



9 May, 2018

Revision 2

Mr. Brett Steinhardt  
Project Manager, Capital Projects Division  
Washoe County Community Services Department  
1001 E. 9<sup>th</sup> Street, Building A – 2<sup>nd</sup> Floor  
Reno, NV 89512

email: bsteinhardt@washoecounty.us

Re: Proposal for Professional Design Services  
Washoe County 9<sup>th</sup> Street Administration Complex Master Plan  
Reno, Nevada

Dear Brett,

I am pleased to present this Proposal for architectural services for Master Planning for the Washoe County 9<sup>th</sup> Street Administration Complex.

This letter shall serve as a Proposal and Agreement for services to be provided by this firm.

#### PROJECT DESCRIPTION

The Project, as I understand it to provide Master Planning Services for the approximately 16 departments located in approximately 200,000 GSF at the current Washoe County Administrative Complex on 9<sup>th</sup> Street. The goals of the study as we understand them are to prepare for new growth in the County by identifying and providing possible solutions for preparing the County how to do business in the future by examining:

1. Efficient operations within the County government;
2. Identifying cross-functional issues and improvements;
3. Suggesting the most efficient use of spaces, including departmental adjacencies, individual departmental organization and efficient personal workspaces and;
4. Suggesting improvements which will provide the best interaction with customers.

It is our understanding that the County has experienced frequent staffing fluctuations and relocations to best suit the needs at the time and wishes to provide a planning strategy to enable this to occur in an orderly fashion with minimal disruption. We will also address the potential relocation of several departments to the Ninth St. site, including a possible Sheriff's office component and wastewater/utility vehicle storage, although detailed programming of these spaces will not be performed. We will also meet with the Reno Rodeo per your request.

We understand this document is intended to be a living document which will be periodically updated and used to inform the 5-year CIP plan with the first 1-2 years being the most critical.

#### PROJECT SCHEDULE

It is understood the project schedule shall be to complete the Master Plan study within 8 months of the authorization to begin work, with the accelerated target date of December 1, 2018 for completion. Achievement of the target date relies heavily on the availability of County personnel, particularly during the July-September timeframe, much of which when traditional family vacations are planned, and the attendance of key personnel at all work sessions. A detailed work plan and schedule will be developed at the commencement of the project, to which we anticipate all parties can commit to their attendance for various meetings, workshops etc.

## SCOPE OF BASIC SERVICES

The Architect's Basic Services consist of the services performed by the Architect and its Subconsultants, if any, as follows:

1. Phase 1 – Project Start Up
  - a. Initial Consultation;
  - b. Goals and Objectives;
  - c. Research and Data Gathering;
  - d. Demographic Projections (using County supplied data);
  - e. Estimate Service Levels;
  - f. Space Utilization Assessment;
  - g. Operations and Service Delivery;
  - h. Review/Work Session #1.
2. Phase 2 – Facility Evaluation
  - a. Other Space Analysis;
  - b. Office of the Future Work Environment;
  - c. Space Allocation Standards;
  - d. Site Evaluation for Expansion;
  - e. Work Session #2.
3. Phase 3 – Locational Analysis
  - a. Organization and Interaction;
  - b. Locational Analysis.
4. Phase 4 – Projection of Requirements
  - a. Space Planning and Facility Management Guidelines;
  - b. Questionnaire;
  - c. Interviews (assumes 20 units);
  - d. Projections;
  - e. Special Area Requirements;
  - f. Space Requirements Program;
  - g. Parking Requirements;
  - h. Work Session #3;
  - i. Revise space program;
  - j. Document facility requirements.
5. Phase 5 – The Master Plan Process
  - a. Develop Master Plan Options. Design options will include additions to existing buildings, new structures, removal of existing structures, parking structures to accommodate required parking, and other alternatives necessary to provide the County with a broad selection of options;
  - b. Evaluate Options and Prepare Cost Analysis;
  - c. Work Session #4;
  - d. Implementation Plan;
  - e. Draft Master Plan;
  - f. Review and Refinement;
  - g. Master Plan Report;
  - h. Presentation of Master Plan.

