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DANGBERG HOME RANCH/MASTER PLAN & PHASE 1 #2003.227

(Title of Document)

This page added to provide additional information required by NRS 111.312 Sections 1-2. (Additional recording fee applies)

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NO. 2003.227

03 OCT 28 P3 30

NEVADA DIVISION OF STATE PARKS

PROJECT DIRECTIVE

DANGBERG HOME RANCH  
DOUGLAS COUNTY, NEVADA

MASTER PLAN & PHASE 1  
STABILIZATION/RESTORATION & SITE IMPROVEMENTS

June 30, 2003

RECEIVED

OCT 24 2003

Douglas County Manager

BARBARA REED  
CLERK  
DEPUTY

Prepared by:

[Signature]  
State Parks Chief of Planning & Development

Date: 7/21/03

Recommended by:

[Signature]  
State Parks Region II Manager

Date: 7-21-03

Recommended by:

[Signature]  
State Parks Chief of Operations & Maintenance

Date: 7/21/03

Recommended by:

[Signature]  
State Parks Administrator

Date: 7/18/03

Recommended by:

[Signature]  
Chairman, Douglas County Commission

Date: 7-15-03

Recommended by:

[Signature]  
Douglas County Parks & Recreation Department

Date: 8-21-03

Recommended by:

[Signature]  
State Historic Preservation Officer

Date: 7-25-03

Recommended by:

[Signature]  
Friends of Dangberg Ranch

Date: 7/22/03

Recommended by:

[Signature]  
Carson Valley Historical Society

Date: 10-17-03

File 359.0C Dangberg

EXHIBIT "B"

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## SUMMARY

**Project Title:** Dangberg Home Ranch Master Plan & Phase I Stabilization/Restoration & Site Improvements

**Description:** The proposed project will initially involve production of a comprehensive master restoration/development plan, including an interpretive plan, for the 5.5 acre core of the Dangberg Home Ranch as a historic park and museum. The master plan will, in turn, be followed by Phase I construction plans and specifications, to include stabilization and/or restoration of some or all of the historic structures, as well as, installation of interim interpretive exhibits, and development of basic site improvements and facilities to serve visitors to the site. Implementation of the Phase I plans will complete the scope of the project.

**Planning/Design Team** The Planning/Design team will consist of the Chief of Planning & Development (NDSP), who will serve as State Parks' Project Manager; the Mormon Station State Historic Park Interpreter; a Douglas County Parks Planner; a Friends of Dangberg Ranch representative; and, the multi-disciplinary planning/design consultants. CVLS

**Review Team:** The review team will consist of the Region II Manager (NDSP); Chief of Field Operations, Administrator (NDSP); representatives of the Nevada Division of Historic Preservation and Archeology and State Museum; a designee of the Douglas County Commission; the Director of the Douglas County Parks and Recreation Department; and, a representative of the Carson Valley Historic Society. L

**Consultant:** A multi-disciplinary consulting team will be initially selected to develop the comprehensive park master plan, and to evaluate the structural stability and stabilization requirements of the historic structures. Based on the adopted master plan, the same consultant team will be called upon to develop plans and specifications for Phase I building stabilization and/or restoration activities, along with interim interpretive exhibits, and construction of park infrastructure and site improvements. The consultants will also provide construction management services. COMAC

**Funding:** A total of \$2 million has been allocated for all aspects of the project, including the master plan, historic building stabilization and/or restoration work, interpretive exhibits, site improvements and visitor facilities, along with all consultant fees. Although additional sources of funding, such as historic preservation grants, may be procured, the primary source of funding will be the State's Question 1 Conservation Bond Program.

**Project Schedule:** The project is expected to be initiated upon approval of the interlocal agreement between the State and Douglas County in July, 2003. The consultant team contract will be funded through the initial sale of Question 1 Bonds, currently scheduled for June or July of 2003. All aspects of the project scope described in "PART II" below are tentatively scheduled to be completed by the Summer of 2005.

## **PART I - BACKGROUND**

### **LOCATION:**

The Dangberg Ranch is located in the Carson Valley, approximately one mile southwest of Minden, NV. The land was first settled by H.F. Dangberg, Sr. who built the original portion of the present house in the early 1860's. The ranch was once the largest in the Carson Valley, comprised of 48,000 acres. The largest portions of the ranch have been sold, leaving a 5.5 acre parcel which has been offered to and accepted by Douglas County for public ownership. This parcel known as the "Home Ranch" includes some, but not all, of the historic ranch structures. It is situated in a picturesque setting, surrounded by many large trees, with views of the Sierra Nevadas to the west.

### **HISTORY:**

The Dangberg Ranch was one of the most prominent ranches in the Carson Valley during the period from 1860-1930. It is significant as one of the few older ranches which still retains a large number of original associated buildings in fair to good condition.

