

January 15, 2019

P19007

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

Re: 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 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 would like design and construction documents for improvements at the Fire Station 37 residence located in Hidden Valley. The design scope of work to include:

Residence Site:

- ALTA Survey to also include fencing, vegetation, on site utilities, septic system and components location, other notable site features.
- Remove existing deck and concrete pad under deck.
- Remove and replace fencing where needed.
- Remove select vegetation from yard.
- Abandon existing septic system and tie into city sewer.
- Re-landscape.
- New engineered site wall at west of property.
- Concrete patio on west side of residence to replace deck.
- Create a connection from the south side of the residence to the adjacent property where the apparatus bay is located.
 - Concrete walk, approximately 6' wide.
 - Concrete walk to have ice-melt system (hydronic or electric) explore options.
 - Cover the concrete walk with wood framed breezeway (roof structure).
 - Study enclosing the breezeway.

Residence Building:

- As-built existing conditions:
 - Floor Plan
 - Exterior Elevations
 - Electrical outlets, switches, lights, and panel locations
 - Mechanical register and equipment locations
 - Plumbing fixtures
 - Casework
 - Architectural site plan, coordinated with survey information
 - Outbuildings
- One existing garage bay to be converted to a workout room with appropriate finishes.
- Create separation for 'Day Room' (full height wall, pony wall, railing).
- Add a bathroom in the room adjacent to the garage.
- Convert existing bathroom with tub to a walk-in shower.
- Upgrade to a larger hot water heater and relocate within residence.
- Structural repair of floor system (wood rot identified in home inspection report).

Paul Cavin Architect LLC

- Structural enhancement of existing floor system (existing floor system is somewhat soft and bouncy).
- Balance HVAC system.
- Clean existing ductwork to remain.

Additional scope of work is as follows:

1. Verify and measure existing conditions.
2. Verify code requirements.
3. Assist with SUP process.
4. Provide a single design solution.
5. 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.
6. Drawings will be prepared with AutoDesk Revit software and be 3 dimensional.
7. Prepare an "Opinion of Probable Cost."
8. Prepare a Project Manual to include General Requirements and Technical Specifications using Master Spec format and software.
9. Address and incorporate agency review comments as needed.
10. Issue electronic (pdf) Contract Documents (Drawings and Project Manual) for competitive bidding.
11. Perform bidding assistance.
12. Construction Administration will be provided through project completion.
 - a. Attend OAC meetings as needed.
 - b. Respond to RFIs.
 - c. Review submittals.
 - d. Review Change Orders and Change Order Requests.
 - e. Perform final job walk.

The following design professionals will be involved: Dyer Engineering Consultants 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 documentation, 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.

The proposed Planning, Survey, Design, and Construction Documents fee includes:

Civil Engineering (Dyer Engineering Consultants):

Task 1:	\$1,700.00
Task 2:	\$10,800.00
Task 3:	\$2,000.00
Task 4:	\$2,000.00
Task 5:	\$1,500.00
Task 6:	\$750.00
Task 7:	\$5,500.00
Task 8:	\$1,600.00
Task 9:	\$2,500.00
Task 10:	\$2,500.00
Task 11:	\$3,300.00
Task 12:	\$2,200.00

Civil Engineering Total:	\$36,350.00
Structural Engineering (CFBR Structural Group, LLC):	\$5,300.00
Mechanical Engineering (Ainsworth Associates Mechanical Engineers):	\$6,000.00
Electrical Engineering (PK Electrical, Inc.):	\$6,800.00
Architectural As-Built (Paul Cavin Architect LLC):	\$5,500.00
Architectural SUP Assistance (Paul Cavin Architect LLC):	\$4,500.00
Architecture and Project Management (Paul Cavin Architect LLC):	\$20,000.00
Total Planning, Survey, Design, and Construction Documents Fee:	\$84,450.00

Paul Cavin Architect LLC

The proposed Construction Administration fee includes:

Civil Engineering Task 13 (Dyer Engineering Consultants):	\$2,800.00
Structural Engineering (CFBR Structural Group, LLC):	\$1,400.00
Mechanical Engineering (Ainsworth Associates Mechanical Engineers):	\$1,800.00
Electrical Engineering (PK Electrical, Inc.):	\$1,200.00
Architecture and Project Management (Paul Cavin Architect LLC):	\$3,500.00
Total Design Fee:	\$10,700.00

Total Project Management, Planning, Design, and Construction Administration Fee: \$95,150.00

Specific exclusions include: Design upgrades for a higher importance factor, Bidding Requirements, Fire Protection Engineering, Hazardous Material surveys, Hazardous Material documentation and abatement, other consultants, and specialty consultants. 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 Schedule is to be determined.

