

Assessor's Parcel Number: N/A

Date: DECEMBER 21, 2011

Recording Requested By:

Douglas County - NV
Karen Ellison - Recorder
Page: 1 of 29 Fee: 0.00
BK-1211 PG- 4513 RPTT: 0.00



✓ Name: SCOTT MORGAN, COMMUNITY SERVICES

Address: _____

City/State/Zip: _____

Real Property Transfer Tax: \$ N/A

CONTRACT #2011.294
(Title of Document)

2011.294

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR AM 9:12

A CONTRACT ("CONTRACT") BETWEEN DOUGLAS COUNTY ("DOUGLAS COUNTY" OR "COUNTY")

AND

COLLABORATIVE DESIGN STUDIO OF RENO NV.

WHEREAS, Douglas County, a political subdivision of the State of Nevada, from time to time requires the services of independent contractors; and

WHEREAS, it is deemed that the services of Contractor herein specified are both necessary and desirable and in the best interests of Douglas County; and

WHEREAS, Contractor represents that he is duly qualified, equipped, staffed, ready, willing and able to perform and render the services hereinafter described;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. DOCUMENTS INCORPORATED. The following exhibits are by this reference incorporated herein and are made part of this contract:

- Exhibit A--General Conditions for Contracts.
- Exhibit B--Scope of Services.

Except as otherwise specifically provided herein, no other documents shall be part of this contract.

2. WORK TO BE PERFORMED. Except as otherwise provided in this contract, Contractor shall furnish all services, equipment, and materials and shall perform all operations necessary and required to carry out and perform in accordance with the terms and conditions of the contract the work described in Exhibit B.

3. PERIOD OF PERFORMANCE. Contractor shall perform and complete all work within the time periods set forth in Exhibit B. The time periods set forth in Exhibit B may only be altered by the parties by a written agreement to extend the period of performance or by termination in accordance with the terms of the contract. Contractor shall begin performance upon receipt of a Notice to Proceed from the County.

4. COMPENSATION. Contractor agrees to perform the work for a total cost not to exceed **\$327,550.00**, which, unless otherwise provided in this contract, shall be paid in accordance with the provisions of Exhibit B. Unless otherwise provided in Exhibit B or unless Contractor has received a written exemption from the County, Contractor shall submit monthly requests for payment for services performed under this agreement. Requests for payment shall be submitted no later than fifteen (15) days after the end of each month and must include a detailed summary of the expenditures reported in a form that supports the approved budget. Specifically, Contractor agrees to provide the following with each request for payment:

1. Appropriate invoice forms. The forms shall include the project purchase order number, a listing of personnel hours and billing rates, and other expenditures for which payment is sought.

2. A progress report. The report shall include, for each monthly reporting period, a description of the work accomplished, problems experienced, upcoming work, any extra work carried out, and a schedule showing actual expenditures billed for the period, cumulative total expenditures billed and paid to date under the contract, and a comparison of cumulative total expenditures billed and paid to the approved budget.

The County will pay for work satisfactorily completed by Contractor. The County will pay Contractor within 30 days of approval by the County of the submitted invoice forms and progress reports. No payments will be made by the County until the invoice forms and progress reports have been submitted and approved. The parties expressly agree that progress payments shall not exceed the amounts for any particular task or phase of work set forth in Exhibit B and may be made in accordance with General Condition ¶ 14.

5. EFFECTIVE DATE OF CONTRACT. This contract shall not become effective until and unless approved by the Douglas County Board of County Commissioners.

6. Notices. All notices, requests, or approvals required or permitted to be given under this contract shall be in writing, shall be sent by hand delivery, overnight carrier, or by United States mail, postage prepaid, and registered or certified, and shall be addressed to:

COUNTY REPRESENTATIVE:

P.O. Box 218
Minden, NV 89423

CONTRACTOR REPRESENTATIVE:

Todd B. Lankenau, AIA, Managing Partner
COLLABORATIVE DESIGN STUDIO
9444 Double R Blvd. Suite B
Reno, NV 89521

Any notice required or permitted under this contract, if sent by United States mail, shall be deemed to be given to and received by the addressee thereof on the third business day after being deposited in the mail. The County or Contractor may change the address or representative by giving written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed and intend to be legally bound thereby.

Michael Allen 12/15/11
Douglas County (Date)

[Signature] 12/15/2011
Contractor (Date)

Approved as to form by:

Douglas V. Ritchie
Deputy District Attorney



**EXHIBIT A
GENERAL CONDITIONS**

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1. Definitions.