The Dangberg Company survived the depression, but in 1946 Mr. H.F. Dangberg, Jr. passed away. In 1978, heirs of Mr. H.F. Dangberg, Sr. sold the company to Nevis Industries, Inc., and a succession of other owners ending with the Park Cattle Company. The core "Home Ranch" site was leased to the daughters of H.F. Dangberg, Jr., by Nevis. However, the terms of the aforementioned sale and lease agreement provided that upon the death of the last survivor, the Home Ranch will be offered as a donation to Douglas County and/or the State of Nevada for the purposes of a historical park. The Home Ranch has been nominated to the National Register of Historic Places and was accepted 12/5/80.

### **PAST STUDIES:**

A preliminary feasibility study was completed in October of 1988 by the Planning Unit of Nevada State Parks. This study was also supplemented by comments written by the Nevada Division of Historic Preservation and Archeology. All data available at that time is located in file 319.0 Dangberg Ranch located in the State Parks Division Office.

The Nomination form for the National Register of Historic Places is located in the files of the Division of Historic Preservation and Archeology.

### **UTILITIES:**

The site presently contains all major utilities including electricity, gas, and water. These utilities have been in place since the time that they were first available in the Carson Valley.

## **PART II - PROJECT SCOPE**

**SCOPE OF WORK:** The proposed project will initially involve production of a comprehensive master restoration/development plan for the 5.5 acre core of the Dangberg Home Ranch as a historic park and museum, along with an access easement. The planning process will be

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conducted in accordance with the Division of State Parks' standard "Park Master Plan Outline." However, the master plan will additionally have historic interpretive planning incorporated. A multi-disciplinary consultant team will facilitate the process, in cooperation with the agency representatives on the Planning/Design and the Review Teams.

The master plan will be followed by Phase I construction plans and specifications, to include a) stabilization of some or all of the historic structures; b) restoration or partial restoration of certain buildings; c) development of complementary site improvements and facilities to serve visitors to the site, in accordance with the adopted master plan; d) interpretive exhibit design.

The consultant team will be expected to follow through with bid administration and construction management services for implementation of the Phase I plans. Project construction will be bid out in two phases. Phase 1-A will involve basic stabilization efforts for the various buildings to be included in the project scope. Phase 1-B will focus on restoration efforts for at least portions of designated structures intended to be opened to the public, along with basic infrastructure and public facilities such as public access, parking, restrooms, a picnic area, a self-guided interpretive walk, etc.

### **PART III - PLANNING/DESIGN & CONSTRUCTION PROCESS**

The major steps in the planning/design process for the Dangberg Home Ranch Master Plan & Phase I Stabilization/Restoration & Site Improvements project are listed below. This is followed by a detailed scope of work for the corresponding consultant contract, and a detailed timetable.

- A. The agency representatives of the Planning/Design Team will proceed with the consultant selection process, beginning with solicitation of "Statements of Interest & Qualifications" (SOQ's) from prospective consulting firms or consortiums. After narrowing the field of prospective consultant teams to no more than three, formal proposals will be requested, possibly followed by interviews.
- B. Upon issuance of a "Notice to Proceed" to the lead consultant, the Project Manager will arrange for an on-site meeting at the site. The entire Planning/Design Team, including the consultants, will be expected to attend. This meeting will serve to provide an orientation to the consultants, and an opportunity to raise questions and obtain responses from agency team members. Questions concerning the availability of reference materials, agency contact persons, etc. are anticipated.
- C. The consultants will proceed with gathering and analyzing detailed data for the master planning process, including:
  - a. information from agency files such as previous studies and maps; historic records; other reference materials; demographics; recreation supply & demand; physical resources inventory such as geology and soils, flora, fauna, and water resources; cultural resources the ranch has to offer, including an inventory of all historic artifacts and the buildings themselves.
  - b. architectural/engineering study of all structures within the study area. This study will provide preliminary costs for stabilization/repair /renovation/reconstruction

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work necessary to assure structural integrity and to meet applicable local, state and federal codes & standards for public access and use.