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

With much appreciation,



Paul Cavin, AIA



DYER ENGINEERING CONSULTANTS

P. | (775) 852-1440
F. | (775) 852-1441
@ | dyerengineering.com

January 4, 2019

Via email: paul@paulcavindesign.com

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

Re: 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 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.

The Scope of Services outlined on the following pages is based on our recent phone conversations, emails and understanding of your needs and information provided to DEC. Our project understanding, and scope of services are below.

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.

Deliverables are to include: 1) ALTA survey of the residential lot, along with boundary & topographic survey mapping merged with previously provided survey of the apparatus bay site (including adjacent public streets); 2) civil design drawings and reports (site, grading, utility, hydrology, sanitary sewer) for the residential site; 3) preliminary landscape drawings and civil engineering feasibility support for the Special Use Permit application through Washoe County; and 4) final building permit, landscape restoration support and construction administration for the residential lot.

SCOPE OF SERVICES

PHASE 1 – UTILITY RESEARCH & SURVEY MAPPING – RESIDENTIAL & FIRE STATION SITES (APN'S 051-122-08 & 051-122-10)

Task 1: Existing Utility Research

\$1,700 LS

DEC will research existing utility locations. We will contact utility purveyors and local permitting agencies regarding locations of existing sanitary sewer, storm drain, water, and communications. AT&T charges \$200 fee for their existing utility information. This fee is included in this task. The utility research results will serve as QC to background mapping to verify points of connection and identify potential conflicts with the proposed site work. Existing utilities within private parcels will be researched from provided as-built drawings, as available. Existing utility information within the private parcel may be limited, and notes indicating needed potholing and/or other location services will be provided on the plans in critical areas wherever archive or site apparent utility locations are not available.

Deliverable:

- QC of background utilities mapping and inquiries with utility purveyors. Updates to locations/sizes of existing utilities, as needed, in the background topographic/existing conditions mapping.

Task 2: Topographic, Boundary & ALTA/NSPS Land Title Surveys

\$10,800 LS

Office support for the preparation of an ALTA/NSPS Land Title Survey for the residential lot (APN 051-112-08). DEC will utilize Mapca Surveys Inc. as a sub-consultant in support of this task. The ALTA survey will meet the minimum standard detail requirements as adopted in 2016 by the ALTA/NSPS. Items numbered 2, 3, 4, 5, 7a, 8, 9, 11, 13, 15, 16 and 20 of Table "A" will be included in the survey. Current preliminary Title Reports shall be provided by the owner to the surveyor prior to commencement of work. ALTA/ACSM survey will be prepared on standard template drawings. Topographic survey of subject parcels to include buildings, finish floor elevations, utilities, fence lines, and pertinent topographic features. Color orthophoto will also be provided. FEMA zones will be overlaid onto mapping. Contour interval = 1'. Horizontal Datum shall be Nevada State Plane Coordinate System, West Zone, NAD83, ground; Vertical Datum shall be NAVD88.

DEC will also provide supplemental topographic survey of the adjacent Hidden Valley fire station lot (APN 051-112-10) to verify previously performed existing mapping/boundary survey and merge into one topographic survey with the adjacent residential lot, as well as additional topographic survey along the public right-of-way (edge of pavement, centerline, grade breaks, culverts, ditches and utilities) along Hidden Valley Road and Pelham Drive.

Deliverables:

- ALTA/NSPS Land Title Survey for residential lot (APN 051-112-08).
- Merged, complete background topographic and boundary survey map of residential lot, fire station lot, and adjacent public right-of-way areas (APN's 051-122-08, 051-112-10, Hidden Valley Rd., and Pelham Dr.) for use in all phases of current and future design.

PHASE 2 – DESIGN DEVELOPMENT (DD) CIVIL PLANS – RESIDENTIAL SITE (APN 051-122-08)

Task 3: Preliminary (DD) Site & Demolition Plans

\$2,000 LS

Based on the Architect-supplied CAD site plan, prepare proposed preliminary site plan that will identify site boundaries, building square footages, adjacent property ownership information, site access design, on-site easements, parking and ADA access routes, as needed. A traffic analysis, if required, is not included in this proposal and shall be provided by others under separate contract. DEC will also prepare a preliminary Demolition Plan showing existing improvement to remove and to remain. Preliminary site and demolition plans will be prepared for legible plotting at full size format (24"x36" or 30"x42").

