

# Paul Cavin Architect LLC

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March 27, 2019

P19018R2

Bill Wardell  
Project Manager  
Capital Projects - Washoe County Community Services  
1001 East Ninth Street, Building A  
Reno, Nevada 89520

Re: Proposal for Washoe County Community Services Department, Washoe County Human Services – Homeless Housing Project.

Dear Mr. Wardell,

Thank you for the opportunity to present this proposal for professional design services to Washoe County Community Services Department. Paul Cavin Architect LLC is pleased to present the following fee proposal for your consideration.

It is understood that Washoe County Community Services Department would like professional design services and construction administration for multiple buildings located at the NNAMHS campus, Reno, Nevada. Programming and design for each building is identified in the Programming document prepared by Paul Cavin Architect LLC and includes each building listed below as well as site improvements also identified in the Programming document:

- Building 2A - Senior Daybreak
- Building 8C - Homeless Families
- Building 8 South - Homeless Youth
- Building 8 Central - Homeless Families, Intake, and Homeless Youth Restrooms and Shower Facilities
- Building 600/601 - Homeless Women
- Building 603 - Homeless Shelter Learning Center
- Building 604 - Homeless Post-Partum Families

Additional scope of work is as follows:

1. Verify and measure existing conditions for each building and site.
2. Verify code requirements.
3. Provide a single design solution for each building.
4. Provide drawings at defined milestones in the design process. It is anticipated that design and drawing review will happen at Design Development and 100% Construction Documents.
5. Drawings will be prepared with AutoDesk Revit software and be 3 dimensional.
6. Work alongside the selected CMAR (Q&D Construction).
7. Prepare a Project Manual to include General Requirements and Technical Specifications using Master Spec format and software.
8. Provide multiple plan review submittals and permit documents.
9. Address and incorporate agency review comments as needed for each plan review submittal.
10. Issue electronic (pdf) Contract Documents (Drawings and Project Manual) for competitive bidding by the CMAR.
11. Perform bidding assistance as needed.
12. Construction Administration will be provided through project completion.
  - a. Attend weekly OAC meetings and other design related meetings as needed.
  - b. Respond to RFIs.
  - c. Review submittals.
  - d. Review Change Orders and Change Order Requests.
  - e. Perform on-site viewing as needed.
  - f. Perform final job walks.

The following design professionals will be involved: Tectonics Design Group for Civil Engineering design and documentation, CFBR Structural Group for Structural Engineering design and documentation, Ainsworth Associates Mechanical Engineers for Mechanical design and documentation, PK Electrical, Inc. for Electrical design and

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documentation, Patricia Capello for specialty services related to the Daybreak Program in Building 2A, Paul Cavin Architect LLC will produce necessary Architectural drawings, details, and manage the design team and design process from concept through construction completion. Please see the each consultant's attached proposal for a more detailed description of their Scope of Work and exclusions.

Architectural design, project management, and construction administration fees for each building and site break down as follows (please see each consultant's fee proposal for their breakdowns):

|                                    | DD        | CD        | CA        | Total        |
|------------------------------------|-----------|-----------|-----------|--------------|
| ▪ Building 2A:                     | \$28,000  | \$24,500  | \$17,500  | \$70,000.00  |
| ▪ Building 8C:                     | \$20,000  | \$17,500  | \$12,500  | \$50,000.00  |
| ▪ Building 8 South:                | \$24,800  | \$21,700  | \$15,500  | \$62,000.00  |
| ▪ Building 8 Central:              | \$21,200  | \$18,550  | \$13,250  | \$53,000.00  |
| ▪ Building 600/601:                | \$40,000  | \$35,000  | \$25,000  | \$100,000.00 |
| ▪ Building 603:                    | \$22,000  | \$19,250  | \$13,750  | \$55,000.00  |
| ▪ Building 604:                    | \$16,400  | \$14,350  | \$10,250  | \$41,000.00  |
| ▪ Architectural Site Improvements: | \$19,600  | \$17,150  | \$12,250  | \$49,000.00  |
| Architectural Totals:              | \$192,000 | \$168,000 | \$120,000 | \$480,000.00 |

**The proposed Design fee includes the following Phases and/or Tasks:**

## **Building 2A:**

|  |                     |
|--|---------------------|
| Daybreak Transition Consultant (Patricia Capello, BSN, RN, CCRM, CCM): | \$40,000.00         |
| Structural Engineering (CFBR Structural Group, LLC):                   | \$18,000.00         |
| Mechanical Engineering (Ainsworth Associates Mechanical Engineers):    | \$26,700.00         |
| Electrical Engineering (PK Electrical, Inc.):                          | \$17,800.00         |
| Architecture and Project Management (Paul Cavin Architect LLC):        | \$70,000.00         |
| <b>Total Building 2A Fee:</b>  | <b>\$172,500.00</b> |

## **Civil Engineering (Design):**

|   |                    |
|---|--------------------|
| Civil Engineering (Tectonics Design Group): | \$41,100.00        |
| <b>Total Civil Engineering Design Fee:</b>  | <b>\$41,100.00</b> |