- c. Interpretive program research and analysis
  - d. Aerial photographs and maps
- D. The next major phase in the planning process is the analysis and synthesis of all the inventories and information gathered in the data collection phase. This data will then be presented to the public for their ideas and input in the form of "opportunities and constraints".
- D. Based on the "opportunities and constraints" analysis, and subsequent public feedback, alternative plans will be developed. The alternatives should provide a diverse range of concepts for preservation, stabilization, restoration, and even reconstruction, including adaptive reuse of existing structures; interpretive opportunities; public use facilities such as restrooms and picnicking; access, parking, and other site improvement elements, such as utility improvements, needed to provide a clear understanding of the site's potential.
- E. The alternative conceptual designs will then be presented for public review and input. Subsequently, the concepts will be refined into a "preferred alternative." This preferred plan will then be once more distributed for public review, and possibly another public workshop, if deemed necessary. This will lead towards finalization of the recommended plan. The Dangberg Ranch Historic Park Master Plan will be complete when the Nevada Division of State Parks and Douglas County receives the finalized copies of the study.
- F. Based on the master plan recommendations, design development and preparation of construction documents will proceed in two sub-phases. The reason for this is to allow stabilization efforts to proceed at an accelerated pace. Restoration efforts and site improvements will follow shortly thereafter. As the plans are developed, both the Planning/Design Team and Review Team will be given presentations by the consultants for the purpose of receiving feedback and direction for further plan development.
- G. In conjunction with the two plan development stages will be two bidding and construction sub-phases. All Team members will be invited to participate throughout the construction implementation phase.

## PROPOSED CONSULTANT SCOPE OF WORK

### TASK 1 – BACKGROUND RESEARCH AND INVENTORY

This phase of work will allow the consultant team to fully understand the clients' objectives for the project, gather and analyze existing information (including historic uses of the site), research and obtain any additional necessary information, and begin to prioritize the issues that will need to be resolved throughout the planning and design process. Client meetings will be held on a regular basis throughout the project to discuss progress and share new ideas, which typically arise as a result of ongoing work.

#### Task 1.1 – Project Kick-off Meeting (Planning/Design Team Master Plan Workshop #1)

The consultant team will facilitate a project start-up meeting with Planning/Design Team staff

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from Nevada State Parks (NSP) and Douglas County. The objective will be to define overall goals for the project, clarify the scope of work and schedule, discuss ideas for the development, program and implementation of the Master Plan, and define lines of communication. A review of any previous reports, studies, maps, historical records, etc. will be reviewed and discussed.

#### **Task 1.2 – Site Visit / Physical Information Gathering**

A site visit with the Planning/Design Team will take place. On site, comprehensive field notes and photographs of the property will be taken. The environmental and other technical consultants will identify potential issues that may effect the planning and approval of the project.

#### **Task 1.3 – Aerial Photography/Mapping**

This task will include obtaining color stereo aerial photography and detailed mapping of the project site and its environs and development of a computer base map illustrating 1'-0" contours intervals, with all structures, fences, driveways, walks, individual tree sizes and locations, and any other features pertinent to the planning process. This mapping will be augmented and/or verified as necessary with ground survey information and reconciled with the existing survey map. This information was needed to conduct the remaining tasks identified in this scope of work.

#### **Task 1.4 – Base Sheet Preparation**

With the topographic information, physical and environmental data collected, consultant team will develop the necessary base map. This will be used by the Planning/Design Team during the master planning process, for public participation and for preparation of the final drawings. This will require that property boundaries, and any easements be inserted into the aerial survey using existing coordinate information.

#### **Task 1.5 – Cultural Resource Inventory & Analysis**

A cultural and historical report, to include new information along with a compendium of any previous studies or reports that are relevant to this site, will be compiled and reviewed to determine any items that may need further research. Particularly critical is research on historical uses of the working ranch, a (confirmation) inventory of all historic artifacts on the site (including machines, farm implements, household furnishings and appliances, fixtures, tools, etc), and an inventory of the existing structures in terms of the significance of each structure, its setting, appearance, historic uses and identification of significant factors affecting preservation of the structure. This inventory should provide as much information as possible and will be the basis for future decisions.

#### **Task 1.6 – Historic Building Evaluation**

In conjunction with the cultural resource inventory and analysis will be an architectural/structural engineering evaluation of the existing historic buildings on the site to ascertain their current condition and structural integrity. Detailed notes and photographs will be taken for use in developing plans for addressing structural stabilization and other repair needs. In addition, the historic building evaluation will assess potential and priorities for building restoration efforts. This aspect of the planning process will require the skills of an historic architect who meets the guidelines set forth by the U.S. Department of the Interior (Department of the Interior, Federal Registry, Vol.48, No.190, Notice 44739.

#### **Task 1.7 – Additional Resource Analysis**

Based on information collected on site, research and discussions with agencies, and possible follow-up site visits, a preliminary resource analysis will be developed for the property. This analysis will address the physical and environmental aspects to a level that allows for master planning to move forward. The product will not be a detailed environmental analysis, but rather a report that identifies potential issues that will affect the master planning process.

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Environmental data and physical data that will be collected for the analysis are described below.

### **Physical Data Collection**

*Local & Regional Influences:* An assessment of local and regional influences that could affect the potential courses of action, including demographics, recreation supply and demand, land use trends, socio-economic, and political factors.

*Geologic, Seismic Setting Study and Geologic Hazards Investigation:* This will consist of a review of geologic references available for the site and the surrounding area, to provide overall geologic information of the site for planning purposes. The potential for geologic hazards, including stability, liquefaction, and faulting, and how these issues could effect the any planned development or structural stabilization efforts will be reviewed.