Deliverable:

- Preliminary (DD) Site and Demolition Plans

Task 4: Preliminary (DD) Grading & Drainage Plans

\$2,000 LS

Based on the owner-approved site plan, DEC will prepare a preliminary grading plan, including required drainage improvements, FEMA flood zone identification, existing building pad elevations, finish grade spot elevations, slope tags, existing contours and earthwork estimates, as needed. This parcel is located within Truckee Meadows Flood Plain Critical Flood Pool Zone 1. It is anticipated that the project will be required to meet 1:1 mitigation of any fill imported to the site such that flood storage volume is maintained equal to existing. DEC will perform feasibility analysis and coordinate with Washoe County to determine if meeting this requirement is attainable in relation to the site improvements proposed for the project. The preliminary grading and drainage plan will be prepared for legible plotting at 24"x36" or 30"x42" format.

Deliverable:

- Preliminary (DD) Grading & Drainage Plan

Task 5: Preliminary (DD) Sanitary Sewer Plan

\$1,500 LS

DEC will prepare plans showing abandonment of the existing septic and leach field system. We will prepare a preliminary sewer lateral service plan identifying existing infrastructure and proposed service line location to serve the project. It is assumed that no other utility services will be required to serve the site. If other upgraded and/or relocated utility services are needed, design for those services will be provided under a separate contract.

Deliverable:

- Preliminary septic abandonment and sewer lateral connection plan

Task 6: Engineer's Estimate (DD)

\$ 750 LS

Prepare quantities estimate and Opinion of Probable Construction Costs for the DD demolition, site and utility improvement plans.

Deliverable:

- DD Engineer's Estimate

PHASE 3 – CONSTRUCTION DOCUMENTS (CD) – RESIDENTIAL SITE (APN 051-122-08)

Task 7: Final Civil Plans (CD)

\$5,500 LS

Based on the DD review comments, prepare CD site, demolition, grading & sewer plans. Prepare CD details and plan (sheet) specifications.

Deliverable:

- CD Civil Plans in support of the final Building Permit Submittal Package.

Task 8: On-Site Hydrology & Sanitary Sewer Letters (CD)

\$1,600 LS

Based on review comments from the DD submittal, prepare final on-site hydrology letter and sanitary sewer letter for the project. We are assuming that detention calculations and design will be required as outlined in Washoe County's Public Works Design standards. It is assumed that pre- and post-project peak storm flows will undergo minimal change and detention will not be required - we are proposing a simple Hydrology Letter to outline these conditions. For the purposes of this proposal, we assumed that the adjacent public sewer system has adequate capacity for development of this project. We will confirm this assumption with Washoe County during preliminary design. If needed, a separate off-site flow monitoring and capacity analysis will be performed under separate contract and is specifically excluded from this proposal.

Deliverable:

- Final On-Site Hydrology Letter & Sanitary Sewer Letter for Building Permit Submittal

Task 9: Permit Submittal & Revisions

\$2,500 LS

DEC will coordinate with the Architect and design team to prepare building permit submittal package to Washoe County. It is assumed that preparation/packaging of the complete submittal package for all disciplines will be completed/compiled and delivered by the Architect. DEC will submit the Civil plans and reports to the Architect for inclusion into the overall submittal package. DEC will address all agency review comments and redlines relative to the civil improvement plans/reports and prepare revised plan sheets and/or reports, as needed, to obtain the building permit.

Deliverable:

- Submittal package coordination, Preparation of Revised Plans and/or Reports as required by reviewing agencies for building permit approval.

PHASE 4 – CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE SUPPORT SERVICES FOR SPECIAL USE PERMIT – FIRE STATION SITE (APN 051-122-10)

Task 10: Civil Grading Feasibility Support (SUP)

\$2,500 LS

This parcel is located within Truckee Meadows Flood Plain Critical Flood Pool Zone 1. It is anticipated that the project will be required to meet 1:1 mitigation of any fill imported to the site such that flood storage volume is maintained equal to existing. DEC will perform grading feasibility analysis (building pad elevated to meet Flood Zone AE base flood elevation requirements) and coordinate with Washoe County to determine if meeting this requirement is attainable in relation to the site improvements.