## **Design Development:**

|   |                     |
|---|---------------------|
| Structural Engineering (CFBR Structural Group, LLC):                | \$27,600.00         |
| Mechanical Engineering (Ainsworth Associates Mechanical Engineers): | \$59,850.00         |
| Electrical Engineering (PK Electrical, Inc.):                       | \$40,880.00         |
| Architecture and Project Management (Paul Cavin Architect LLC):     | \$164,000.00        |
| <b>Total Design Development Fee:</b>                                | <b>\$292,330.00</b> |

## **Construction Documents:**

|   |                     |
|---|---------------------|
| Structural Engineering (CFBR Structural Group, LLC):                | \$27,600.00         |
| Mechanical Engineering (Ainsworth Associates Mechanical Engineers): | \$62,850.00         |
| Electrical Engineering (PK Electrical, Inc.):                       | \$40,880.00         |
| Architecture and Project Management (Paul Cavin Architect LLC):     | \$143,500.00        |
| <b>Total Construction Documents Fee:</b>                            | <b>\$274,830.00</b> |

## **Construction Administration:**

|   |                     |
|---|---------------------|
| Civil Engineering (Tectonics Design Group):                         | \$5,155.00          |
| Structural Engineering (CFBR Structural Group, LLC):                | \$13,800.00         |
| Mechanical Engineering (Ainsworth Associates Mechanical Engineers): | \$30,600.00         |
| Electrical Engineering (PK Electrical, Inc.):                       | \$20,440.00         |
| Architecture and Project Management (Paul Cavin Architect LLC):     | \$102,500.00        |
| <b>Total Construction Administration Fee:</b>                       | <b>\$172,495.00</b> |

**Total Design Fee: \$953,255.00**

The total fee is approximately 8.6% of the estimated construction budget of \$11 million.

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Specific exclusions include: Construction Cost Estimating, City Planning Reviews and processes, TMWA submittals, Bidding Requirements, Hazardous Material surveys, Hazardous Material documentation, Hazardous Materials abatement, other consultants, and specialty consultants not previously identified or under separate contract. If these services are needed or required they will be discussed with Washoe County Community Services Department and the design team prior to an endorsement of the contract.

Additional exclusions to this proposal include the construction documentation and construction administration to the following buildings: 602 and 605. It is understood that these buildings might be brought into the current project at a later date, once the programming and conceptual design has been worked out. With the addition of 602 and 605 there may be impacts to other buildings such as Building 603, 8 Central, and 8 South. Once the final modifications to the design and documentation are understood regarding these buildings, modifications to the contract will be reviewed and discussed prior to an endorsement of the contract.

Agency applications and review fees, if necessary, will be the responsibility of Washoe County Community Services Department.

The Project Schedule is much accelerated.

Please let me know if you have any questions or modifications to the scope of work.

With much appreciation,

A handwritten signature in black ink, appearing to read "Paul C.", with a stylized flourish extending to the right.

Paul Cavin, AIA

Proposal by Patricia Capello, BSN, RN, CRRN, CCM  
Prepared for Paul Cavin Architect LLC and  
Washoe County Human Services Agency (WCHSA)

Project: Daybreak Transition Consultant for NNAMHS Building 2A

Background:

Patricia Capello (Consultant) has over 30 years nursing experience in Nevada with focus areas of rehabilitation, case management and adult day services. Certifications in Rehabilitation and Case Management have been maintained for more than 20 years.

Consultant has a unique perspective of the adult day field having referred to and toured local and national programs while case managing and then serving as Program Director for Washoe County's Daybreak Adult Day Program for 11 years. She also served on the State of Nevada's Adult Day Advisory Council from its inception until retirement.

Consultant is knowledgeable of regulatory requirements within the Adult Day setting. Regulatory expertise includes Nevada State, Medicaid, Veterans Administration and Aging and Disability's Services and their impact on programming. Knowledge of Daybreak Policies and Procedures also gives consultant insight into current programming functions and best practices.

Scope and Interest:

Consultant proposes a multiphase contract, which will encompass design through client transition into project setting. Consultant would work directly with architectural design team; WCHSA Daybreak Program Administrator and Program Director on each phase of the project to ensure plans are adaptable and realistic for County's needs.

1. Contractor will review pertinent State laws and regulatory statutes, licensing requirements and current program service agreements for requirements or potential implications on program design. Review will include, but not be limited to, Nevada Department of Health and Human Services Divisions of Public and Behavioral Health (DPBH), with focus on Bureau of Health Care Quality and Compliance (HCQC), and Division of Health Care Financing Aging and Disability Services (ADSD). Review of current Daybreaks provider contracts and agreements, i.e. Veteran's Administration as they may pertain to building. Design requirements and recommendations and statutes will be provided via written report to design team and WCHSA.
2. Contractor will work with design team to develop a space use analysis, which aligns the ADHC program goals with the regulatory and licensing requirements.

