed Checklist Review and Revision Services for fiscal years 2019/2020 and 2020/2021. Services will be completed under direction and approval from County staff.

We are well versed in the requirements for completing these services as we have provided them to the County as part of our agreement dated August 8, 2018. Services completed to date include:

- Developed Survey Map Submittal Requirements (current copy attached);
- Developed and revised the Washoe County Survey Map Checklist – Engineering Items (current copy attached);
- Developed documents using appropriate County standards; and

In addition, between August 2018 and February 2019, PDG has completed 75 Survey Map Reviews as part of these services.

	2018				2019	
Month	September	October	November	December	January	February
Quantity	6	7	11	11	27	13

**PROPOSED SCOPE OF SERVICES**

PDG proposes to complete the following services.

**Survey Map Review.** Provide review, comment, and/or approval of various survey maps to include Parcel Maps, Tract Maps, Boundary Line Adjustments, and possibly others including Division of Land maps. Survey Map Review services will be completed in the following steps.





1. Intake
  - a. Washoe County Engineering Department will complete the initial intake of submitted maps and digitally submit them to PDG.
  - b. PDG receives submitted maps digitally at the discretion of staff (excluding holidays and weekends when County offices are closed)
2. Tracking
  - a. PDG will continue to utilize the tracking method that has been previously developed and approved by Washoe County.
  - b. Maps will be characterized on a spreadsheet including date of receipt, review time, date returned, and notes/recommendation. All maps received will be added to this spreadsheet as they are received and updated. This spreadsheet will be provided to the County on a monthly basis.
    - i. This spreadsheet will be provided to the County more frequently upon request.
3. Regulatory Review
  - a. Maps received by PDG will be reviewed by a Professional Land Surveyor licensed in Nevada for accuracy and conformance to State Law, Current Code, and Policy requirements using the approved Checklist.
4. Output
  - a. Once review is complete, PDG will provide review comments in digital format (in color) via email to the assigned County staff.

**Checklist Review and Revisions.** Maintain and update the procedural process for completing map review services by providing review, feedback, and revision to the checklist requirements as needed. These revisions may include updates and/or changes as follows:

- Incorporate identified codes and policies as they are either revised or new ones are adopted
  - Code changes
  - Policy changes
  - NRS requirements
- Concurrent review processes – if Washoe County implements changes to the process, PDG will in turn implement those changes
- Filing processes – If Washoe County implements numbering changes, PDG will in turn implement those changes
- Assignment of review responsibility – PDG will continue to assign P.L.S. review responsibility
- Timeframe for review – per NRS requirements
- Consistent review – standard corrections

## PROPOSED FEE SCHEDULE

PDG proposes to complete the outlined services on a time and materials basis in conformance with the attached fee schedule. Detailed invoices for these services will be provided monthly and payment will be due upon receipt.

## ASSUMPTIONS & EXCLUSIONS

Work will commence upon receipt of "Notice to Proceed" issued by Washoe County. All work not described above is generally excluded from this scope of work and shall be completed by others or under separate agreement with PDG. The scope of work described assumes the following:

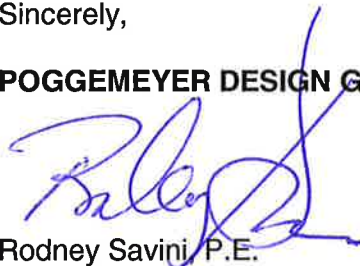
- County will provide the Washoe County Survey Map Checklist requirements and specific map requirements for these services.
- County will develop a non-disclosure requirement within the agreement for PDG to execute and return.
- Invoices will be "Due upon Receipt". Accounts are considered past due after 45 days. Past due accounts will be subject to interest at the rate of 1 ½% per month and such collection action as may be necessary to collect the account. In addition, a "Stop Work Order" may be issued on past due accounts. In this case, no further work will be performed until the account is brought current.

This proposal is valid for 30 working days from the date of this letter.

We appreciate the opportunity to provide you with our proposal. Should you have any questions or concerns, please do not hesitate to call me at (775) 857-3330.

Sincerely,

**POGGEMEYER DESIGN GROUP, INC.**



Rodney Savini, P.E.  
Northern Nevada Operations Manager

### Attachments:

Fee Schedule  
Washoe County Survey Map Checklist

**PROPOSED FEE SCHEDULE**

	Hours Per Month	Hourly Rate	July	August	September	October	November	December	January	February	March	April	May	June	Monthly Totals
FY 1920 Permit Technician	150	\$ 75.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	\$ 135,000.00
Project Manager	20	\$ 121.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 29,040.00
Operations Manager	4	\$ 186.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 744.00	\$ 8,928.00
															<b>FY 1920 Total \$ 172,968.00</b>

**ASSUMPTIONS**

- Permit Technician staffing assumes 22 working days per month at 7 hours per day.