Deliverable:

- Feasibility analysis for grading and Critical Flood Zone 1 storage mitigation requirements.

Task 11: Preliminary Landscape Plan (SUP)

\$3,300 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. DEC will utilize the CAD site plan provided by the Architect as the base drawing. After owner review, we will finalize the plan and prepare a CAD drawing, including a colored rendering, for the special use permit submittal package. The special use permit is specific to parcel 051-122-10 and does not include the adjacent residential lot, which will be used as the residential quarters.

PHASE 5 – CONSTRUCTION SERVICES – RESIDENTIAL SITE (APN 051-122-08)

Task 12: Landscape & Irrigation Restoration Support

\$2,200 LS

Provide landscape and irrigation restoration and coordination for the residential portion of the project. DEC will utilize Lumos & Associates in support of this task. The site is already developed with a single-family residence and is exempt from landscape requirements per Washoe County Development Code Section 110.412.10. However, it is our understanding that work will be done on the site that will impact existing landscaping. This task is to provide landscaping coordination and assistance during the demolition and tenant improvement stage. It should be noted that if the parcel is reviewed as a fire station use, a special use permit will be required, including a preliminary landscape plan, which can be provided under a separate proposal. Water rights calculations and/or determinations are not included in this task and is assumed to be provided by the owner (if required by TMWA).

Task 13: Construction Administration

\$2,800 HR

DEC will provide professional construction phase services as specifically stated below and as requested by the Client. For budgeting purposes, we are estimating a 4-month construction duration and an average of 1 hour per week of an Engineer's time for site visits to the project site from our office in Reno and responses to RFI's and review of shop drawings and contractor submittals. We have budgeted time to be on site during the beginning of construction, during the installation of the proposed improvements and at the end of the construction phase. This budget may need to be adjusted if the schedule or amount of requested construction support varies from this initial estimate.

Pre-Construction Conference. DEC will attend a Pre-Construction Conference prior to commencement of Work at the Site.

Visits to Site and Observation of Construction. DEC will provide on-site construction observation services during the construction phase of the project. DEC will make visits to observe the progress of the Work. Such visits and observations by DEC are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on DEC's exercise of professional judgment. Based on information obtained during such visits and such observations, DEC will evaluate

whether Contractor's work is generally proceeding in accordance with the Contract Documents, and DEC will keep Client informed of the general progress of the Work. The purpose of DEC's site visits will be to enable DEC to better carry out the duties and responsibilities specifically assigned in this Agreement to DEC, and to provide Client increased confidence that the completed Work will conform in general to the Contract Documents. DEC shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall DEC have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, DEC neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Clarifications and Interpretations. DEC will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by Client.

Change Orders. DEC may recommend Change Orders to Client and will review and make recommendations related to Change Orders submitted or proposed by the Contractor. Shop Drawings and Samples: DEC will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Limitation of Responsibilities. DEC shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. DEC shall not have the authority or responsibility to stop the work of any Contractor.

Task EOR: Engineer-of-Record & Inspection (Public Improvements) SEPARATE CONTRACT
Engineer-of-Record, materials testing and construction inspection services for improvements constructed within the Public Right-of-way (Washoe County), if required, will be provided under a separate contract and is not included in this proposal.

ITEMS PROVIDED BY CLIENT 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 site and floor plans 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) Structural design of all retaining walls and light pole bases, if necessary.
- 8) Monument sign package, if required.
- 9) Architectural building design plans and coordinated MEP and Structural Plans
- 10) Traffic analysis, if required.

ADDITIONAL SERVICES

Any items requested not specifically outlined in the above scope will be considered additional services and will be provided as requested and authorized by the Client. DEC can provide the following services, however; they are not included in the limited scope of this agreement:

- 1) Phasing of project/separate plan sets
- 2) Revisions to Final Plans to Reduce Cost
- 3) Seismic Design, other than related to site design
- 4) Installation of monitoring wells
- 5) Analysis, design, or relocation/upgrades for off-site utilities (storm drain, water, sewer, gas, electrical, fiber, communications), if necessary.
- 6) Analysis or design of utility services other than sanitary sewer.
- 7) Private, full-time site Inspection services.
- 8) Land Use Planning services to include local zoning code assistance and entitlements processing (if needed, above and beyond the Site Plan Review Package, such as a Special Use Permit package), and local hearings attendance (Planning Commission, City Council).