3. Contractor will initiate contact with regulatory agencies and seek input into design and transition process as well as query for any anticipated regulatory changes that could impact program design. Contact will be ongoing through design and transition process.
4. Using knowledge of ADC populations, contractor will work directly with architectural design team to integrate statutory and contractual requirements into a functional design plan.
5. Contractor will engage community stakeholders for input on design, programming and collaborations for new program site. This would include, but not limited to, contact with Caregivers, Alzheimer's Association, Sanford Center for Aging and Veterans Services. Focus would be to garner interest in expanding program, support increasing referrals to program and partnerships development. A written plan will be developed and provided to WCHSA to increase the number of program participants to the established capacity. Plan will be provided prior to transition of program to new site.
6. Contractor will provide recommendations for ADC staffing and assist with development of job descriptions. Feasibility review of contracting vs. county staffing will be included with staffing recommendations. Written recommendations will be provided 4-6 months prior to programs anticipated transition.
7. Contractor will provide future projections based on projected population and trends, which can be utilized for program sustainability planning and future program expansion.
8. Contractor will review current program activities and assist in development of appropriate activity programming based on evidenced based interventions and current trends in dementia and disability care.
9. Working with the licensing agencies and WCHSA Daybreak Administrator, and Program Director the Contractor will develop a plan for the transition of the current clients and staff to the new program site. Consideration will be made for ensuring the least amount of disruption to the client and overall program integrity. Initial written plan would be available for WCHSA within 6 months of anticipated transition and be updated monthly and prn based on input from Administration and licensing agencies.
10. Contractor will develop recommendations for programs equipment needs; nursing equipment and environmental equipment needs and provide written recommendations to Program Administrator when desired by WCHSA.
11. Contractor will assist in a review of current program Policies and Procedures and advise and or develop new procedures for the expanded program. Policies would be delivered prior to transition of clients.
12. Contractor will assist with the development of a proposed operational budget for the expanded program in conjunction with WCHSA Director of Finance, ADHC Program Administrator and Program Director.
13. Contractor will have access to WCHSA computer and client management systems (i.e. SAMS and Avatar), equipment and supplies as needed to achieve the activities and goals of the proposal. Contractor will have access to WCHSA ADHC program, contracts, agreements, inspection and audit results,

annual program surveys, policies and procedures and client records as needed throughout the project for plan development. The contractor will have authority to speak with clients, families, other stakeholders, State licensing bureaus and other community agencies on behalf of WCHSA Daybreak transition team. Contractor will be bound by HIPPA privacy policies.

14. Contractor will maintain a log of documents released, which are protected under HIPPA or other privacy regulations.

Cost Proposal: Consultant will invoice costs on a monthly basis for hours incurred and aligned to phase of project. WCHSA can limit number of hours desired on any phase and adjust scope as determined necessary as long as consultant is notified in a timely manner. The fee is Time and Materials at \$80.00 per hour Not to Exceed \$40,000. Billing will occur on a monthly basis and will include all time and materials identified on the invoice statement.

Patricia Capello  
775-690-0283



March 11, 2019

Paul Cavin, AIA  
Paul Cavin Architect LLC  
1575 Delucchi Lane, Suite 120  
Reno, Nevada 89502

RE: Washoe County Human Services - Homeless Housing Project  
*Civil Design Proposal*

Dear Paul,

Thank you for including us in the above endeavor. This letter outlines our understanding of our scope and of the overall project.

#### **PROJECT DESCRIPTION**

Site or campus improvements will be needed throughout the overall campus as well as site improvements adjacent to some of the buildings. This will include the site improvements listed below. The current campus is split geographically in elevation from the 600 series buildings (lower campus) to the rest of the buildings (upper campus). This elevation difference feature is a large grassy slope with trees with only one defined pathway from the lower campus to the upper campus. The following buildings are included with our overall scope of work outlined below. 2A Daybreak, 8C Families, 8 Central, 8 South, 600/601 Women, 603 Learning Center and 604 Families.

#### **Civil Engineering/Site Improvements:**

- Vehicular drop off areas and driveway improvements
- Parking improvements
- ADA parking
- ADA accessible paths
- Sidewalk modifications
- On site signage
- Off site signage
- Site utility locations, evaluation, and modifications
- Site fencing
- Security fencing
- Minor landscape improvements and sidewalk replacements
- Pet areas
- Trash enclosures
- Unlicensed vehicle parking/storage

#### **SERVICES NOT INCLUDED**

1. Landscape architecture.
2. LEED services.
3. Printing beyond those sets needed for design progress submittals and permit submittals.

4. Changes to the design after permit submittal, other than as a response to NSPW comments.

#### **TIMEFRAME**

We propose to meet the schedule set by NSPW and with the following submittals:

- Design Development
- 100% Construction Documents
- Bid Documents

#### **FEES**

We propose the following fixed fees based on the services described above:

|   |          |
|---|----------|
| • Design Development  | \$16,700 |
| • Construction Documents  | \$18,900 |
| • Bid Documents   | \$ 5,500 |
| • Construction Administration                                   | \$ 4,655 |
| • Construction Administration Site Visits (2 trips @\$250 each) | \$ 500   |
|   | \$46,255 |

#### **SCHEDULE**

We will make every attempt to meet critical path dates, including segmented permitting if needed.

