



April 9, 2018

Mr. Dennis Troy, CPSI  
Washoe County Community Services Department  
Regional Parks and Open Space  
1001 E. 9<sup>th</sup> Street  
Reno, NV 89512

**Re: Washoe County Regional Parks Master Plan  
Proposal for Planning Services**

Dear Dennis,

Wood Rodgers, Inc. is pleased to provide this proposal for continuing our planning services for the Washoe County Parks Master Plan. As you know our recent efforts, which have been completed, include developing an inventory of Park facilities, developing and analyzing demographic information, developing baseline information, maps, and graphics, and initial outreach with the Technical Advisory Committee and Stakeholders. Through these efforts we have completed the majority of the data gathering and base information necessary for developing the actual Parks Master Plan. This proposal provides the scope of work to expand upon the previous efforts with a more in depth public and stakeholder outreach process as well as to develop the actual Parks Master Plan document.

Wood Rodgers understands that our objectives will be to:

- (1) Assist Staff with public and stakeholder outreach, including an online survey, summary of comments, and data collected during this process;
- (2) Develop Planning Areas based public and stakeholder input, growth projections and demographics, and the long term funding projections;
- (3) Create a framework for the Parks Master Plan;
- (4) Develop a graphic focused Parks Master Plan that provides a vision, goals, strategies, needs assessment, and an implementation plan for the Parks Capital Improvement Program.

The following is a detailed outline of the specific tasks and descriptions to be provided with the scope of work.

**Task 1: Public and Stakeholder Engagement**

**\$11,820 T&M (Not to Exceed)**

- Wood Rodgers will assist Regional Park Staff with developing the material for and attending up to four (4) public meetings to engage the citizens of Washoe County in a dialogue about parks' facilities and priorities. The objective is to identify goals for future facilities within the County, as well as to build consensus for the County to focus on Regional Parks, Trails, and Open Space opposed to smaller neighborhood type parks.
- In addition to the four (4) public meetings, Wood Rodgers will prepare an online survey to engage more citizens in the process. The survey will be published for up to one (1) month. Wood Rodgers will analyze the data from the survey and provide a summary of the results.
- Wood Rodgers will assist Regional Park Staff with developing the material for and attending up to two (2) stakeholder meetings.
- Wood Rodgers will prepare a written summary of comments from the public meetings, online survey, and stakeholder meetings. Copies of all the meeting materials will be provided with the summary.
- Wood Rodgers will coordinate the findings of the summary with Regional Park Staff.
- Wood Rodgers will be available to present the summary and findings at one (1) Parks Commission meeting.

**Task 2: Draft and Final Parks Master Plan**

**\$73,090.00 T&M (Not to Exceed)**

- Wood Rodgers will provide an outline of the Master Plan document for Regional Parks Staff to review and approve.
- Wood Rodgers will prepare a draft Master Plan and Investment Strategy for the Washoe County Regional Parks & Open Space Department. The "Plan" will consist of approximately 60 pages, which outlines the history of the department, planning process, public involvement, demographics, land use patterns and growth projections (what's going on regionally over the next 20 years), admin structure and funding, existing and planned facilities, reference to existing plans, a vision, goals, strategies, needs assessment, and Implementation Plan including working with Staff to develop a five year Capital Improvement Program (CIP). The "Strategy" will serve as the executive summary at approximately 4 pages that outlines the action plan to implementing the "Plan". Both the "Plan" and "Strategy" will be graphically oriented.

- Wood Rodgers will include comments obtained by Regional Parks Staff during presentation of the draft Plan to the Parks Commission and provide revisions and prepare a Final Master Plan.
- The Final Master Plan will be presented to the Parks Commission and Board of County Commissioners for final adoption.

**Total Fee Task 1 & 2: \$84,910 T&M (Not to Exceed)**

**Special Conditions & Items Needed:**

1. *Client to provide GIS data*
2. *Client to provide any previous reports, master plans, cost estimates, and funding availability for use in the Master Plan*
3. *Any cost estimates prepared represent preliminary amounts that are subject to change. Wood-Rodgers, Inc. will not assume responsibility for the use of these costs in budget analysis or be held liable for potential development cost increases associated with the development of this project.*

**Closing**

This proposal is based on knowledge of the project at its current status. If this proposal meets with your approval, please sign the attached Agreement and return the original to our office. This proposal will remain valid for a period of ninety (90) days from the date of issuance.

We have included Exhibit "A" Wood Rodgers Invoicing, Payment & Liability Policies as a part of this proposal. We have included Exhibit "B", an hourly rate Fee Schedule for Time and Materials work and for Client requested changes that affect the scope of work are contained herein. We have included Exhibit "C", a proposed budget for the Project.

Thank you for the opportunity to provide the contract to continue working with you on this project. Should you have any questions or require additional information, please contact me our office.

