

May 22, 2019

Mr. Dwayne Smith, P.E., Director
Engineering and Capital Projects
Washoe County Community Services Department
1001 E. Ninth Street
Reno, NV 89512

**RE: Homeless Housing Project
NNAMHS Campus
310 Galletti Way, APN 032-050-56, Sparks, Nevada
Proposal for Project Development and Construction Management
Services** **RN19XXX**

Dear Mr. Smith,

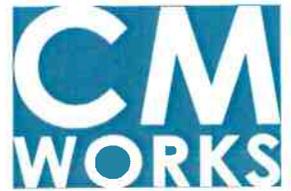
Poggemeyer Design Group, Inc. ("PDG") is pleased to provide Washoe County - Community Services Department ("Owner") this proposal for project development and construction management services.

Project Understanding

The Owner is planning on developing new homeless facilities on the Northern Nevada Adult Mental Health Services (NNAMHS) campus in existing facilities that will be leased from the State of Nevada. The existing buildings will be remodeled and will consist of the following:

- Building 2A
- Building 8C
- Building 8 South
- Building 8 Central
- Building 600/601
- Building 602
- Building 603
- Building 604
- Building 605





The programmed project building sizes have been outlined in the initial and pending final programming documents. The existing facilities have also been surveyed for asbestos containing material and lead based paint. The existing site is currently being surveyed for topography and surface utilities.

This proposal has been developed to provide project development and construction management services to deliver the project as a Construction Management At Risk (CMAR) public work. The Owner desires to retain a Project Manager to assist staff in managing the development and design, and to provide design and construction management services to support staff and oversee project development and manage post occupancy services.

The following scope of work details the required tasks to assist in the project development.

Scope of Work

PDG will utilize current facility programming documents, existing State of Nevada archive as-built drawings, Washoe County staff input, State of Nevada facility staff input, A/E contract deliverables, and CMAR preconstruction and procurement deliverables to assist in the completion of the design, construction, and post occupancy of the homeless facilities located on the NNAHMS campus.

PDG will perform the following tasks on a Time and Materials basis with a Not to Exceed (NTE) amount as specified in the fee schedule below.

Task 1: Assist in Management of A/E Design Process Delivered with CMAR

- PDG will assist in the management of the A/E on behalf of and in conjunction with Owner designated staff regarding development of A/E deliverable documents. The deliverable documents will include completion of said services in accordance with the approved project design schedule. The work is deemed complete when each phase of the design process is complete and accepted by the Owner.
 - A/E Design Process
 - Attend and assist in permitting with the Nevada State Public Works Board and Fire Marshal
 - Design Document Development (DD) review
 - Construction Document Development (CD) review
 - CMAR Preconstruction Services
 - Assist as required in the CMAR Contractor selection and procurement process



- Assist in the introduction of the CMAR contractor at the beginning phase of work (concept, site plan and facility requirements) and manage the CMAR through the design process (programming, design development, and construction document development)
 - CMAR contractor will be providing preconstruction services to include:
 - Assisting the Owner by analyzing scheduling to minimize project schedule duration and identify constructability approaches to provide a facility at competitive cost
 - Estimate the cost of the work, general conditions, bonding, insurance, CMAR fee, and CMAR contingency initially and throughout the construction document development process to correctly predict the cost of the project
 - Analyze the initial budget amount in comparison to the preliminary facility design documents and provide that feedback to Owner

Task 2: Building Permit Submittal, Issuance, and Utility Service Coordination

- Building Permit
 - Assist, in conjunction with Owner designated staff, the A/E providing the information, review, and guidance during intake to State Public Works and the State Fire Marshall
- Water: No additional water resources are required to support the remodeling of the facilities. If necessary, meet with Truckee Meadows Water Authority (TMWA) to request service and recommend the water line service alignment to the proposed site. PDG will complete the application information to obtain design and approval from TMWA. TMWA design will be included in the bid proposal package
 - Application and connection fees will be paid by Washoe County, if required
- Electricity/Natural Gas: Additional electrical and natural gas line services are not required to support the remodeling of the facilities. If required, PDG will complete the application information to obtain design and approval from NV Energy. NV Energy design will be included in the bid proposal package
 - Application and connection fees will be paid by Washoe County
 - The electrical service will be sized to serve the initial and future build out of the facilities
 - The natural gas will be sized to serve the initial and future build out of the facility
- Washoe County Tech Services (IT)/Communication