#### **ACCEPTANCE**

This proposal is valid if accepted within 60 days of its date. If it is acceptable to you, please provide a contract so that we may schedule the work.

Feel free to call with any questions. Thank you.

Sincerely,

**Tectonics Design Group**



Matthew K. Rasmussen, P.E., LEED AP

# CFBR STRUCTURAL GROUP, LLC

**Chris Roper, PE/SE**  
**CFBR Structural Group, LLC**  
**5425 Louie Lane**  
**Reno, NV 89511**

**March 27, 2019**

**Paul Cavin, AIA**  
**Paul Cavin Architect LLC**  
**1575 Delucchi Ln.**  
**Reno, NV 89502**

**Re: Washoe County Human Services Agency**  
**NNAMH Campus Homeless Housing Project**

Dear Paul:

I am pleased to present this proposal for structural engineering services for the subject project. My understanding of the project is based on your programming document dated March 5, 2019 and our recent meeting.

## **Scope of Work**

Improvements are proposed at six different buildings to convert them as needed to serve as homeless housing related uses. The project will be delivered as CMAR with Q&D as the CMAR contractor. A \$10M total construction cost is anticipated for the project as currently envisioned. The timeline being targeted is completion of construction by November 2019 in order to have the facilities ready before winter. The following is a summary of the various buildings and the anticipated structural scope of work associated with each building.

### **Building 2A Daybreak**

- Improvements include conversion from B occupancy to I4 occupancy so the building can serve as an adult daycare facility.
- Major interior and exterior modifications will be needed to serve the new function and occupants and the building will be completely gutted inside leaving structural walls and elements intact.
- Provide structural due diligence review / analysis as needed to ensure the proposed improvements are acceptable.
- Provide structural design and detailing where proposed upgrades / modifications impact the existing structure, including the addition of a new covered entry / porte-cochere element to the building.

### **Building 8C Families**

- Improvements include interior remodel of finishes and fixtures so the building can serve as housing for homeless families.
- The structural scope of work is expected to be minimal, i.e. providing review and input.

### **Building 8 Central Intake / Families**

- Improvements include conversion from B occupancy to R2 occupancy to serve as intake, housing for homeless families, and restrooms / showers for Building 8 South.
- Major interior renovations and modifications will be needed to serve the new function and occupants.

- Provide structural due diligence review / analysis as needed to ensure the proposed improvements are acceptable.
- Provide structural design and detailing where proposed upgrades / modifications impact the existing structure.

#### Building 8 South Youth

- Improvements include modifications so the building can serve as independent living for homeless youths age 18 to 24.
- Minor interior modifications will be needed to serve the new function and occupants.
- Provide structural due diligence review / analysis as needed to ensure the proposed improvements are acceptable.
- Provide structural design and detailing where proposed upgrades / modifications impact the existing structure.

#### Building 600/601 Women

- Improvements include modifications so the building can serve as housing for homeless women.
- Major interior and exterior modifications will be needed to serve the new functions and occupants and the building will be completely gutted inside leaving structural walls and elements intact.
- Provide structural due diligence review / analysis as needed to ensure the proposed improvements are acceptable.
- Provide structural design and detailing where proposed upgrades / modifications impact the existing structure.

#### Building 603 Learning Center

- Improvements include conversion from B occupancy to I4 occupancy to serve as child day care for homeless children.
- Major interior modifications will be needed to serve the new function and occupants and the building will be completely gutted inside leaving structural walls and elements intact.
- Provide structural due diligence review / analysis as needed to ensure the proposed improvements are acceptable.
- Provide structural design and detailing where proposed upgrades / modifications impact the existing structure.

#### Building 604 Post-Partem Families

- Improvements include interior remodel of finishes and fixtures so the building can serve as housing for homeless post-partem young families.
- The structural scope of work is expected to be minimal, i.e. providing review and input.

Design will be in accordance with the structural requirements of the 2018 International Building Code as adopted by Washoe County and Nevada State Public Works Division. The following will be provided as a part of our work:

### **Basic Services Included**

#### Construction Documents Phase

- Make an initial site visit for each building to review existing conditions and collect information.
- Prepare the following Construction Documents as required for permit submittal and construction:
  - Structural drawings with specifications in general notes format on the drawings.
  - Structural calculations.
  - Structural book specifications.
- Respond to progress submittal reviews and/or permitting plan check comments and revise construction documents where necessary.
- Given the timeline currently proposed this proposal assumes progress drawing submittals will be minimized, i.e. consultants will need to work directly towards permit submittal documents. Note that the "Design Development" level indicated our fee schedule breakdown below is intended as

50% progress through Construction Documents rather than a formal progress submittal.

#### **Bid / Construction Administration Phase**

- Answer structural RFIs and issue clarifications where necessary.
- Review structural shop drawings, submittals and special inspection / materials testing reports.
- Make up to (2) site visits per building, as directed, to provide structural observation, issuing written field reports afterward.
- Provide record drawings and specifications at project closeout.

#### **Exclusions / Additional Services**

The following items are excluded from our work. Some items can be provided as Additional Services if required.