*Preliminary Geotechnical Issues Study:* This will consist of a review of geotechnical and soils references for the site and the area immediately surrounding it to provide overall soils and geotechnical information for planning purposes. The major soils units at the site, with respect to how they are expected to affect the planned development and Geotechnical constraints will be discussed.

*Other Natural Physical Resources:* This will involve the collection of data and analysis of ground and surface water resources, flora species present, likely fauna, physiographic features, climate, perceptual attributes, and any other factors that may influence planning decisions.

*Utilities and Infrastructure:* Important field data regarding existing utility and infrastructure information will be provided. This will include coordination with various utility companies which supply needed utilities (water, sanitary sewer, electricity, gas, and communications) to determine the proximity of the nearest main service lines as well as the ability to provide needed service. This will be summarized in a report.

*Traffic Analysis:* This will include development of a preliminary traffic assessment, which identifies trip generations based on the site improvements program. This will also include reviewing the traffic impacts at the intersection of the park access road and Highway 88, and developing a forecast on how these impacts will affect the traffic patterns in the area.

### **Interpretive Program Research**

*Visitor/User Research and Analysis:* This involves the analysis of any existing data on potential visitors and users of the proposed historic park, both in terms of numbers and interests. In addition to identifying potential audience groups and the specific communication needs for each group that need to be met by the interpretive program, the audience analysis would provide more precise visitor loads estimates.

*Site And Resource Evaluation :* This would be an analysis of the physical and perceptual constraints and opportunities for communication that are inherent in the proposed park's interpretive program setting.

*Subject Matter And Theme Analysis :* This involves researching the subject matter delineated in the park to more fully develop an interesting and meaningful storyline.

*Media Evaluation :* Considering all potential communication means appropriate to the interpretive strategy, those media that will accomplish the job most appropriately and effectively would be identified. This would include evaluation of all possible outdoor



interpretive signing media, and recommendation of the sign type best suited to the special environmental conditions at the park.

#### **Task 1.8 – Data Analysis Summary**

This task includes an analysis of all existing information collected from the respective public agencies, as well as the site information collected and environmental research conducted. Any applicable data regarding building structural and repair requirements, visitor accommodation needs, etc., will be collected, analyzed and summarized as a starting point for development of a program.

#### **Task 1.9 – Site Analysis**

Information from the resource inventory phase and any other relevant information will be compiled onto a map to create a preliminary site analysis for the project area. This information will be documented in report form and used as a basis for developing the opportunity and constraints maps.

#### **Task 1.10 – Opportunities and Constraints Analysis**

Using the previously collected site information, a physical opportunities and constraints diagram and analysis will be prepared. The diagram will consider and identify all relevant issues related to transportation, access and circulation patterns, parking, surrounding land uses, slope, solar access and historic architecture. Special attention will be given to identifying potential linkages to the community and how access for any proposed bike and/or pedestrian trails will be accommodated. Design opportunities that the site offers, as well as unique challenges that the site may present, will also be assessed.

### **TASK 2 – CONCEPTUAL DEVELOPMENT FOR MASTER PLAN**

During this phase, the design team will prepare preliminary design alternatives based on the program established with Nevada State Parks and Douglas County through public workshops. Integral to this phase will be the public participation component, whereby public opinion will be solicited and integrated into the proposed plans where feasible.

#### **Task 2.1 – Planning/Design Committee #2- Purpose and Vision**

Prior to the first public workshop, a meeting will take place to identify purpose and vision. This will aid in articulating the general direction of the project at the first workshop. In addition, an agenda and meeting date will be established for the first public workshop.

#### **Task 2.2 – Public Workshop #1 Preparation**

This task will include contacting other public agencies and stakeholders that may have an interest in the historic park to encourage attendance at the first public workshop, as well as contacting the local newspapers about including public notification of the workshop.

#### **Task 2.3 – Public Workshop #1**

The first of two scheduled public workshops will be held to review the information collected on-site and the program envisioned by the Planning/Design Team. Efforts will be made to ensure that the workshop is held with a wide cross section of the community. Input regarding the degree and type of restoration, interpretive themes, types of public use facilities and any compatible recreational activities that would be desired for the site will be collected. Subsequent to this meeting, the input will be evaluated and integrated into the Master Plan alternatives. In addition written comments will be accepted for two weeks after the first workshop and will be included in a meeting summary report.