Unless otherwise required by the context, "Contractor" includes any of the Contractor's consultants, subconsultants, contractors, and subcontractors

Unless otherwise required by the context or unless no County Representative is designated under General Condition ¶ 4 of this agreement, "County" means the person designated under General Condition ¶ 4 of this agreement.

2. Independent Contractor Status and Provision of Workers Compensation Coverage.

The parties agree that Contractor shall have the status of and shall perform all work under this contract as an independent contractor, maintaining control over all its consultants, subconsultants, contractors, or subcontractors. The only contractual relationship created by this contract is between the County and Contractor, and nothing in this contract shall create any contractual relationship between the County and Contractor's consultants, subconsultants, contractors, or subcontractors. The parties also agree that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 284.713, as necessarily adapted, to the parties, including that Contractor is not a County employee and that there shall be no:

- (1) Withholding of income taxes by the County;
- (2) Industrial insurance coverage provided by the County;
- (3) Participation in group insurance plans which may be available to employees of the County;
- (4) Participation or contributions by either the independent contractor or the County to the public employees retirement system;
- (5) Accumulation of vacation leave or sick leave provided by the County;
- (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

If applicable (and Contractor bears the sole responsibility for producing proof satisfactory to the County that these provisions are not applicable to Contractor), Contractor further agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of the County to make any payment under this contract, to provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also agrees, prior to commencing any work under the contract, to complete and to provide the following written request to the qualified insurer:

(Company Name) has entered into a contract with Douglas County to perform work from (starting date) to (ending date) and requests that the qualified insurer provide to Douglas County 1) a certificate of coverage and 2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the

contract. If Contractor does not maintain coverage throughout the entire term of the contract, Contractor agrees that County may, at any time the coverage is not maintained by Contractor, immediately order the Contractor to stop work and may immediately suspend or terminate the contract. For each six month period this contract is in effect, Contractor agrees, prior to the expiration of the six month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six month period, Contractor agrees that County may order the Contractor to immediately stop work and may immediately suspend or terminate the contract. In the event of an immediate suspension or termination under this provision, Contractor is entitled to receive all amounts due and not previously paid to Contractor for work satisfactorily completed in accordance with the contract prior to the date of the suspension or termination. No amount shall be allowed or paid for anticipated profit on unperformed services or other unperformed work. In addition, the provisions of ¶ 10 shall apply in the case of a suspension or termination in accordance with this paragraph.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that the Contractor is a sole proprietor and that:

1. In accordance with the provisions of NRS 616B.659, has not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS; and
2. Is otherwise in compliance with those terms, conditions and provisions.

3. Standard of Care.

Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all work performed under this contract. Contractor warrants that all work shall be performed with the degree of professional skill, care, diligence, and sound practices and judgment which are normally exercised by recognized professional firms with respect to services of a similar nature. It shall be the duty of Contractor to assure at its own expense that all work is technically sound and in conformance with all applicable federal, state, and local laws, statutes, regulations, ordinances, orders, or other requirements. In addition to all other rights which the County may have, Contractor shall, at its own expense and without additional compensation, re-perform work to correct or revise any deficiencies, omissions, or errors in the work or the product of the work or which result from Contractor's failure to perform in accordance with this standard of care. Any approval by the County of any products or services furnished or used by Contractor shall not in any way relieve Contractor of the responsibility for professional and technical accuracy and adequacy of its work. County review, approval, or acceptance of, or payment for any of Contractor's work under this contract shall not operate as a waiver of any of the County's rights or causes of action under this contract, and Contractor shall be and remain liable in accordance with the terms of the contract and applicable law.

Contractor shall furnish competent and skilled personnel to perform the work under this contract. The County reserves the right to approve key personnel assigned by Contractor to perform work under this contract. Approved key personnel shall not be taken off of the project by Contractor without the prior written approval of the County, except in the event of termination of employment. Contractor shall, if requested to do so by the County, remove from the job any personnel whom the County determines to be incompetent, dishonest, or uncooperative.

4. County Representative.

The County may designate a County representative for this contract. If designated, all notices, project materials, requests by Contractor, invoice forms, and progress reports, and any other communication about the contract shall be addressed or be delivered to the County Representative.

