

10 February 2026

Mr. Brett Steinhardt, CCM | Senior Project Manager  
Community Services Department  
1001 E. 9<sup>th</sup> Street, Bldg. A  
Reno, NV 89512

email: [bsteinhardt@washoecounty.gov](mailto:bsteinhardt@washoecounty.gov)

Re: Washoe County Registrar of Voters Lease Space Tenant Improvements Phase 2  
6550 Longley Lane, Suite 145  
Reno, NV 89511

Dear Brett,

I am pleased to present this Proposal for architectural services related to the design of the proposed tenant improvements in Suite 145.

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

#### PROJECT DESCRIPTION

The Project, as I understand it, is to work with Washoe County to:

1. Complete the design for Phase 2 tenant improvements. The work shall include final programming, architectural design and drafting, structural engineering, mechanical engineering and electrical engineering sufficient for permits, bidding and construction.
2. Assistance with bidding and construction administration services are included with all work listed above.

#### PROJECT SCHEDULE

It is understood the project schedule shall be commence work within one week of receipt of an executed Agreement. Work shall be completed as soon as possible understanding that this project is a priority for Washoe County and needs to be completed in a timely fashion.

#### SCOPE OF BASIC SERVICES

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

1. Field measurement of existing space.
2. Development of existing floor plans.
3. Meet with County representatives to define the specific requirements for the space.
4. Prepare a space program.
5. Prepare space plans including all furniture and racking.
6. Coordinate IT and security requirements with the Registrar of Voters.

7. Prepare architectural, structural, mechanical and electrical drawing suitable for permits, bidding and construction.
8. Assistance with permit procurement.
9. Assistance with bidding.
10. Construction administration services.

#### SERVICES EXCLUDED

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

1. Any items or services not specifically enumerated as a part of the Basic Services above.

#### ADDITIONAL SERVICES

Additional Services may be provided by the Architect and its Subconsultants if authorized by you and approved in writing.

#### COMPENSATION

1. Compensation for Basic Services for Phase 2 shall be a fixed fee of One Hundred Ninety-Three Thousand Six Hundred Eighty-Two Dollars (\$193,682.00).
2. Compensation for Additional Services shall be as mutually agreed and authorized in writing.
3. Compensation for Reimbursable Expenses shall be at 1.1 times actual cost.

#### PAYMENT

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

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

#### TERMS AND CONDITIONS

1. The drawings, specifications and other documents prepared by the Architect and its Subconsultants for this Project are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain ownership of the documents and copyright designs produced by it or its Subconsultants. Copies of all documents shall be provided to the Owner for their use on this project.
2. The Owner understands the imperfect nature of building design and construction and agrees to carry a reasonable contingency allowance to cover unforeseen conditions, adjustments to the construction made necessary by the imperfect nature of construction documents and/or the construction materials and methods incorporated into the project. We recommend this contingency allowance to be a minimum of ten percent (10%) of the total construction cost.



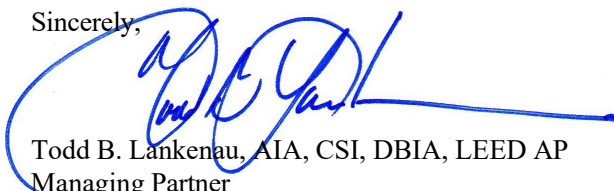
3. The total, aggregate liability of the Architect and its Consultants for this Project shall be limited to the amount of fee paid to the Architect for this Project. The Architects exposure to professional liability, errors and omissions shall not be considered until after the minimum threshold of two percent (2%) of the total construction cost is exceeded.
4. The Owner and the Architect waive consequential damages for claims, disputes and other matters in question arising out of or related to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either parties' termination in accordance with the termination provisions of this Agreement.
5. The Owner may at any time suspend the Architects services upon written notification. Resumption of services will require written authorization and the Architect shall be compensated for suspensions greater than 30 days.
6. In providing services under this Agreement, the Architect shall endeavor to perform design services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession, currently practicing in the same locality, under similar circumstances, in the same timeframe. The Architect makes no warranties, express or implied, as to its professional services rendered under this Agreement.
7. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the Owner or Architect.
8. Any and all claims and disputes between the Owner and Architect shall be resolved by mediation in the State of Nevada.
9. This Agreement may be terminated by either party upon not less than seven days written notice, and the Architect shall be compensated for all services performed in accordance with the Agreement prior to receipt of notification.
10. Costs for fees and reimbursable expenses shall be invoiced separately. Backup documentation is available and will be provided upon request.
11. The Architect reserves the right to stop work at any time, without notice to the Owner, for non-payment of invoices.
12. The Architect will not assign staff to projects when invoices are more than 45 days past due.
13. Sealed documents and/or documents for agency review will not be provided until payment for all past due invoices is made current.

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

Please do not hesitate to call if you have any comments or questions. This Proposal shall be valid for a period of thirty days from the date of this Proposal.

Thank you for the opportunity to be of service.

Sincerely,



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

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ by

\_\_\_\_\_  
Client Signature



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Client Printed Name

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Title

---

Company

---

Billing Address

---

City, State, Zip Code

---

E-mail

---

Telephone

cc: Tonia Manning



**FEE SCHEDULE**  
Effective 1 January 2026

**HOURLY SERVICES**

Principal/Managing Partner	\$	295.00 per hour
Senior Associate/Architect #1	\$	275.00 per hour
Project Manager/Architect #2	\$	260.00 per hour
Associate/Architect #3	\$	235.00 per hour
Technical Level #1	\$	195.00 per hour
Technical Level #2	\$	180.00 per hour
Technical Level #3	\$	150.00 per hour
Clerical	\$	95.00 per hour
Courier	\$	60.00 per hour
Photographer	\$	95.00 per hour
Expert Litigation Services		2.5 times normal billing rate

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

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

**REIMBURSABLE EXPENSES**

Automobile Expenses	\$	.655 per mile
Travel Expenses		1.1 times actual cost
Out of Town Living Expenses		1.1 times actual cost
Renderings and Models		1.1 times actual cost
Postage and Shipping		1.1 times actual cost
Long Distance Telephone		1.1 times actual cost
Printing and Reproduction:		
By Firm:		
Photocopies – black and white	\$	.25 per page
Photocopies – color	\$	.35 per page
Plots (black and white on bond paper) 30" x 42"	\$	4.00 per sheet
By Outside Firms:		1.1 times actual cost

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

**BILLING**

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