#### **Task 2.4 – Planning/Design Team Master Plan Workshop #2**

A half-day Planning/Design Team workshop will be held to focus on developing the program for both stabilization/ restoration efforts, as well as, preliminary ideas for the location of visitor use program elements. The information collected to date, as well as, feedback from the public meeting and any recreation needs or preference survey data collected will be reviewed. Issues related to infrastructure, maintenance, safety, access and even revenue will be discussed. The goal will be to conclude direction for at least two alternative designs that will be developed by the consultants for the next public meeting. In addition time will be spent developing communication objectives, and interpretive program strategy for the historic park and museum components.

#### **Task 2.5 – Conceptual Design Alternatives**

Based on direction received from the public workshop and Planning/Design Team master plan workshop, at least two design alternatives will be refined in greater detail. These plans will be diagrammatic in form and will clearly illustrate the relationship between uses, circulation (including interpretive trails and outdoor exhibits), parking and location of historic structures, stabilization needs, restoration options, and other elements critical to the design. A key component will be consideration of adaptive reuse of the structures for historic interpretation and related uses, compliant with applicable local, state and federal codes and standards for public access and use. In addition, the alternatives should also address possible future boundary adjustments. Preliminary feasibility studies for the utility infrastructure needs of the site will also be developed for each alternative.

#### **Task 2.6 – Planning/Design Team Master Plan Workshop #3 - Review of Alternatives**

A meeting will be held with the combined Planning/Design and Review Team members to review and discuss the benefits of each alternative, in preparation for presentation at the second public workshop. The perceived, environmental and physical impacts of each idea, particularly as they may affect the integrity of the historical structures, will be discussed and potential mitigation methods developed. An agenda for the second public workshop will also be outlined.

#### **Task 2.7 – Plan Refinement**

Based on comments received at the team meeting, the conceptual plans will be modified and formatted for presentation at the second public workshop.

#### **Task 2.9 – Public Workshop #2 Preparation**

Similar to Task 2.2, other agencies and stakeholders will be contacted to encourage attendance. The local newspapers will be provided graphics and summaries of the alternatives for publication prior to the second public workshop.

#### **Task 2.10 – Public Participation Workshop #2**

The second public workshop meeting will be facilitated with the focus on presentation of plan alternatives and solicitation of public feedback and opinion. Comments will be noted and addressed in the final Master Plan Report along with written comments submitted within two weeks after the workshop.

#### **Task 2.11 – Planning/Design Team Master Plan Workshop #4**

Following the second public meeting, the Planning/Design Team will meet to discuss the integration of public comments and feedback and other relevant information, with the hope of identifying a single direction with which to move forward. In addition, phasing of the project will be discussed.

### **Task 2.12 – Plan Refinement**

The results of the Planning/Design Team workshop #4 will be incorporated into a preferred alternative plan draft. The information will be formatted and disseminated to the review committee for final comments, after which the draft preferred plan may receive further refinement before being released to the public for one last comment period. Depending on the review team's reactions, a decision will be made about the need for a possible presentation of the preferred plan at a third public workshop (if a 3<sup>rd</sup> public workshop is deemed necessary).

### **Task 2.13 –Master Plan Completion**

Based on comments received from the review team and public reaction to the publicized preferred plan draft, the master plan will be finalized. The plan will be refined to the level that will provide a clear understanding of stabilization/restoration strategy, as well as, the location of all the project elements. Included will be a final phasing diagram, with a rough estimate of costs by phase. The plan and phasing diagram will be published and a poster size version created for display and use by the sponsoring agencies and stakeholder groups for subsequent public interest or promotion meetings. In addition, the recommended interpretive strategy will be provided, along with viable options for cooperative funding of future restoration efforts, operations, and maintenance. Copies of the completed report will be disseminated to all parties that have expressed interest.

### **TASK 3 – DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS – PHASE I**

During this phase, the design team will prepare preliminary designs for stabilization/restoration work, along with site improvements such as interpretive and public use facilities and utility infrastructure improvements. This will be followed by completion of plans and specifications suitable for bidding.

#### **Task 3.1 – Preparation of Phase I Preliminary Plans**

Consultant will prepare preliminary plans for Phase I construction elements, based on the master plan. Plans for high priority stabilization work (Phase IA) will be developed at an accelerated pace, independent for the rest of the work to be conducted in the first phase (Phase IB).

Both Phase IA and Phase IB will be submitted to the Planning/Design Team, and other agencies as necessary, for ongoing review as they are developed. The preliminary plan documents for both sub-phases will consist of plan and elevation views of structural modifications or renovations, site improvements, and exhibits. Preliminary plan documentation will also include outline specifications for the project and first draft text for interpretive exhibits. Where appropriate, section drawings will be made, and a preliminary selection of interpretive display objects and images produced.

#### **Task 3.2 – Presentation of Phase I Preliminary Plans**

Upon completion of the preliminary plans for each sub-phase (IA and IB), the consultants will facilitate a presentation to the Planning/Design and Review Teams, outlining the status of the project and the development of the plans for approval. The consultant will be prepared to respond to questions, and following the presentation meeting, incorporate comments initiated by the subsequent review.