5. Changes to Scope of Work.

The County may, at any time, by written order, make changes to the general scope, character, or cost of this contract and in the services or work to be performed, either increasing or decreasing the scope, character, or cost of Contractor's performance under the contract. Contractor shall provide to the County within 10 calendar days, a written proposal for accomplishing the change. The proposal for a change shall provide enough detail, including personnel hours for each sub-task and cost breakdowns of tasks, for the County to be able to adequately analyze the proposal. The County will then determine in writing if Contractor should proceed with any or all of the proposed change. If the change causes an increase or a decrease in Contractor's cost or time required for performance of the contract as a whole, an equitable adjustment shall be made and the contract accordingly modified in writing. Any claim of Contractor for adjustment under this clause shall be asserted in writing within 30 days of the date the County notified Contractor of the change.

When changes are sought by Contractor, Contractor shall, before any work commences, estimate their effect on the cost of the contract and on its schedule and notify the County in writing of the estimate. The proposal for a change shall provide enough detail, including personnel hours for each sub-task and cost breakdowns of tasks, for the County to be able to adequately analyze the proposal. The County will then determine in writing if Contractor should proceed with any or all of the proposed change.

Except as provided in this paragraph, no change shall be implemented by Contractor unless the change is approved by the County in writing. Unless otherwise agreed to in writing, the provisions of this contract shall apply to all changes. Verbal approval of a change may be provided by the County when the County, in its sole discretion, determines that time is critical or public health and safety are of concern. Any verbal approval shall be confirmed in writing as soon as practicable. Any change undertaken without prior County approval shall not be compensated and is, at the County's election, sufficient reason for contract termination.

6. County Cooperation.

The County agrees that its personnel will cooperate with Contractor in the performance of its work under this contract and that such personnel will be available to Contractor for consultation at reasonable times and after being given sufficient advance notice that will prevent conflict with their other responsibilities. The County also agrees to provide Contractor with access to County records in a reasonable time and manner and to schedule items which require action by the Board of County Commissioners in a timely manner. The County and Contractor also agree to attend all meetings called by the County or Contractor to discuss the work under the Contract, and that Contractor may elect to conduct and record such meetings and shall later distribute prepared minutes of the meeting to the County.

7. Discovery of Conflicts, Errors, Omissions, Ambiguities, or Discrepancies.

Contractor warrants that it has examined all contract documents, has brought all conflicts, errors, discrepancies, and ambiguities to the attention of the County in writing, and has concluded that the

County's resolution of each matter is satisfactory to Contractor. All future questions Contractor may have concerning interpretation or clarification of this contract shall be submitted in writing to the County within 10 calendar days of their arising. The writing shall state clearly and in full detail the basis for Contractor's question or position. The County representative shall render a decision within 15 calendar days. The County's decision on the matter is final and accepted by Contractor as final. Any work affected by a conflict, error, omission, or discrepancy which has been performed by Contractor prior to having received the County's resolution shall be at Contractor's risk and expense. At all times, Contractor shall carry on the work under this contract and maintain and complete work in accordance with the requirements of the contract or determination of the County. Contractor is responsible for requesting clarification or interpretation and is solely liable for any cost or expense arising from its failure to do so.

8. Construction and Interpretation of Contract.

This contract shall be construed and interpreted according to the laws of the State of Nevada.

9. Dispute Resolution.

Any dispute not within the scope of ¶ 7 shall be resolved under this paragraph. Either party shall provide to the other party, in writing and with full documentation to verify and substantiate its decision, its stated position concerning the dispute. No dispute shall be considered submitted and no dispute shall be valid under this provision unless and until the submitting party has delivered the written statement of its position and full documentation to the other party. The parties shall then attempt to resolve the dispute through good faith efforts and negotiation between the County Representative and a Contractor representative. At all times, Contractor shall carry on the work under this contract and maintain and complete work in accordance with the requirements of the contract or determination or direction of the County. If the dispute is not resolved within 30 days, either party may request that the dispute be submitted to the County Manager for final resolution. The decision of the County Manager shall be final and binding on the parties. If either party is dissatisfied with the decision of the County Manager, that party may immediately terminate the contract under this paragraph, with Contractor being entitled to compensation for work actually and satisfactorily performed up to the time of the termination and the County being entitled to all contract materials in accordance with ¶ 21 and compensation for any additional damages or expenses incurred in completing the work under the contract, including, without limitation, the costs of securing the services of other independent contractors.

10. Termination of Contract.

A. TERMINATION, ABANDONMENT, OR SUSPENSION WITHOUT CAUSE. The County, in its sole discretion, shall have the right to terminate, abandon, or suspend all or part of the project without cause by providing Contractor 10 days written notice of its intent to do so.