Sincerely,

**Wood Rodgers Inc.**

\_\_\_\_\_  
Andrew D. Durling, AICP, LEED AP  
Vice President

\_\_\_\_\_  
Derek Kirkland  
Project Manager

**IN AGREEMENT WITH THE ABOVE TERMS:**

Company:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Exhibit "A"

WOOD RODGERS, INC. INVOICING PAYMENT & LIABILITY POLICIES

1. "Reimbursable expenses" are not included in proposal costs, and shall include actual expenditures made by. Wood Rodgers Inc. in the performance of its services (blueprints, reproductions, etc.) and shall be billed at the actual cost to Wood Rodgers, Inc.
2. Invoices are submitted monthly by Wood Rodgers, Inc, Client shall notify Wood Rodgers, Inc. in writing of any and all objections, if any, to an invoice within ten (10) days of the date of the invoice. Otherwise, the invoice shall be deemed proper and accepted by the Client. Amounts invoiced are due and payable upon receipt. Client's account shall be considered delinquent if Wood Rodgers, Inc. does not receive full payment within thirty (30) days after the invoice date.
3. A service charge shall be applied to delinquent accounts at the rate of 1.5% per month. Payment thereafter shall be applied first to accrued interest and then to unpaid principal. Client shall pay all costs and expenses, including without limitation, reasonable attorney's fees, incurred by Wood Rodgers, Inc. in connection with collection of delinquent accounts of Client.
4. If a delinquency occurs, Wood Rodgers, Inc. may choose to suspend work upon ten- (10) days written notice to Client. Wood Rodgers, Inc. shall recommence work once such delinquency is completely cured and any and all attendant collection costs, fees, or other amounts required to be paid by Client under this contract are paid in full. If a delinquency by Client occurs and Wood Rodgers, Inc. chooses not to suspend work, no waiver or estoppel shall be implied. Client agrees and understands that if Wood Rodgers, Inc. suspends its work pursuant to this paragraph, Wood Rodgers, Inc. shall not be liable for any costs or damages, including but not limited to delay and consequential damages, to the Client, other owner of the property where such work is being performed, or any other third party, that may arise from or be related to such work suspension.
5. When non-standard billing is requested by Client, time spent by office administrative personnel in preparation of such billing shall be considered an extra cost to the project and shall be billed as such.
6. In providing services under this Agreement, Wood Rodgers, Inc. will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
7. Client and Wood Rodgers, Inc. recognize the risks, rewards and benefits of the project and Wood Rodgers, Inc. total fee for services. The risks have been allocated such that Client and Wood Rodgers, Inc. agrees that, to the fullest extent permitted by law, Wood Rodgers, Inc. total liability to Client and to all construction contractors and subcontractors on the project for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes shall not exceed the total estimated fee described herein. Such causes include but are not limited to Wood Rodgers, Inc. negligence, errors, omissions, strict liability, and breach of contract and breach of warranty.
8. This agreement and the applicable Services Authorization & Agreement or Proposal/Contract constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said documents. It is not the intent of the parties to this agreement to form a partnership or joint venture.

**EXHIBIT "B"**



**RENO FEE SCHEDULE  
Effective January 1, 2018**

CLASSIFICATION	STANDARD RATE
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$205
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$190
Associate Engineer/Geologist/Surveyor/Planner/GIS/LA* III	\$180
Associate Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$165
Associate Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$155
Engineer/Geologist/Surveyor/Planner/GIS/LA* III	\$140
Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$130
Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$120
Assistant Engineer/Geologist/Surveyor/Planner/GIS/LA*	\$105
CAD Technician III	\$120
CAD Technician II	\$105
CAD Technician I	\$90
Project Coordinator	\$95
Administrative Assistant	\$75
Construction Project Manager	\$140
Inspector III	\$110
Inspector II	\$98
Inspector I	\$88
Field/Lab Technician IV	\$150
Field/Lab Technician III	\$105
Field/Lab Technician II	\$93
Field/Lab Technician I	\$83
1 Person Survey Crew	\$140
2 Person Survey Crew	\$190
3 Person Survey Crew	\$250
Consultants, Outside Services, Materials & Direct Charges	Cost Plus 10%
Overtime Work	Rate Plus 50%

\*LA = Landscape Architect

Blueprints, reproductions, and outside graphic services will be charged at vendor invoice. Auto mileage will be charged at the IRS standard rate, currently 53.5 cents per mile.

Fee Schedule subject to change January 1, 2019.

Last Updated: 4/9/2018

EXHIBIT "C"  
PROJECT BUDGET

Task #	Task Description															Totals	
		Principal Planner II			Associate Planner I			Planner II/GIS			Assistant Planner			Other Direct	Sub-consultant		
		Hourly Rate	# of Hours	Cost	Hourly Rate	# of Hours	Cost	Hourly Rate	# of Hours	Cost	Hourly Rate	# of Hours	Cost	Cost	Cost	# of Hours	Cost
1	Public and Stakeholder Engagement	205	2	\$ 410.00	155	30	\$ 4,650.00	130	40	\$ 5,200.00	105	12	\$ 1,260.00	\$ 300.00	\$ -	84.00	\$ 11,820.00
2	Draft and Final Master Plan	205	8	\$ 1,640.00	155	140	\$ 21,700.00	130	300	\$ 39,000.00	105	100	\$ 10,500.00	\$ 250.00	\$ -	548.00	\$ 73,090.00
			10	2,050		170	26,350		340	44,200		112	11,760	550	-	632	\$ 84,910.00