#### **Task 3.3 – Preparation of Preliminary Cost Estimates**

Based on the revised preliminary plans, the consultants will submit preliminary cost estimates for each of the two sub-phases in order to verify the project's estimated cost against the project budget.

### **Task 3.4 – Preparation of Construction Plans and Technical Specifications**

Based on ongoing review by the Planning/Design Team received on the preliminary design, the consultants will develop the construction plans and technical specifications for the project in accordance with industry standards.

### **Task 3.5 – Design Development Plan Presentation/Review**

Upon reaching 50% stage of design development for each of the two sub-phases, a second presentation of the plans will be presented, similar to the process stipulated in Task 3.2.

The exhibit Design Development documents will be incorporated into Phase IB, and will consist of plans, elevations, and sections of the exhibits, major details, second draft interpretive text, revised selection of objects and images, and a preliminary materials and color board.

At this time, the project cost estimates will be updated, and Planning/Design Team members given the opportunity to incorporate cost savings initiatives into the project documents.

### **Task 3.6 – 90% Construction Documents (Plans and Specifications) & Presentation**

Consultants will complete construction plans and specifications to the 90% level, based on Planning/Design Team and Review Team input at the Design Development (50%) stage. Once again, a presentation to the joint teams will be made for each of the two sub-phases. At the same time, the construction documents will be submitted to any permitting or reviewing agencies.

The exhibit Construction Documents will consist of plans, elevations, and sections of the exhibits, with all details, final text, final selection of objects and images, a final materials and color board, and technical specifications.

In addition, a revised cost estimate will be produced, and any cost savings initiatives incorporated into the project documents. Based on the estimate information, the Planning/Design Team will create a list of add/deduct alternates for inclusion in the final Construction Documents to be issued for bidding.

### **Task 3.7 – Complete Construction Documents and Acquire Permits**

Based on ongoing communication and submittals, the consultant team will work to finalize plans and specifications for bidding purposes. This includes obtaining final sign-offs and/or permits from the Planning/Design and Review Teams, State Fire Marshal, State Health, State Public Works Board, and other regulatory/review agencies.

## **TASK 4 – PHASES IA/ IB BIDDING ASSISTANCE**

The two sub-phases shall be bid separately with assistance from the Consultant Team.

### **Task 4.1 – Bidding Process**

The prime consultant and subconsultants (as appropriate) will participate in the pre-bid meeting, respond to questions by prospective contractors, and otherwise assist the Planning/Design Team with the bidding process. The consultant will oversee the preparation of timely bid addenda, as needed, to clarify the project scope or document intent.

### **Task 4.2 – Bid Evaluation and Recommendations**

The Consultant will review the bids received from the prospective contractors, and advise the Planning/Design and Review Teams of their recommendations for awarding the construction contract.

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## **TASK 5 – CONSTRUCTION: PHASES IA/ IB**

Provide construction administration, inspections, staking, testing, etc.

### **Task 5.1 – Construction Administration**

The basic scope-of-work for this task will include attendance at the pre-construction meeting with the selected contractor, ongoing review of Requests for Information (RFI's) and submittals, issuance of Architect's/Engineer's Supplemental Instructions (ASI's/ESI's) as required, assistance to the Planning/Design Team in the preparation of change orders, periodic site visits, materials testing, final inspection and development of the punch list and preparation of the project's record documents.

### **Task 5.2 – Construction Staking**

Consultant team will provide any layout and field staking for site improvements, grading, utilities, etc.

### **Task 5.3 – Substantial Completion**

Following satisfactory completion of the construction stage by the contractor, the consultant team will review the final punch list and warranty information, and issue Certificates of Substantial Completion on behalf of the Planning/Design Team.

#### **PROJECT SCHEDULE:**

Draft Project Directive Completed:	5/15/03
Interlocal Agreement Completed:	6/15/03
Project Directive and Interlocal Agreement Approved:	7/15/03
Request for Statement of Interest & Qualifications Issued:	7/31/03
Statements of Qualifications & Interest Due Date:	8/31/03
Consultants Shortlist Determined:	9/15/03
Request for Proposals Issued:	9/20/03
Consultant Proposals Due:	10/15/03
Consultant Proposals Evaluations/Interviews:	10/31/03
Consultant Selection:	11/5/03
Contract Award:	11/10/03
Contract Approval:	12/31/03
Notice to Proceed Issued:	1/2/04
Resources Analysis/Structural Engineering Evaluation Completed:	3/1/04
Initial Public Workshop Conducted:	3/15/04