If all or part of the project is suspended for more than 90 days by the County, the suspension shall be treated as a termination of all or part of the project and contract.

Upon receipt of notice of termination, abandonment, or suspension, without cause Contractor shall:

1. Immediately discontinue work on the date and to the extent specified in the notice.
2. Place no further orders or subcontracts for materials, services, or facilities, other than as may be necessary or required for completion of such portion of work under the contract that is

not terminated.

3. Immediately make every reasonable effort to obtain cancellation upon terms satisfactory to the County of all orders or subcontracts to the extent they relate to the performance of work terminated, abandoned, or suspended under the notice, assign to the County any orders or subcontracts specified in the notice, and revoke agreements specified in the notice.

4. Not resume work after the effective date of a notice of suspension until receipt of a written notice from the County to resume performance.

In the event of a termination, abandonment, or suspension without cause, Contractor shall receive all amounts due and not previously paid to Contractor for work satisfactorily completed in accordance with the contract prior to the date of the notice and compensation for work thereafter completed as specified in the notice. No amount shall be allowed or paid for anticipated profit or costs on unperformed services or other unperformed work.

B. TERMINATION FOR CAUSE. This agreement may be terminated by the County on 10 calendar days written notice to Contractor in the event of a failure by Contractor to adhere to all the terms and conditions of the contract or for failure to satisfactorily, in the sole opinion of the County, pursue the project or to complete work in a timely and professional manner. Contractor shall be given an opportunity for consultation with the County prior to the effective date of the termination. Contractor may terminate the contract on 10 calendar days written notice if, through no fault of Contractor, the County fails to pay Contractor for 30 days after the date of approval of any submitted invoice forms and progress reports.

In the event of a termination for cause, Contractor shall receive all amounts due and not previously paid to Contractor for work satisfactorily completed in accordance with the contract prior to the date of the notice, less all previous payments. No amount shall be allowed or paid for anticipated profit on unperformed services or other unperformed work. Any such payment may be adjusted to the extent of any additional costs occasioned to the County by reasons of Contractor's failure. Contractor shall not be relieved of liability to the County for damages sustained from the failure, and the County may withhold any payment to the Contractor until such time as the exact amount of damages due to the County is determined. All claims for payment by the Contractor must be submitted to the County within 30 days of the effective date of the notice of termination.

If after termination for the failure of Contractor to adhere to all the terms and conditions of the contract or for failure to satisfactorily, in the sole opinion of the County, pursue the project or to complete work in a timely and professional manner, it is determined that Contractor had not so failed, the termination shall be deemed to have been a termination without cause. In that event, an equitable adjustment in the compensation paid to Contractor shall be made by the County. The adjustment shall include a reasonable profit for services or other work performed up to the effective date of termination less all previous payments.

C. GENERAL PROVISIONS FOR TERMINATION. Upon termination of the contract, the County may take over the work and prosecute it to completion by agreement with another party or otherwise. In the event Contractor shall cease conducting business, the County shall have the right to solicit applications for employment from any employee of the Contractor assigned to the performance of the contract.

Neither party shall be considered in default of the performance of its obligations hereunder to the

extent that performance of such obligations is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. Delays arising from the actions or inactions of one or more of Contractor's principals, officers, employees, agents, subcontractors, consultants, vendors, or suppliers are expressly recognized to be within Contractor's control.

11. No Damages for Delay.

Apart from a written extension of time, no payment, compensation, or adjustment of any kind shall be made to Contractor for damages because of hindrances or delays in the progress of the work from any cause, and Contractor agrees to accept in full satisfaction of such hindrances and delays any extension of time which the County may provide.

12. Insurance.

Contractor shall carry and maintain in effect during the performance of services under this contract worker's compensation and employer's liability insurance covering the Contractor's employees in accordance with statutory requirements, professional liability insurance, general liability insurance, and such other insurance coverage normally carried by Contractor insuring against the injury, loss, or damage to persons and property caused by Contractor's activities. Any additional insurance as may be required shall be as set forth below. Contractor shall maintain in effect at all times during the performance under this contract all specified insurance coverage with insurers and forms of policy satisfactory to the County, acceptance of which shall not be unreasonably withheld. None of the requirements as to types, limits, and approval of insurance coverage to be maintained by Contractor are intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under the contract. Unless specifically set forth below, the County shall not maintain any insurance on behalf of Contractor.

