

Douglas County - NV  
Werner Christen - Recorder  
Page: 1 Of 5 Fee: 0.00  
BK-1106 PG-2689 RPTT: 0.00



Assessor's Parcel Number: N/A

Date: NOVEMBER 7, 2006

Recording Requested By:

Name: MIMI MOSS, COMMUNITY DEVELOPMENT

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Real Property Transfer Tax: \$ N/A

\_\_\_\_\_

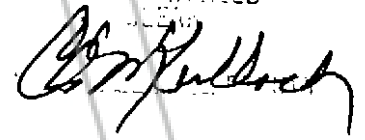
CONTRACT #2006.210  
(Title of Document)

FILED

2006-210

2006 NOV -7 PM 12:13

CAROL ANN REED  
CLERK



October 4, 2006

Mimi Moss  
Assistant Community Development Director/Planning Manager  
Douglas County Community Development Department  
PO Box 218  
Minden, NV 89423

Re: Addendum to Contract

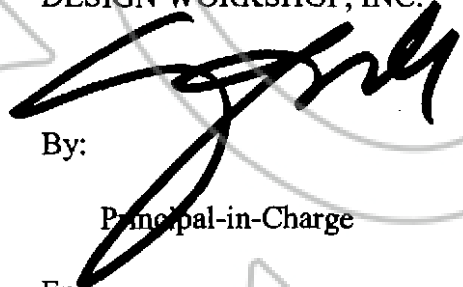
Dear Mimi:

Based on our conversations regarding the additional needs for the Douglas County Master Plan 2006 Update, I would like to submit the attached Additional Services agreement for your consideration. Approval of this agreement would amend our existing contract to include additional fees for tasks related to meetings with stakeholders, additional Planning Commission and Board of Commissioner meetings, and additional work sessions with County staff.

Please feel free to contact me should you have any questions.

Sincerely,

DESIGN WORKSHOP, INC.



By:

Principal-in-Charge

Enc.

Additional Services Agreement\_060824

cc: Lindy Hulton-Larson



August 24, 2006

Mimi Moss  
Assistant Community Development Director/Planning Manager  
Douglas County Community Development Department  
PO Box 218  
Minden, NV 89423

Dear Mimi,

This addendum to our current contract with Douglas County, dated February 1, 2006, is based on our understanding that Douglas County would like to include additional meetings as part of the Master Plan update effort. These additional meetings include meetings with stakeholders, additional Planning Commission and Board of Commissioner meetings, and additional work sessions with County staff.

Following is a summary of tasks and fees associated with adding these meetings to the Master Plan update process. (Meetings included as part of the original contract are not included in the scope of additional services below.)

## **SCOPE OF SERVICES**

### **SECTION 3: Public Outreach/ Project Management**

#### **Task 3 a - Team Meetings**

As part of the process, regular meetings with the County staff will occur at key points during the process to discuss project status, to collect additional information and discuss any schedule issues that may arise. We anticipate the following meetings with County staff.

1. Three additional meetings with County staff during the process, time to be determined

#### *Deliverables:*

- No deliverables.

#### **Task 3 c – Public Meeting Preparation**

It is our understanding the County will take the lead in public notice (advertising), printing and arranging the facilities and equipment for use at public meetings and open houses. Our efforts will include preparing the necessary power point presentations, coordinate with the County mapping service (MAGIC) regarding the necessary graphics and illustrations needed for the meeting and assistance with developing the agenda for the meetings.

#### *Deliverables:*

- Power Point Presentations
- Review maps and diagrams prepared by MAGIC prior to public meetings
- Coordination with County

#### **Task 3 d – Facilitate Public Meetings/Open House**

In order to understand the ideas and opinions of the County elected officials and residents, we will facilitate joint meetings with the Board of Commissioners and Planning Commissioners and facilitate open house meetings with the general public. (These meetings are in addition to the meetings outlined in the original work program.) For this effort we have assumed the following meetings.

1. Two work sessions with the Planning Commissioners.
2. Two Planning Commissioners meetings.
3. One Board of Commissioners meeting.

*Deliverables:*

- Review of meeting minutes prepared by Staff
- Response to comments provided by Staff from meetings
- Summary of public comments, to be incorporated in revisions to Draft Master Plan Update

**Task 3 e – Stakeholder Meeting Preparation**

It is our understanding the County will take the lead in arranging the facilities and equipment for use at stakeholder meetings. Our efforts will include sending initial invitations and follow-up communication with stakeholders, preparing the necessary materials, and developing the agenda for the meetings.

*Deliverables:*

- Power Point Presentations
- Meeting Agendas
- Additional Materials for Meeting (sign-in sheets, handouts)
- Coordination with County

**Task 3 f – Facilitate Stakeholder Meetings**

In order to understand the ideas and opinions of stakeholder groups representing key issues in the County, and to gather their feedback on Master Plan goals and policies, we will facilitate stakeholder meetings to include County residents associated with agriculture, open space, and businesses. Our efforts will include meeting facilitation, preparation of meeting minutes, and distribution of meeting minutes and follow-up communication with stakeholders. For this effort we have assumed the following meetings.

- Round 1:
  - Agriculture Working Group Meeting
  - Open Space Working Group Meeting
  - Business Working Group Meeting
- Round 2:
  - Agriculture Working Group Meeting
  - Open Space Working Group Meeting
  - Business Working Group Meeting
- Round 3:
  - Combined Working Group Meeting
- Round 4:
  - Combined Working Group Meeting

*Deliverables:*

- Attend and Facilitate Meetings
- Meeting Minutes

**EXCLUSION OF SERVICES**

The following items are specifically excluded from Scope of Services:

- Reserving rooms or other accommodations for meetings
- Specific responses to individual comments recorded at meetings
- Provision of court reporter or other qualified personnel to record comments received at meetings.
- Additional meetings beyond those described above including reimbursable expenses

### FEES

Based on these additional tasks, we have estimated the time and expenses associated with including stakeholder meetings as part of the Master Plan update. The fees are base on the same unit price for labor per hour and reflect the level of effort established for similar tasks in the original contract.

### SECTION 3: Public Outreach/ Project Management

3a: Team Meetings	\$2,660.00
3c: Public Meeting Preparation	\$2,865.00
3d: Facilitate Public Meetings/Open House	\$6,175.00
3e: Stakeholder Meeting Preparation	\$1,500.00
3f: Facilitate Stakeholder Meetings	\$ 8,610.00
<hr/>	
Labor Total	\$21,795.00
Reimbursable expenses	\$ 2,100.00
<b>Total</b>	<b>\$23,895.00</b>

Contract Amount Prior to Addendum	\$105,500.00
<b>TOTAL</b>	<b>\$129,395.00</b>


Please call me at (775) 588-5929 if you have any questions regarding this proposal. We will begin work immediately once we receive a copy of this authorization with your signature. Our fax number is (775) 588-1559.

Sincerely,

DESIGN WORKSHOP, INC

  
Steve Noll  
Principal

APPROVED BY CLIENT:

By:   
Title: CHAIRMAN

Date: NOVEMBER 2, 2006

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: November 7 2006  
B. REED Clerk of the 9th Judicial District Court  
of the State of Nevada, in and for the County of Douglas.

By:   
Deputy



BK- 1106  
PG- 2693