Master Plan Alternatives Drafted:	5/15/04
Second Public Workshop Conducted:	5/30/04
Public/ Agency Review Period for Alternatives Ends:	6/30/04
Preferred Master Plan Finalized and Distributed:	7/30/04
Phase IA Stabilization Plans & Specs Completed:	7/30/04
Phase IA Stabilization Work Notice Inviting Bids Issued	8/1/03
Phase IA Stabilization Work Bid Due Date	9/15/04
Phase IA Stabilization Construction Contract Approved	9/30/04
Notice to Proceed w/ Phase IA Stabilization Issued	10/1/04
Phase IB Site Improvements and Restoration Plans Completed	10/1/04
Phase IB Site Improvements and Restoration Work Notice Inviting Bids Issued	10/15/04
Phase IB Site Improvements & Restoration Work Bid Due Date	11/30/04
Phase IB Site Improvements and Restoration Work Construction Contract Approved	12/15/04
Phase IB Site Improvements and Restoration Work Notice to Proceed Issued	12/30/04
Phase IA Stabilization Construction Completed	2/1/05
Phase IB Site Improvements and Restoration Work Completed	7/1/05

**SPECIFICATIONS FOR PRINTED MATERIALS:**

Twelve bound copies of the final comprehensive master plan will be required upon completion of the project, with an electronic backup in MS Word or PDF format. The following standards for preparation of each copy have been established:

- A. All text shall be on white paper, 8.5 X 11 inches, at least 20 pound stock. All text will be clear and legible, with black ink. Type size should be comparable to Helvetica 12 pt.

- B. Fold-out resource maps shall be on white paper, 11 X 17 inches, at least 20-pound stock. All maps shall be placed within the text of the report, following the narrative text. Each map will be referenced in the text by figure number.

The scale of all drawings shall be defined by mapping considerations and will be at the discretion of the consultant(s).

The print on all maps, tables and charts may be reduced as necessary, but must remain clear and legible.

- C. The final map of the Recommended Master Plan, shall be done on semi-gloss buff stock with a two-color printing process. The Recommended Master Plan must be a minimum of 11 X 17 inches, however, a larger format may be utilized if needed. A back pocket must be provided on the inside of the back cover if a larger format is utilized.
- D. The consultant(s) will provide NDSP with both an electronic and a hardcopy of all master plan text, maps or other graphics.
- E. The front and back covers shall be made of colored card stock. The name of the study will appear on the front cover, along with the name of the consulting firm(s) and the date of the study. A photograph(s) of the ranch is also desired on the front cover.
- F. Construction plans will be prepared in AutoCAD version 14 or newer, with electronic copies available to the team via website. Original plans will utilize standard 24" x 36" Nevada State Park Mylar Base Sheets. The specification bid documents will incorporate State Park's standard boilerplate on 8-1/2" x 11" stock.

#### TRAVEL:

All travel and per diem expenses needed by the consultant(s) will be included in the agreed upon contract price. No additional travel money will be awarded.

#### PART IV -CONSULTANT SELECTION PROCESS

Consultants will be selected through a two stage selection process by agency representatives of the Planning/Design Team, including: Chief of Planning & Development (NDSP), the Mormon Station State Historic Park Interpreter; a representative of the Douglas County Parks and Recreation Department. The process will begin with distribution of a "Request for Statements of Interest & Qualifications" (SOQ) from prospective consulting firms or consortiums. The request will focus on the following specific information:

- A. Statement expressing interest in pursuing the particular project outlined in the attached Project Directive.
- B. List of personnel likely to be assigned to the project with a brief summary of their qualifications and experience, especially experience with similar projects.
- C. Brief description of up to five similar projects completed by the firm and the scope of work contracted.

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D. List of client contacts for the above described projects with addresses and phone numbers.

Based on the written responses provided, the agency reps will then narrow the field of candidate firms to no more than three. Formal proposals will then be requested from each of the shortlisted firms. The proposals will then be evaluated by the agency representatives to determine which firm should be selected. If no clear-cut choice emerges, each of the shortlisted firms will be asked to give a presentation before the agency representatives. The panel of agency representatives will then attempt to reach a consensus on the best overall proposal.