- Request and meet with Owner staff to identify the infrastructure required to service this facility. Specific communication requirements may include 800 MHz infrastructure including an antenna array

Task 3: CMAR Bidding, Proposal, and Award Phase

- Review of Guaranteed Maximum Price (GMP) estimates with the CMAR contractor initially at the start of the bid phase and then one time during the bid phase. Verify the estimate is within the Owner funding limit to include design, management, and project financing costs; utility application, service, and hookup fees; permit fees, and CMAR costs to include insurance, bonds, fee, and contingency
- Review the subcontractor qualification process for compliance with Nevada Revised Statutes (NRS) prior to advertisement, following submission, and complete verification
- Review the bidding process for compliance with Nevada Revised Statutes (NRS) prior to advertisement, following submission, and complete verification
- Prepare an independent cost estimate, if requested, to compare the GMP proposal from the CMAR contractor on behalf of the Owner. Provide an opinion of cost in comparison the GMP proposal for Owner review and negotiation
- Provide information to assist in development of the contract, general conditions, and award presentation documents

Task 4: Construction Management Services

- Implement our Construction Management Information System (CMIS) document control system and providing real time access for County staff
- Provide construction administration augmentation to include management of the contract document requirements and processing, weekly Owner/Architect/Contractor meetings, on-site observation, project administration, special inspection and material testing, coordination and submittal of Designer of Record (EOR) reporting, and close out documents

Task 5: Post Occupancy Services

- Assist in review and completeness of contract closeout submittals, commissioning reporting, scheduling and documentation of training for facility and user staff, and operations and maintenance submittals

The schedule for the project has been provided by the Owner and is included in Appendix A to include Project Manager support requirements.



Fees

PDG is proposing to conduct the scope of work identified on a Time and Materials basis, Not to Exceed (NTE) the following fee schedule:

Task 1: Assist in Management of A/E Design Process Delivered with a CMAR	\$ 37,000
Task 2: Building Permit Submittal, Issuance and Utility Service Coordination	\$ 14,800
Task 3: CMAR Bidding, Proposal, and Award Phase	\$ 19,980
Task 4: Construction Management Services	\$268,966
Task 5: Post Occupancy Services	\$ 18,500
Total	<u>\$359,246</u>

Exclusions and Assumptions

PDG’ role for the project is to provide design and project management and oversight services. The following items have not been incorporated within this proposal or are assumptions, which have been made during the preparation of this proposal:

- Geotechnical analysis
- Special Use Permit (SUP) application development
- Utility application, connection, and service fees to the facility
- Building permit application fees
- Owner requested additional services related to Design and Project Management that is not included as part of this scope of work. Should additional services be required by the Owner, PDG will provide an addendum to this scope of work.
- Owner will contract with others as required.

Terms and Conditions

Work outside the established SCOPE OF WORK can be performed on a time and materials basis in accordance with our current fee schedule. A standard fee schedule is attached and incorporated into this proposal. This proposal is valid for 30 working days from the date of this letter.



PDG will send monthly progress billings on this project. The amount of these billings will be based upon the time and materials for the work completed. The terms are 'Due Upon Receipt and Approval' and payment shall be made within 45 days of invoice receipt and approval. Accounts over 45 days old 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.

Thank you for the opportunity to provide you with this proposal, and if you have any questions please do not hesitate to me at (775) 857-3330.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rodney Savini', written over a faint, larger version of the same signature.

Rodney Savini, P.E.
Northern Nevada Operations Manager

Appendix A – Project and Fee Schedule

