

# Paul Cavin Architect LLC

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October 4, 2019

P19007AS

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

Re: Additional Services Proposal for Washoe County – Truckee Meadows Fire Protection District Fire Station 37  
Residence Upgrades

Dear Mr. Wardell,

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

It is understood that Washoe County would like additional services related to Programming and Special Use Permit (SUP) process related to Fire Station 37 located in Hidden Valley.

Programming will include an initial meeting with the user to determine the spaces needed and space adjacencies for the proposed fire station. A second meeting with the user will be scheduled to finalize the programmed spaces and adjacencies. The spaces will be diagrammed in the form of conceptual floor plans and site plans with notes identifying the requirements within each interior space.

Paul Cavin Architect LLC will coordinate and produce the necessary Architectural Site Plan, Floor Plans, Elevations, and Conceptual Building Perspective(s) as needed for the SUP submittal.

**The proposed Design fee includes:**

Civil Engineering (Dyer Engineering Consultants):	
Task 2.1:	\$11,500.00
Task 10.1:	\$14,100.00
Task 11.1:	\$2,800.00
Civil Engineering Total:	\$28,400.00
Lighting Photometric Calculations (PK Electrical, Inc.):	\$2,000.00
Programming and Project Management (Paul Cavin Architect LLC):	\$12,500.00
<b>Total:</b>	<b>\$42,900.00</b>

Specific exclusions include: Photo Realistic Renderings, Construction Documents, Bidding Requirements, Construction Administration, other consultants, and specialty consultants. Please see Consultants scope of work for additional exclusions. If these services are needed or required they will be discussed with Washoe County and the design team prior to an endorsement of the contract.

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

The Project Design Schedule is targeting the December 16, 2019 SUP submittal date.

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

With much appreciation,



Paul Cavin, AIA

September 13, 2019

Via email: [paul@paulcavindesign.com](mailto:paul@paulcavindesign.com)

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

**Re: Addendum #1 to TMFPD Hidden Valley Fire Station 37 Improvements (APN's 051-122-08 & 051-122-10)**

Dear Mr. Cavin:

Dyer Engineering Consultants (DEC) is pleased to submit this Proposal to provide *expanded* Civil Engineering, Surveying and Landscape Architecture services for the design and development of construction plans, specifications and construction administration for the Truckee Meadows Fire Protection District (TMFPD) Station 37 Office Remodel and Apparatus Bay Special Use Permit (SUP).

#### **UPDATED PROJECT UNDERSTANDING**

It is our understanding that TMFPD intends to re-purpose the residential lot (APN 051-122-08) adjacent to the existing Hidden Valley Fire Station #37 (APN 051-122-10) for use as residential quarters for the fire station, and in so doing, the residential parcel will now be required to be included as part of the Special Use Permit overall site plan and application package, including preliminary landscape architecture. Additionally, TMFPD intends to complete a Boundary Line Adjustment (BLA) to expand APN 051-122-10 to increase the size of the parcel and provide additional room for the site plan and parking.

Expanded task deliverables are to include: 1) Survey in support of the BLA, Easements & De-Annexation; 2) Preliminary civil engineering site, utility and grading plans and landscape drawings for the Special Use Permit application through Washoe County for both the residential parcel and expanded apparatus bay parcel.

#### **SCOPE OF SERVICES**

**Task 2.1: Boundary Line Adjustment, Easements & De-Annexation**

**\$11,500 LS**

DEC will utilize Mapca Surveys Inc. as a sub-consultant in support of this task.

- Boundary Line Adjustment Application

Field surveys and office support related to a survey of the subject parcels and preparation of the Washoe County Boundary Line Adjustment package documents, including: Boundary survey,

design-level topographic survey of the added area, Application form, Record of Survey map, legal descriptions of the adjusted parcels, and site map.

The County shall be responsible for the following:

- Wetland delineation in the adjustment area prior to the topographic field survey
- A current Title Report for each of the parcels being adjusted
- A check for the Washoe County Application Fee of \$545.28
- A check for the Washoe County Technical Review Fee of \$310.96
- Proof of payment of the remainder property taxes for the entire fiscal year on both parcels involved in the adjustment
- A check for the payment of Transfer Tax, if applicable.
- Obtaining owners' and Security Interest holder's signatures (if applicable) for the Owner's Affidavit and approved Record of Survey map.

A copy of the recorded survey and digital drawing file in AutoCAD format will be provided.

- Easements

Prepare up to five (5) legal descriptions and exhibits in recordable format to support the granting, abandonment, and/or relocation of public utility easements affected by the boundary line adjustment. The County shall be responsible for retaining an attorney for the preparation of the abandonment and conveyance documents that will be executed.

- De-annexation Map

Office support related to a de-annexation petition and preparation of the application documents, including: Application form, De-annexation map, legal description of the de-annexation area, and site maps.