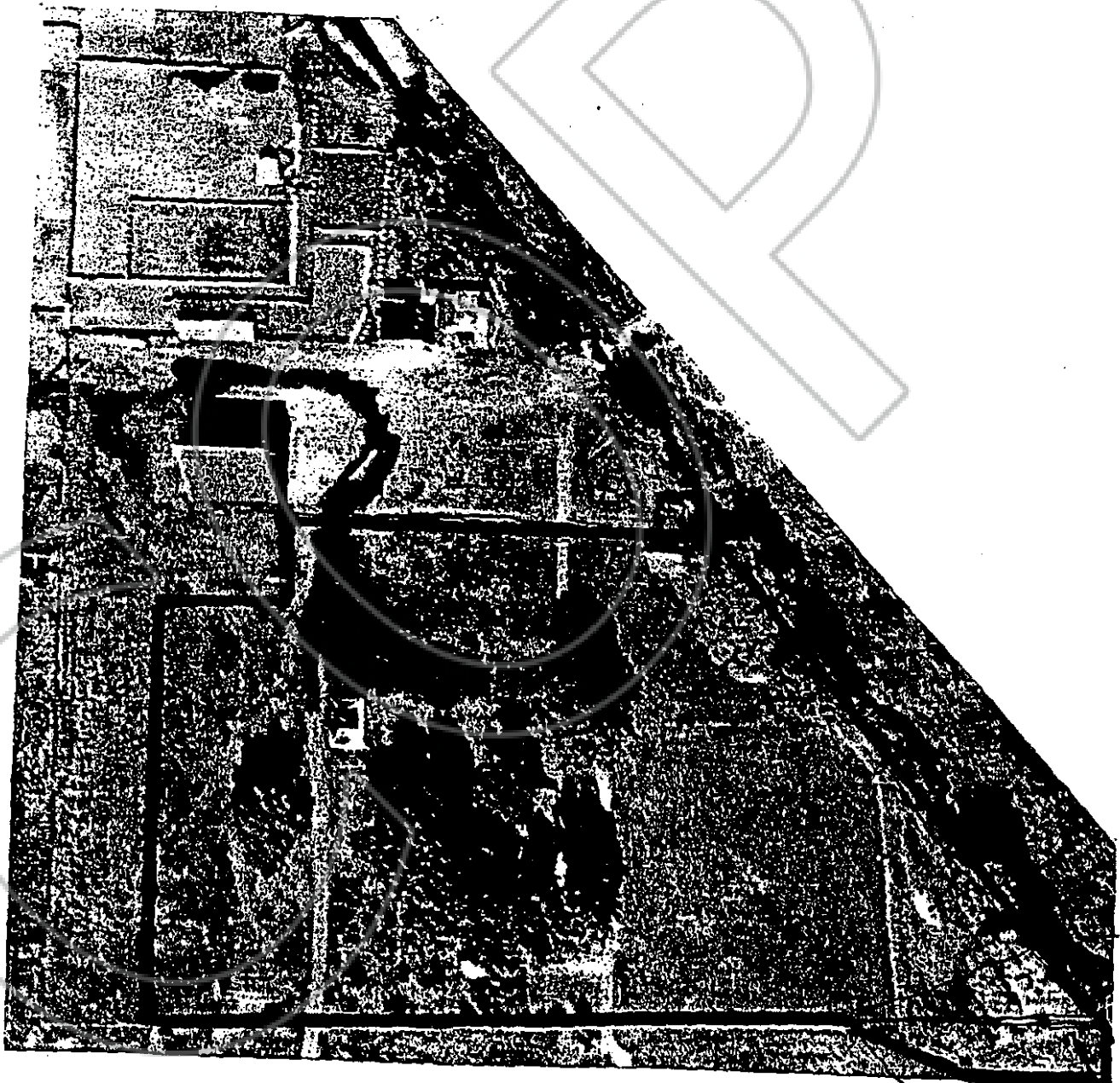
Following the interviews, one consulting firm will be awarded the project. The Project Manager will prepare and negotiate a contract for the project with the designated firm. The contract will require the signatures of State Parks' Chief of Planning & Development, Administrator of the Division of State Lands, Department of Conservation & Natural Resources Director, Deputy Attorney General and the Interim Finance Committee (IFC) Clerk. Upon approval by IFC, the project coordinator will issue the "Notice to Proceed."

Progress payments will be based on the percentage completion of each item in the project scope of work. A total dollar amount for each item will be determined during contract negotiations.

#### **PART V -REFERENCES**

- 1) Dangberg Ranch Preliminary Feasibility Study; Nevada Division of State Parks - Planning Unit; October, 1988.
- 2) Nomination Form -"Home Ranch" Dangberg Ranch, National Register of Historic Places; Division of Historic Preservation and Archeology; Acceptance 12/5/80.
- 3) Policy Manual. Nevada Division of State Parks. 1987
- 4) Statewide Comprehensive Outdoor Recreation Plan (SCORP). Nevada Division of State Parks. 2003.

Dangberg Ranch - HISTORIC PARK SITE



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BK1003PG14984

The real and personal property to be included in the lease to be drafted by Douglas County to State Parks:

1. Structures: the main residence, stone cellar, garage, carriage house and wood bunk house.
2. Personal property: the tangible personal property inside the structures to be leased. ✓

not have

COPY

SEAL

**CERTIFIED COPY**

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: October 28, 2003  
B. REED Clerk of the 9th Judicial District Court  
of the State of Nevada, in and for the County of Douglas.

By Carol M. Mullock Deputy  
"A"

EXHIBIT

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BK 1003 PG 14985