

NF Clerk
Soderstrom



FILED

NO. 92-050

'92 JUN 25 A9:09

May 17, 1992

BARBARA REED
CLERK

BY S. Condon DEPUTY

Mr. John Renz, Chief Planning Official
Department of Public Works
Douglas County
1615 Eighth Street
Minden, Nevada 89423

RE: BUCKEYE CREEK MASTER PLAN AMENDMENT ANALYSIS

Dear Mr. Renz:

G. L. Szabo and Associates is pleased to present the following proposal for the preparation and presentation of the staff work for the revised master plan, amended special use permit, zone change, tentative map and design standards for the Buckeye Creek project. Based on our very informative initial meeting, May 7, 1992, my associate, Louise Rice-Lawson and I have outlined a Scope of Services which will result in the formulation of a complete staff report and related materials for presentation to the Planning Commission and Board of Commissioners.

We are confident that our extensive experience in public and private sector planning will enable us to provide an independent evaluation of the proposed development which is sensitive to both the objectives of the County, and to the needs of the applicant. Due to the complexity of the issues, all work will be done by either Louise Rice-Lawson or George L. Szabo.

We are proposing a fixed fee contract of \$19,500.00. Included are all travel-related expenses, eight meetings with County staff and the applicant, as well as presentations before the Planning Commission and Board of Commissioners.

It is our understanding that the work program will begin on June 10, at application submittal, and end on August 20 with the meeting of the Board of Commissioners.

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66 ALVISO DRIVE
CAMARILLO, CA 93010
PHONE: (805) 389-8913
FAX: (805) 987-0864

SCOPE OF SERVICES

- I. **Field Investigation**
 - A. **Site analysis to identify physical constraints and opportunities.**
 - 1. **Physical features**
 - 2. **Surrounding land uses**
 - 3. **Circulation patterns**
 - B. **Information gathering.**
 - 1. **Application packet**
 - 2. **Copies of applicable regulations and documents**
- II. **Application Review**
 - A. **Determination of Completeness**
 - 1. **Meet with Department heads and staff assigned to the project to review application submittal and to identify issues and concerns.**
 - B. **Meet with applicant to review application submittal.**
- III. **Master Plan Amendment, Amended Special Use Permit, Zone Change and Tentative Map analysis**
 - A. **Review for conformity with State law, local ordinances, Comprehensive Regional Plan, General Plan, and adopted policy.**

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- B. Analyze for consistency with adopted land use goals and policies, including circulation plans, natural resource and conservation plans, and public services and facilities plans.

IV. Land Planning and Design Analysis

- A. Relationship of plan to the site, land use densities, circulation patterns, lot size and product mix, commercial distribution, open space and recreational uses.

V. Analysis of Design Standards Document

- A. Review for consistency with Master Plan, zoning and tentative map.
- B. Review legal framework for implementation, design standards and proposed future covenants.

VI. Preparation of Staff Report

- A. Present Outline to Department for approval.
- B. Prepare draft text and graphics.
- C. Review draft with County staff.
- D. Review draft with applicant.

VII. Prepare Final Report

VIII. Presentation to Planning Commission

IX. Revision

- A. Revisions as necessary as a result of Planning Commission hearing.

X. Presentation to Board of Commissioners

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ADDITIONAL SERVICES

Additional services not included in the above Scope of Services shall be performed by G. L. Szabo and Associates only upon the written authorization of the County of Douglas, Nevada. Fees for these services shall be in addition to the Base Fee. Additional services include but are not limited to the following:

- * Additional meetings and presentations in excess of those included in the Scope of Services.
- * Analysis and documentation of issues not customarily a part of a Staff Report.
- * Revisions due to time delays beyond the control of G. L. Szabo & Associates, revisions due to changes in the Application and/or requests for additional analysis as a result of the Planning Commission or Board of Commissioners review.
- * Preparation of additional drawings or presentation materials.

REIMBURSABLE EXPENSES

All reproduction costs, postage, delivery, telecopying, facsimile, shipping, travel which may result from the request for additional services and other authorized expenses shall be paid to G. L. Szabo & Associates by Douglas County in addition to the Base Fee.

COMPENSATION AND METHOD OF PAYMENT

- * The BASE FEE to be paid by Douglas County to G. L. Szabo & Associates for the Scope of Services included in this Agreement shall be \$19,500.00. The amount is payable beginning with a \$5,000.00 retainer upon authorization to proceed and monthly progress billings for the remaining \$14,500.00.

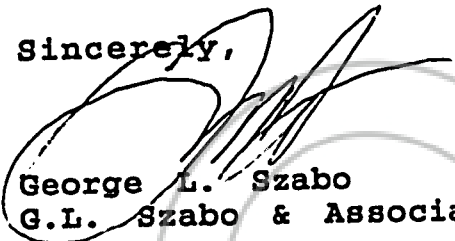
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- * Authorized ADDITIONAL SERVICES shall be paid by Douglas County to G.L. Szabo & Associates on an hourly basis at the rate of \$125.00 per hour.
- * REIMBURSABLE EXPENSES shall be invoiced monthly and paid by Douglas County to G.L. Szabo & Associates at the rate of 1.15 times the amount incurred.


We look forward to working with you, the County staff and the applicant to produce a comprehensive staff report which will aid the Planning Commission and Board of Commissioners in their decision making process. Please feel free to discuss with me any questions which may arise from your review of this proposal. We can proceed immediately upon receipt of a signed copy of this agreement and the \$5,000.00 retainer.

Sincerely,


 George L. Szabo
 G.L. Szabo & Associates

Date: 6.9.92

Accepted By:


 Michael Fischer
 Chairman
 Board of Commissioners
 Douglas County, Nevada

Requested by
 Dated: **DOUGLAS COUNTY**
 IN OFFICIAL RECORDS OF
 DOUGLAS CO., NEVADA

CONTINUED COPY

The document to which this certificate is attached is a
 public record as defined in NRS 239.010 and on
 June 25, 1992

SEAL

B. Reid
 Clerk of the Board of Douglas County
 By Jordie Cordier Deputy

GLS: c

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SUZANNE BAUDREAU
 RECORDER

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