FEE AND BILLING

PHASE 1 – UTILITY RESEARCH & SURVEY MAPPING – RESIDENTIAL & FIRE STATION SITES (APN’s 051-122-08 & 051-122-10)

Task 1	Existing Utility Research	\$ 1,700 LS
Task 2	Topographic, Boundary & ALTA/NSPS Land Title Surveys	<u>\$ 10,800 LS</u>
	Sub-total Fee Services	\$ 12,500

PHASE 2 – DESIGN DEVELOPMENT (DD) CIVIL PLANS – RESIDENTIAL SITE (APN 051-122-08)

Task 3	Preliminary (DD) Site & Demolition Plans	\$ 2,000 LS
Task 4	Preliminary (DD) Grading & Drainage Plans	\$ 2,000 LS
Task 5	Preliminary (DD) Sanitary Sewer Plan	\$ 1,500 LS
Task 6	Engineer’s Estimate (DD)	<u>\$ 750 LS</u>
	Sub-total Fee Services	\$ 6,250

PHASE 3 – CONSTRUCTION DOCUMENTS (CD) – RESIDENTIAL SITE (APN 051-122-08)

Task 7 Final Civil Plans (CD)	\$ 5,500 LS
Task 8 On-Site Hydrology Letter & Sewer Letter (CD)	\$ 1,600 LS
Task 9 Permit Submittal & Revisions	<u>\$ 2,500 LS</u>
Sub-total Fee Services	\$ 9,600

**PHASE 4 – CIVIL ENGINEERING & LANDSCAPE ARCHITECTURE SUPPORT SERVICES FOR
SPECIAL USE PERMIT – FIRE STATION SITE (APN 051-122-10)**

Task 10 Civil Grading Feasibility Support (SUP)	\$ 2,500 LS
Task 11 Preliminary Landscape Plan (SUP)	<u>\$ 3,300 LS</u>
Sub-total Fee Services	\$ 5,800

PHASE 5 – CONSTRUCTION SERVICES – RESIDENTIAL SITE (APN 051-122-08)

Task 12 Landscape & Irrigation Restoration Support	\$ 2,200 LS
Task 13 Construction Administration	<u>\$ 2,800 HR</u>
Sub-total Fee Services	\$ 2,200 - 5,000

Reimbursable Expenses	T&M
TOTAL Fee Services	\$ 36,350 to \$ 39,150 + T&M Reimbursables

LS = Lump Sum, HR = Hourly on Time & Materials, Not-to-Exceed Basis. Direct reimbursable expenses such as express delivery services, fees, and other direct expenses will be billed at cost. All permitting, application and similar project fees will be paid directly by the Client. Any agency application or permitting fee estimates in this Agreement are for general budgeting purposes only. Actual fees may be less or more than the estimates.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed, and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

CLOSURE

Fees stated in this Agreement are valid for sixty (60) days after the date of this letter. In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, the term "the Consultant" shall refer to Dyer Engineering Consultants, Inc., and the term "the Client" shall refer to the "Client Name" entered in the Acceptance section of this proposal letter.

We look forward to working with Paul Cavin Architecture on this exciting project. Please do not hesitate to contact us, if you have questions.

Sincerely,

Dyer Engineering Consultants, Inc.



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

Attachments:

Fee Schedule
Dyer engineering Consultants, Inc. - Standard Provisions

ACCEPTANCE

Client Name (Entity):

Signature:

Print Name & Title:

Date:



2019 Rate Schedule

Classification/ Title	Rate (\$/hr)
Principal	\$165-\$185
Senior Professional	\$145-\$175
Professional	\$110-\$155
Analyst	\$95-\$115
CAD / Technician	\$75-\$135
Support Staff	\$45-\$75
Mileage	\$0.575/mile
Copies (8.5x11)	\$0.10/copy
Direct Costs (Equipment Rental, etc)	Cost +10%

CFBR STRUCTURAL GROUP, LLC

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

January 11, 2019

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

**Re: Washoe County Truckee Meadows Fire Protection District Fire Station 37
Residence Improvements, Reno, Nevada**

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 scope of work summary dated December 18, 2018 and subsequent correspondence.