## SERVICES EXCLUDED

The Architect's Basic Services exclude, but are not limited to, the following services:

1. ADA reports or the identification of deficiencies;



2. hazardous materials reports, identification or abatement, or anything related thereto;
3. organizational chart of all County staffing;
4. contact information for all key stakeholders who are designated participants in the project;
5. CAD backgrounds, including existing furniture layouts, of existing buildings. These should contain rough block-outs of the departments under consideration and the approximate number of employees in each;
6. appraisals of facilities to provide base data for cost analysis;
7. construction cost consulting, although we have included 8 hours for discussion with the consultant to familiarize them with the project;
8. Any items or services not specifically enumerated as a part of the Basic Services above.

#### ADDITIONAL SERVICES

Additional Services may be provided by the Architect and its Subconsultants if authorized and approved by you for Services Excluded or any other services required or requested.

#### COMPENSATION

1. Compensation for Basic Services shall be a Stipulated Sum of Two Hundred Sixty-Three Thousand, Five Hundred Ninety Dollars (\$263,590.00).
2. Compensation for Additional Services shall be as mutually agreed and authorized in writing.
3. Compensation for Reimbursable Expenses shall be at the charges listed in the Fee Schedule or 1.1 times actual cost in the absence of a scheduled charge. Reimbursable expenses are estimated to be Seven Thousand Dollars (\$7,000.00).

#### PAYMENT


Invoices from the Architect are due and payable upon receipt. The Architect shall submit invoices monthly, on or about the 5<sup>th</sup> of the month, for the prior months' work, along with supporting documentation.

Invoices not paid in full within 30 days of the invoice date without reasonable cause shall be considered past due and shall be assessed interest at the rate of one and one-half percent (1.5%) per month from the invoice date.

Please do not hesitate to call if you have any comments or questions. If this Proposal/Agreement is acceptable, please sign below and return the executed original to this office for services to commence. This Proposal shall be valid for a period of thirty days from the date of this Proposal.

Thank you for the opportunity to be of service.

Sincerely,



Todd B. Lankenau, AIA, CSI, DBIA, LEED AP  
Managing Partner  
COLLABORATIVE DESIGN STUDIO

cc: Tonia Manning



**FEE SCHEDULE**  
Effective 1 January 2018

**HOURLY SERVICES**

Principal/Managing Partner	\$	250.00 per hour
Senior Associate/Architect #1	\$	210.00 per hour
Project Manager/Architect #2	\$	190.00 per hour
Associate/Architect #3	\$	175.00 per hour
Technical Level #1	\$	160.00 per hour
Technical Level #2	\$	140.00 per hour
Technical Level #3	\$	120.00 per hour
Clerical	\$	85.00 per hour
Courier	\$	50.00 per hour
Photographer	\$	85.00 per hour
Expert Litigation Services		2.5 times normal billing rate

The above rates are subject to review and adjustment semi-annually.

Services of professional consultants shall be billed at a multiple of one and one-tenth (1.1) times the amount billed to Collaborative Design Studio to cover administrative costs.

**REIMBURSABLE EXPENSES**

Automobile Expenses	\$	.54 per mile
Travel Expenses		1.1 times actual cost
Out of Town Living Expenses		1.1 times actual cost
Renderings and Models		1.1 times actual cost
Postage and Shipping		1.1 times actual cost
Long Distance Telephone		1.1 times actual cost
Printing and Reproduction:		
By Firm:		
Photocopies – black and white	\$	.25 per page
Photocopies – color	\$	.35 per page
Plots (black and white on bond paper) 30" x 42"	\$	4.00 per sheet
By Outside Firms:		1.1 times actual cost

Reimbursable Expenses shall be billed at a multiple of one and one-tenth (1.1) times the actual amount to cover administrative costs.

**BILLING**

Services will be billed monthly, and payment is due upon receipt of invoice. Accounts not paid within thirty (30) days of the invoice date will be subject to a late payment fee of \$100.00 and an interest charge of one and one-half percent (1.5%) per month (18% per annum) from the invoice date.