The County shall be responsible for the following:

- A current Title Report for the parcel being de-annexed
- A check for the City of Reno application fee, if any
- A check for the Washoe County Technical Review fee of \$310.96
- Proof of payment of the remainder of property taxes for the entire fiscal year
- Obtaining owners' and Security Interest holder's signatures (if applicable) for the Owner's Affidavit and approved De-annexation map

A copy of the recorded De-annexation map will be provided.

Our current schedule would enable us to begin work at your direction and proceed in a diligent manner upon your approval to proceed, with a target submittal date for the Boundary Line Adjustment application of 20 business days after notice to proceed and receipt of requested documents.

**Task 10.1: Preliminary Civil Site, Grading & Utility Plans (SUP)**

**\$14,100 LS**

Preparation of overall preliminary Civil Site, Grading and Utility plans in support of the SUP application package to Washoe County. Documents will be prepared to include the residential parcel and the expanded (post-BLA) Appratus Bay parcel. We will also prepare a grading exhibit to demonstrate the off-site parcel from which material will be cut to mitigate a 1:1 (or 1.25:1) volume within the same Flood

Zone per Washoe County standards. Task includes additional meeting and coordination time with the design team and Washoe County, as needed, to develop the preferred overall site plan concept. It is assumed that the sanitary sewer connection for the residential unit will be taken off the existing septic system and be replaced with a small force main from the residential unit into the future Apparatus Bay, with abandonment of this connection if the residential unit is ever sold in the future (future resident would utilize septic system again). If other sanitary sewer connection concepts are requested (such as a mainline extension), this design would be performed under a separate contract.

**Task 11.1: Expanded Preliminary Landscape Plan (SUP) \$2,800 LS**

Prepare a preliminary landscape plan for the fire station site (APN 051-122-10) in accordance with the Washoe County Development Code and design requirements specific to buffering, screening and parking lot uses. DEC will utilize Lumos & Associates as a sub-consultant in support of this task. Preliminary Landscape Plan will cover the complete site and include both the residential parcel and expanded (post-BLA) Apparatus bay parcel. After owner review, we will finalize the plan and prepare a CAD drawing, including a colored rendering, for the special use permit submittal package.

**ITEMS PROVIDED BY CLIENT, WASHOE COUNTY OR OTHERS**

Owner, Architect or other design team members will need to provide us with the following items:

- 1) All fees payable to government entities and utility purveyors/agencies.
- 2) Current preliminary title report(s).
- 3) Architectural floor plan in AutoCAD format.
- 4) Site lighting and photometric plans, if required.
- 5) Geotechnical studies/reports, including geological hazards, recommendations for earthwork preparation, paving section design, infiltration rates ("perc" testing) and materials specs.
- 6) Environmental reports (Phase 1), if required.
- 7) Wetlands delineation, if required
- 8) Traffic analysis, if required.

**ADDITIONAL FEE**

Task 2.1 Boundary Line Adjustment & De-Annexation	\$ 11,500 LS
Task 10.1 Preliminary Civil Site, Grading and Utility Plans (SUP)	\$ 14,100 LS
Task 11.1 Preliminary Landscape Plan (SUP)	<u>\$ 2,800 LS</u>

**TOTAL Additional Fee Services \$ 28,400 LS**

LS = Lump Sum

Please do not hesitate to contact us, if you have questions.

Sincerely,

**Dyer Engineering Consultants, Inc.**

A handwritten signature in black ink, appearing to read "Lonnie Johnson", written in a cursive style.

Lonnie J. Johnson, P.E.  
Principal – Engineer



# Contract Proposal

**CP19079R1**

## Proposal For

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

## From

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

**Apr 10, 2019**

## Project

TMFPD Fire Station 37 Residence Improvements

## Project Description

This project is for a Special Use Permit application that will include a site lighting photometric plan for the proposed new Apparatus Bay associated with the Fire Station 37 residence located in Hidden Valley.

Design shall include preliminary fixture selection and photometric calculations for the entire site area. Special consideration shall be given to the neighboring properties and the new lighting shall not impact them.

## Scope of Services

Our services will include consultation and photometric calculations. The site lighting design will include type of light fixtures and mounting locations and heights.

All lighting shall conform to Reno Land Development Code Section 18.12.304. - Residential Adjacency Standards as follows: (1) Lighting from a nonresidential property shall not create greater than 0.50 foot candle of spillover light at a single-family zoned residential property line. (2) All sources of light, including security lighting, shall be directed away from single-family zoned residential property or screened so that the light level stated in (e)(1) above is not exceeded. (3) Light fixtures and standards in or within 100 feet of any single-family residential zoning district shall not exceed 20 feet in height.

All light fixtures will be full cutoff and dark sky compliant. Fixtures adjacent to any residential properties will have house side shields to prevent any backlighting from the fixtures. All pole mount fixtures will be less than 20'-0" in total height.

Circuiting, light controls and conduit design is not included.

## Fee and Structure

**Amount**

SUP Photometric Analysis	Fixed Fee	2,000.00
<b>Total Amount</b>		<b>\$2,000.00</b>

## Terms and Conditions

Terms and Conditions per Standard PCA Agreement.