Scope of Work

Washoe County would like design and construction documents for improvements at Fire Station 37 located in Hidden Valley. Washoe County purchased the residence adjacent to the existing fire station (5445 Pelham Dr.) and plans to make improvements to it with the ultimate goal that firemen move into that residence so the existing fire station can subsequently be demolished and a new fire station built. The structural scope of work will include the following:

- Review, design and detailing of floor repairs and enhancements at the residence to address wood rot identified in a home inspection report and an existing floor system that feels somewhat soft and bouncy.
- Design and detailing of a wood framed breezeway structure (possibly enclosed) to create a connection from the south side of the residence to the adjacent property where the apparatus bay is located.

Design will be in accordance with the structural requirements of the 2018 International Building Code as adopted by the City of Reno. The following will be provided as a part of our work:

Basic Services Included

Construction Documents Phase

- Make an initial site visit to review existing conditions and collect information.
- Prepare the following Construction Documents as required for designated submittals at DD and 100% CD (for permit):
 - Structural drawings with specifications in general notes format on the drawings.
 - Structural calculations.
 - Structural construction cost estimates.
- Respond to progress submittal reviews and/or permitting plan check comments and revise construction documents where necessary.
- Prepare Bid Documents.

Construction Administration Phase

- Prepare final Conformed for Construction Documents if necessary.
- Answer structural RFIs and issue clarifications where necessary.
- Review structural shop drawings, submittals and special inspection / materials testing reports.
- Make up to (3) site visits, as directed, to provide structural observation and/or perform final punchlists, 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 book specifications or as-built drawings of the existing conditions.
- 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 environmental hazards or hazardous materials, i.e. providing review or directives for the abatement or removal of lead, asbestos, mold, mildew, etc.
- Geotechnical engineering or preparation of soils reports.
- Site civil engineering, including design and detailing of site structures or elements outside the building footprint.
- Design or detailing of special architectural features (clerestories, vaulted or curving roofs, etc.).
- Design or detailing of major structural retrofits or reinforcements of the existing structure. This proposal assumes the proposed improvements will be planned and designed to work with the inherent capacities and limitations of the existing structure and the existing structure (including new additions) will not be classified as essential facilities that would require upgrading the existing structure to accommodate higher structural importance factors or current code requirements.
- Preparation of demolition documents.
- Services related to bidding or bid phases of work.
- 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 or breaking the project into multiple packages or phases during design or construction.
- 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 a fixed fee of **\$7,000** (80% Construction Documents, 20% Construction Administration). 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 _____



December 20, 2018

Mr. Paul Cavin, AIA
Paul Cavin Design

Subject: Truckee Meadows Fire Protection District
Fire Station No. 37 – Residence Renovation
Revised 1/11/2019

Dear Paul,

Thank you for requesting a Mechanical Engineering design fee proposal for the above noted project. This proposal is based upon the Scope of work summary as noted in the email sent to us on December 18, 2018. The project scope of mechanical and plumbing design as we understand is as follows:

Updated scope of work eliminates work associated with the Southwest addition and adds scope related to plumbing and HVAC noted in the home inspection report.

Residence Site

1. Assist Civil Engineer with any plumbing calculations required for their work abandoning the existing septic system and connecting to the city sewer system.
2. Design for a hydronic snow melt system for the walkway from residence to the fire station.

Residence Building

1. Prepare computer generated load calculations and note new CFM values on drawings for a system balance.
2. Design for the addition of a new bathroom adjacent to the garage.
3. Plumbing modifications required to convert the tub to a walk-in shower.
4. Design for a replacement of the existing water heater with a larger water heater.
5. HVAC design for the conversion of one garage bay to a workout room. This may require the replacement of the existing HVAC unit with a larger unit or the addition of an additional HVAC unit.
6. Specify new CFM values on the drawings based upon load calculation requirements.
7. Specify that the existing HVAC duct system be cleaned.
8. **Plumbing and HVAC design related to the home inspection report. Work will be covered by key notes on drawings.**

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 specifications and reproducible drawings prepared using CAD software.
3. Design will conform to local agency standard.

4. Provide "ballpark" cost estimates at the accepted DD level drawings.
5. We have included time to attend one site visit during the design phase of the project.
6. Specifications will be either book of sheet specifications at our discretion.
7. We will respond to any questions and clarifications during the bidding phase of the project.
8. We will review and respond to any agency review comments.
9. Review of material lists and submittals relating to work specified.
10. During construction, provide technical consultation and general observance of the work designed and specified including periodic visits to the site and final acceptance report 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.
 - Determination of the number of visits to the site required providing general observance of the work shall be at our discretion.
 - You will keep us informed as to the progress of the work so that our visits to the site may be coordinated accordingly.