- Time or travel for site visits or meetings not indicated above.
- Production printing or shipping.
- Preparation of construction cost estimates. This proposal assumes the CMAR contractor will prepare all necessary cost estimates.
- Project management (i.e. preparation of design or construction schedules, meeting minutes, management of other consultants, filing or submittal of documents, etc.)
- Services related to sustainable design, LEED, etc.
- Geotechnical engineering or preparation of soils reports.
- Site civil engineering, including design and detailing of site structures or elements outside of building footprint (sitework elements such as flatwork, site/retaining/screen walls, fences, shade structures, flagpoles, light poles, benches, signs, etc.).
- Design or detailing of major structural retrofits or reinforcements. This proposal assumes the proposed improvements will be planned and designed to work with the inherent capacities and limitations of the existing building structures.
- Design or detailing of seismic upgrades to the existing buildings. This proposal assumes the proposed occupancy changes will not trigger seismic upgrades. Given our understanding of the age and condition of the existing buildings we feel it would not be feasible to design and detail seismic upgrades within the timeline currently proposed.
- Preparation of demolition documents.
- Design for future expansion.
- Special inspection & materials testing.
- Preparation of shop or fabrication drawings.
- Services related to construction means and methods.
- Incorporation of phasing or alternates (additive, deductive or otherwise) into construction documents. This proposal assumes the project will be broken into multiple permit submittal packages; one structural permit package per building identified above.
- Services resulting from changes to the scope or magnitude of the project, value engineering, and/or changes necessary because of cost over-runs.

### **Professional Fees and Schedule**

I propose to perform the work described above in accordance with a mutually agreed upon schedule for the fixed fees as follows (40% Design Development, 40% Construction Documents, 20% Construction Administration):

|                                      |                |
|--------------------------------------|----------------|
| Building 2A Daybreak                 | \$18,000       |
| Building 8C Families                 | \$5,000        |
| Building 8 Central Intake / Families | \$12,000       |
| Building 8 South Youth               | \$12,000       |
| Building 600/601 Women               | \$20,000       |
| Building 603 Learning Center         | \$15,000       |
| Building 604 Post-Partem Families    | <u>\$5,000</u> |
| Total                                | \$87,000       |

If there are changes to the project that affect our work, this proposal may need to be revised. If this proposal is acceptable, please return a signed copy to serve as authorization to proceed with work on the project. Thank you for the opportunity to serve you on this project and please call if you have any questions.

Sincerely,



Chris Roper, PE/SE

Accepted By \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

4557 GREENVIEW DRIVE  
EL DORADO HILLS, CA 95820  
VOICE (916) 737-6014  
[WWW.AA-ME.COM](http://WWW.AA-ME.COM)



1420 HOLCOMB AVENUE, SUITE 201  
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March 15, 2019

Mr. Paul Cavin, AIA  
Paul Cavin Architect LLC  
1575 Delucchi Lane, Suite 120  
Reno, Nevada 89502

Subject: Washoe County Human Services  
Homeless Housing Project  
**REVISED 2019.03.27**

Dear Paul,

Thank you for requesting a Mechanical Engineering design fee proposal for the above noted project. This proposal is based upon the information contained in the 18030 Programming Report -Draft 2 document you emailed to our office on March 5, 2019. It is our understanding that the project consists of remodels and building modifications/upgrades to seven buildings at the Northern Nevada Adult Mental Health Campus:

Building 2A – Adult Daybreak (Daycare)  
Building 8C – Homeless Families  
Building 8 South – Homeless Youth  
Building 8 Central – Families, Intake  
Building 600/601 – Homeless Women  
Building 603 – Daycare  
Building 604 – Homeless Families/Post-Partum

It is understood that this is a high-profile, intense, schedule driven project that is desired to be occupied by November 1<sup>st</sup>, 2019. In order to accomplish this task, it is likely that each building will have multiple permits (a demolition set of Permit Documents and a new work set of Permit Documents, for example), and a traditional deliverable schedule (SD, DD, CD document deliverables) will not be adhered to.

**The design scope of work as we understand is as follows:**

1. HVAC upgrades in all buildings as described in the 18030 Programming Report -Draft 2 document to suit the new building layouts.
2. Plumbing upgrades/remodels/ADA restrooms as described in the 18030 Programming Report -Draft 2 document to suit the new building layouts.
3. Kitchen upgrades/ADA kitchen upgrades for certain buildings as described in the 18030 Programming Report -Draft 2 document.
4. Laundry area additions/upgrades for certain buildings as described in the 18030 Programming Report -Draft 2 document.
5. Miscellaneous HVAC/Plumbing demo to remove old or abandoned system components for certain buildings as described in the 18030 Programming Report -Draft 2 document.
6. Fire sprinkler modifications (Performance Specification) for all as described in the 18030 Programming Report -Draft 2 document.
7. Proposal includes site visits as necessary during the design phase of the project.

8. Proposal assumes that we will be provided with the building HVAC and Fire Sprinkler as built drawings for our use in the design.