The scope of work specifically does not include the following:

1. Structural engineering design as may be required for seismic bracing or anchorage of mechanical equipment or components. We will do the anchorage detailing based upon design sketches provided by the structural engineer.
2. Fire sprinkler system design.
3. Noise or vibration analysis of mechanical systems.
4. **Any work related to the addition on the Southwest portion of the building.**
5. **Detailed drawings related to the plumbing and HVAC items noted in the home inspection report. We will cover this scope by keyed notes on our design drawings.**

Compensation for basic service as described herein shall be based on a lump sum fee of **\$7,800.00** summarized as follows:

Design Development	\$2,600.00*
Construction Documents	\$3,400.00
Bidding	\$ 300.00
Construction Admin	<u>\$1,500.00</u>
Total	\$7,800.00

* Includes cost estimate

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.

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. If the project is reinstated after a three-month period, we reserve the right to re-evaluate our design fee and adjust it accordingly.

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.

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

Steven Ainsworth

Steven Ainsworth, PE
Principal



Contract Proposal

CP18422R1

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

Jan 15, 2018

Project

TMFPD Fire Station 37 Residence Improvements

Project Description

It is understood that Washoe County would like design and construction documents for improvements at the Fire Station 37 residence located in Hidden Valley. The overall design scope of work to includes:

- Create a connection from the south side of the residence to the adjacent property where the apparatus bay is located. This will include a concrete walk, approximately 6' wide, concrete walk to have ice-melt system (hydronic or electric) explore options. Possibility of the concrete walk with wood framed breezeway (roof structure). Will also include study to enclose the breezeway.
- As-built existing conditions: Floor Plan, Exterior Elevations, Electrical outlets, switches, lights, and panel locations, Mechanical register and equipment locations, Plumbing fixtures, Casework, Architectural site plan, coordinated with survey information, Outbuildings
- One existing garage bay to be converted to a workout room with appropriate finishes.
- Create separation for 'Day Room' (full height wall, pony wall, railing).
- Add a bathroom in the room adjacent to the garage.
- Convert existing bathroom with tub to a walk-in shower.
- Upgrade to a larger hot water heater and relocate within residence.
- Structural repair of floor system (wood rot identified in home inspection report).
- Structural enhancement of existing floor system (existing floor system is somewhat soft and bouncy).
- Balance HVAC system and clean existing ductwork to remain.

Electrical design to include:

- Breezeway: Lighting, Explore power needs if enclosed, Radiant slab,
- Existing residence: Power and lighting for restrooms, Power and lighting for workout room, Power for Plumbing and Mechanical equipment.
- Inspection Report Recommendations:
 - The 3-way switches for the hallway lights are wired incorrectly and work intermittently. Recommend repairs.
 - The electrical conduit on the west side of garage needs to be strapped and supported. The cover also needs to be secured.
 - The electrical panel is loose at the wall. Repairs are needed.
 - The opening below the electrical panel needs to be capped to prevent pest intrusion.
 - Wasp's nests were noted inside electrical panel. Recommend mitigation.
 - Blank covers are needed at the open breaker spaces in electrical panel and the dead front cover is loose.

Recommend repairs.

- An open ended wire was noted in the garage. Recommend terminating.
- The outlet behind the cooktop should be abandoned due to the location to stove.
- The garage outlets have an open ground. Corrections are needed.
- GFCI protected outlets are recommended at the kitchen and garage locations.
- There is no electrical outlet provided for the third car garage door opener. Recommend installing outlet and evaluating opener.



Scope of Services

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: study/narrative; 100% Design Development drawings, sheet specifications, and cost estimate; 100% Construction Documents / Permit drawings, sheet 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.

Site Visits: include one (1) site visit during design phase and one (1) site visit for final inspection.

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

Fee and Structure

		Amount
As-Builts	Fixed Fee	1,200.00
Design Development	Fixed Fee	2,200.00
Construction Documents	Fixed Fee	3,400.00
Construction Administration	Fixed Fee	1,200.00
Total Amount		\$8,000.00

Terms and Conditions

Terms and Conditions per Standard PCA Agreement.

Authorization and Acceptance

(Acknowledgment of Concurrence with the foregoing)

Joey Ganser, P.E.
Operations Manager

Paul Cavin, AIA
Owner

Date