**Our engineering services would include the following items:**

1. Consultation, advice, and design solutions during the design phases of the Project. We have assumed that existing accurate "As-Built" drawings are available for our use and that exhaustive field investigation work will not be required to verify the existing mechanical systems.
2. Design drawings prepared using either Revit or CAD software at our discretion.
3. We will review any HVAC, Plumbing, and Fire Sprinkler opinions of probable construction cost prepared by others.
4. Specifications will consist of three-part, book specifications.
5. We will respond to any questions and clarifications during the bidding phase of the project.
6. We will review and respond to any agency review comments.
7. Review of material lists and submittals relating to work specified.
8. During construction, provide technical consultation of the work designed and specified subject to the following:
  - We will attempt to prevent defects and deficiencies in the work of the contractors but do not guarantee performance of their contracts.

**The scope of work specifically does not include the following:**

1. Any HVAC or plumbing system designs not included in the 18030 Programming Report -Draft 2 document.
2. Any scope of work outside 5'-0" from each building. It is assumed that the project Civil engineer will be responsible for these items.
3. Any design for seismic bracing of mechanical systems or equipment. We will provide details for redlining by the project structural engineer for inclusion on our drawings. We will also provide a performance specification for this work.
4. As this is a CMAR project, we have not included preparation of opinions of probable construction cost in our scope of work. It is assumed that others will be performing this task.
5. Any effort related to building energy modeling or LEED/USGBC certification.
6. Weekly meetings during the design or construction phases of the project.
7. Noise or vibration analysis of mechanical systems.
8. Upgrade of any central mechanical or plumbing systems. This proposal is based upon the assumption that the existing central mechanical and plumbing systems are adequate to serve the new usage and that local HVAC and Plumbing modifications will be made to suit the revised building usages.
9. Detailed fire sprinkler branch piping design or sprinkler head locations. We will show the main sprinkler riser and sprinkler zones. We will assist your office with sprinkler head locations in special areas if you wish to include them on your reflected ceiling plans.

Compensation for basic service as described herein shall be based on a lump sum fee of **\$180,000.00** broken down by building and summarized as follows:

Building 2A – Adult Daybreak (Daycare)

|                             |                     |
|-----------------------------|---------------------|
| Design Development          | \$ 10,450.00        |
| Construction Documents      | \$ 10,450.00        |
| Agency Approval/Bidding     | \$ 500.00           |
| Construction Administration | \$ 5,300.00         |
| <b>Total</b>                | <b>\$ 26,700.00</b> |

Building 8C – Homeless Families

|                             |                     |
|-----------------------------|---------------------|
| <b>Design Development</b>   | <b>\$ 9,400.00</b>  |
| Construction Documents      | \$ 9,400.00         |
| Agency Approval/Bidding     | \$ 500.00           |
| Construction Administration | <u>\$ 4,800.00</u>  |
| <b>Total</b>                | <b>\$ 24,100.00</b> |

Building 8 South – Homeless Youth

|                             |                     |
|-----------------------------|---------------------|
| <b>Design Development</b>   | <b>\$ 10,250.00</b> |
| Construction Documents      | \$ 10,250.00        |
| Agency Approval/Bidding     | \$ 500.00           |
| Construction Administration | <u>\$ 5,200.00</u>  |
| <b>Total</b>                | <b>\$ 26,200.00</b> |

Building 8 Central – Families, Intake

|                             |                     |
|-----------------------------|---------------------|
| <b>Design Development</b>   | <b>\$ 8,350.00</b>  |
| Construction Documents      | \$ 8,350.00         |
| Agency Approval/Bidding     | \$ 400.00           |
| Construction Administration | <u>\$ 4,300.00</u>  |
| <b>Total</b>                | <b>\$ 21,400.00</b> |

Building 600/601 – Homeless Women

|                             |                     |
|-----------------------------|---------------------|
| <b>Design Development</b>   | <b>\$ 16,100.00</b> |
| Construction Documents      | \$ 16,100.00        |
| Agency Approval/Bidding     | \$ 800.00           |
| Construction Administration | <u>\$ 8,200.00</u>  |
| <b>Total</b>                | <b>\$ 41,200.00</b> |

Building 603 – Daycare

|                             |                     |
|-----------------------------|---------------------|
| <b>Design Development</b>   | <b>\$ 8,200.00</b>  |
| Construction Documents      | \$ 8,200.00         |
| Agency Approval/Bidding     | \$ 400.00           |
| Construction Administration | <u>\$ 4,200.00</u>  |
| <b>Total</b>                | <b>\$ 21,000.00</b> |

Building 604 – Homeless Families/Post-Partum

|                             |                     |
|-----------------------------|---------------------|
| <b>Design Development</b>   | <b>\$ 7,550.00</b>  |
| Construction Documents      | \$ 7,550.00         |
| Agency Approval/Bidding     | \$ 400.00           |
| Construction Administration | <u>\$ 3,900.00</u>  |
| <b>Total</b>                | <b>\$ 19,400.00</b> |

**Total All Buildings** **\$180,000.00\***

**\* The fees noted are based upon a total project construction value of \$10,000,000. If the actual construction costs established at the early stages of design vary from the \$10,000,000 value, we reserve the right to renegotiate our total project fees.**

We would suggest that reimbursement for our services be accomplished as follows:

1. We would submit monthly progress billings for basic services, and separate monthly billings for any authorized extra services. Billings for extra services would include employee category engaged in the work and hourly rate of compensation and all direct expenses noted. We would not proceed with any extra service work unless we received your authorization.

We cannot be responsible for unforeseen or undisclosed conditions that are not reasonably observable through existing building construction such as equipment and systems above hard lid ceilings, within walls, below grade, etc. Conditions of this nature will require us to rely on the accuracy of the As-Built documents provided to us by the Owner. In order to avoid expenditure of potentially great sums of money or potentially disrupt on-going facility operations and the project schedule, no attempt will be made to destroy or disrupt adequate and serviceable installations and concealed construction. Consequently, existing conditions will be verified through observations of the work that are readily visible and/or available existing As-Built drawings.

Any billings for extra services not included in the basic fee as described above would be on an hourly basis. We would not proceed on any extra service work until authorized by your office.

All reports, plans, specifications, field data, field notes, calculations, and other documents prepared by Ainsworth Associates Mechanical Engineers as instruments of service shall remain the property of Ainsworth Associates Mechanical Engineers.

If work is abandoned or suspended, in whole or in part, services rendered to date of abandonment are to be paid for in accordance with percentage of completion of the project documents at that time.

It is understood that Ainsworth Associates Mechanical Engineers makes no warranty, expressed or implied, except that plans and specifications furnished as a result of the Agreement will be prepared in accordance with generally accepted professional engineering practices.

Ainsworth Associates Mechanical Engineers makes no representation concerning any probable budget costs made in connection with the plans, specifications or drawings prepared by them, other than that all probable costs are for budget purposes only and the Engineer cannot be held responsible for actual final construction costs.

We appreciate your consideration of our services for this project. I hope that you find this proposal acceptable. I am available to discuss any refinement or adjustments in the foregoing so that an agreement for our services can be developed. Please give me a call if you have questions.

Sincerely,  
AINSWORTH ASSOCIATES MECHANICAL ENGINEERS

*Alison Hall*

Alison Hall, PE  
Principal



# Contract Proposal

## CP19087

### Proposal For

Paul Cavin, AIA  
Paul Cavin Architect LLC  
1575 Delucchi Lane  
Suite 120  
Reno, NV 89502  
paul@paulcavindesign.com

### From

**Joey Ganser, P.E.**  
Operations Manager

**Mar 27, 2019**

### Project

Washoe County Human Service NNAMH Campus Homeless Housing Project

### Project Description

Description per the Programming document dated March, 5 2019 and produced by Paul Cavin Architect, LLC.

#### Building 2A - 6,181 SF

- Full gut and remodel
- Include new covered drop-off and parking lot for 15-20 cars
- Additional power as needed
- Additional and/or reconfigured lighting as needed
- Exit and egress lighting improvements
- Additional data as needed (fiber)
- Exterior lighting for entrance canopy, drop off, and parking
- Security system
- Update GFIs
- Fire Alarm upgrades
- Data (secured network connection)
- Internet connectivity throughout
- Access control - alarms at all exterior doors and all exterior courtyard gates
- CCTV (cameras at all exterior doors (interior and exterior))

#### Building 8C - 6,953 SF

- Some remodel. New finishes throughout. New lighting and devices throughout. New residential style kitchen.
- Additional power as needed
- Power outlets should include USB ports
- Additional lighting as needed
- Additional data as needed (fiber)
- Update to GFI
- Fire Alarm upgrades
- Data (secured network connection)
- Internet connectivity throughout
- Access control - alarms at all exterior doors
- CCTV - cameras at all exterior door (interior and exterior)



#### Building 8 Central - 6,544 SF

- Some remodel. New finishes throughout. New lighting and devices throughout.
- Additional power as needed
- Power outlets should include USB ports
- Additional and upgrade lighting as needed
- Additional data as needed (fiber)
- Update to GFI
- Fire Alarm upgrades
- Data (secured network connection)
- Internet connectivity throughout
- Access control - alarms at all exterior doors
- CCTV - cameras at all exterior door (interior and exterior)

#### Building 8 South – 10,485 SF

- Demo detention grade finishes
- New power and data throughout
- New lighting throughout
- Additional power as needed
- Power outlets should include USB ports
- Additional and upgrade lighting as needed
- Additional data as needed (fiber)
- Update to GFI
- Fire Alarm upgrades
- Data (secured network connection)
- Internet connectivity throughout
- Access control - alarms at all exterior doors
- CCTV - cameras at all exterior door (interior and exterior)

#### Building 600/601 – 13,386 SF

- Full gut and remodel.
- Complete design
- Power outlets should include USB ports
- All GFI
- Fire Alarm
- Data (secured network connection)
- Internet connectivity throughout
- Access control - alarms at all exterior doors and exterior courtyard gates
- CCTV - cameras at all exterior door (interior and exterior)

#### Building 603 – 3,444 SF

- Full gut and remodel (keep structural bearing walls only); new kitchen
- Additional power as needed
- Additional and/or reconfigured lighting as needed
- Exit and egress lighting improvements
- Central server room (distribution point)
- Additional data as needed (fiber)
- Security system
- Update all circuits to GFI
- Fire Alarm upgrades
- Data (secured network connection)
- Internet connectivity throughout
- Access control - card reader at entry door, alarms at all exterior and courtyard doors
- CCTV - cameras at all exterior doors (interior and exterior), cameras throughout facility, cameras at playgrounds.



#### Building 604 – 4,829 SF

- Finish upgrade for the most part
- Additional power as needed
- Power outlets should include USB ports
- Additional lighting as needed
- Additional data as needed (fiber)
- Update to GFI
- Fire Alarm upgrades
- Data (secured network connection)
- Internet connectivity throughout
- Access control - alarms at all exterior doors
- CCTV - cameras at all exterior door (interior and exterior)

## Scope of Services

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**Design Phase Services:** include site investigation, consultation, calculations, permit & construction documents and specifications. We will attend local (Reno) design meetings as required to coordinate with other trades.

**Deliverables (each building):** 50% Progress drawings and specifications; 100% Construction Documents / Permit drawings, specifications, and calculations.

**Bid/Permit Phase Services:** responding to plan review comments and reissuing drawings as needed; responding to bidder questions, issuing written narratives & revision sketches.

**Construction Administration Services:** include consultation, submittal and shop drawings review, responses to RFIs and revisions to contract drawings. We will attend local design meetings as required to coordinate with other trades and will provide contract administration services as required for a complete project. Project Close-Out to include record drawings & O&M Manual review.

**Exclusions:** Cost estimating, digital renderings, permit, plan check, and utility fees. Completing Building Department and Utility applications and submitting plans to these agencies.

## Design Items

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Demolition of Electrical Systems

Utility Coordination

Service Entrance and Metering

Site Lighting and Controls

Photometric Calculations

Energy Calculations

Power Distribution and Branch Circuits

Emergency Generator System

Fire Alarm System Design per IFC

Communication System Infrastructure, Cabling, and Termination (head end equipment excluded)

Security System Cabling and Termination

CCTV System Cabling and Termination

Access Control System Cabling and Termination



## Fee and Structure

### Amount

|   |           |           |
|---|-----------|-----------|
| Building 2A - Senior Daybreak Center (Adult Day Care) - DD            | Fixed Fee | 7,120.00  |
| Building 2A - Senior Daybreak Center (Adult Day Care) - CD            | Fixed Fee | 7,120.00  |
| Building 2A - Senior Daybreak Center (Adult Day Care) - CA            | Fixed Fee | 3,560.00  |
| Building 8C - Homeless Families - DD                                  | Fixed Fee | 6,440.00  |
| Building 8C - Homeless Families - CD                                  | Fixed Fee | 6,440.00  |
| Building 8C - Homeless Families - CA                                  | Fixed Fee | 3,220.00  |
| Building 8 Central - Homeless Families, Central Intake, Showers - DD  | Fixed Fee | 5,680.00  |
| Building 8 Central - Homeless Families, Central Intake, Showers - CD  | Fixed Fee | 5,680.00  |
| Building 8 Central - Homeless Families, Central Intake, Showers - CA  | Fixed Fee | 2,840.00  |
| Building 8 South - Homeless Independent Living - DD                   | Fixed Fee | 7,000.00  |
| Building 8 South - Homeless Independent Living - CD                   | Fixed Fee | 7,000.00  |
| Building 8 South - Homeless Independent Living - CA                   | Fixed Fee | 3,500.00  |
| Building 600/601 - Homeless Women - DD                                | Fixed Fee | 11,000.00 |
| Building 600/601 - Homeless Women - CD                                | Fixed Fee | 11,000.00 |
| Building 600/601 - Homeless Women - CA                                | Fixed Fee | 5,500.00  |
| Building 603 - Homeless Shelter Learning Center (Child Day Care) - DD | Fixed Fee | 5,600.00  |
| Building 603 - Homeless Shelter Learning Center (Child Day Care) - CD | Fixed Fee | 5,600.00  |
| Building 603 - Homeless Shelter Learning Center (Child Day Care) - CA | Fixed Fee | 2,800.00  |
| Building 604 - Homeless Post-partum Young Families - DD               | Fixed Fee | 5,160.00  |
| Building 604 - Homeless Post-partum Young Families - CD               | Fixed Fee | 5,160.00  |
| Building 604 - Homeless Post-partum Young Families - CA               | Fixed Fee | 2,580.00  |

**Total Amount      \$120,000.00**

## Terms and Conditions

Terms and Conditions per the Standard PCA Agreement.

## Authorization and Acceptance

(Acknowledgment of Concurrence with the foregoing)

\_\_\_\_\_  
**Joey Ganser, P.E.**  
Operations Manager

\_\_\_\_\_  
**Paul Cavin, AIA**  
Owner

\_\_\_\_\_  
Date