Contractor will provide the County with certificates of insurance for coverage as listed below and endorsements affecting coverage required by the contract within 10 calendar days after the notice to proceed is issued by the County. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer and who is licensed by the State of Nevada.

A. Each insurance company's rating as shown in the latest Best's Key rating guide shall be fully disclosed and entered on the required certificate of insurance. The adequacy of the insurance supplied by Contractor, including the rating and financial health of each insurance company providing coverage, is subject to the approval of the County.

B. The County and its officers and employees must be expressly covered as additional insureds, except on workers compensation coverage.

C. Contractor's insurance shall be primary as respects the County and its officers and employees.

D. Contractor's general liability insurance policies shall provide coverage for Contractor's contractual liability to the County. The parties further agree that Contractor or its insurance carrier shall provide the County with 30 days advance notice of cancellation of the policies.

E. All deductibles and self-insured retentions shall be fully disclosed in the certificates of insurance.

F. If aggregate limits of less than \$2,000,000 are imposed on bodily injury and property damage, the Contractor must maintain umbrella liability insurance of at least \$1,000,000. All aggregates must be fully disclosed on the required certificate of insurance.

G. Contractor shall obtain and maintain, for the duration of this contract, general liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this contract by Contractor or its agents, representatives, or employees. No separate payment shall be made by the County for the cost of such insurance.

H. General liability coverage shall be on a "per occurrence" basis only and not "claims made." The coverage must be provided either on a Commercial General Liability Form A or a Broad Form Comprehensive General Liability form. The parties agree that no exceptions will be permitted to the coverage provided in such forms. Policies must include, but need not be limited to, coverage for bodily injury, personal injury, broad form property damage, premises operations, severability of interest, products and completed operations, contractual and independent contractors. General liability insurance policies shall be endorsed to include the County as an additional insured. Subject to ¶ F of this section, Contractor shall maintain limits of no less than \$1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury, and property damages.

I. Contractor shall obtain and maintain, for the duration of this contract, automobile coverage which must include, but need not be limited to, coverage against claims for injuries to persons or damages to property which may arise from or in connection with the use of any automobile in the performance of work under this contract by Contractor or its agents, representatives, or employees. Subject to ¶ F of this section, Contractor shall maintain limits of no less than \$1,000,000 combined single limit "per occurrence" for bodily injury and property damage.

J. Contractor shall obtain and maintain professional liability coverage in a form acceptable to the County in an amount of \$500,000 per claim, \$500,000 annual aggregate. If Contractor's retention or deductible is greater than \$25,000, Contractor shall demonstrate upon request of the County to the County's satisfaction Contractor's ability to fund the retention or deductible.

K. If contractor fails to maintain any of the required insurance coverage, then the County will have the option to declare Contractor in breach and terminate the contract, or the County may purchase replacement insurance or pay the premiums that are due on existing policies in order that the required coverage is maintained. Contractor is responsible for any payments made by the County to obtain or maintain such insurance, and the County may collect the same from Contractor or deduct the amount paid from any sums due Contractor under this contract.

L. The specified insurance requirements do not relieve Contractor of its responsibility or limit the amount of its liability to the County or other persons, and Contractor is encouraged to purchase such additional insurance as it deems necessary.

M. Contractor is responsible for and required to remedy all damage or loss to any

property, including property of the County, caused in whole or in part by Contractor or anyone employed, directed, or supervised by Contractor.

13. Fiscal Contingency.

All payments under this contract are contingent upon the availability to the County of the necessary funds. In accordance with NRS 354.626, NRS 244.320, and any other applicable provision of law, the financial obligations under this contract between the parties shall not exceed those monies appropriated and approved by the County for this contract for the then current fiscal year under the Local Government Budget Act. This contract shall terminate and the County's obligations under it shall be extinguished at the end of any fiscal year in which the county fails to appropriate monies for the ensuing fiscal year sufficient for the performance of this contract.

Nothing in this contract shall be construed to provide Contractor with a right of payment over any other entity. Any funds obligated by the County under this contract that are not paid to Contractor shall automatically revert to the County's discretionary control upon the completion, termination, or cancellation of the agreement. The County shall not have any obligation to re-award or to provide, in any manner, the unexpended funds to Contractor. Contractor shall have no claim of any sort to the unexpended funds.

14. Retentions.

Review by the County of Contractor's submitted monthly invoice forms and progress reports for payment will be promptly accomplished by the County. If there is insufficient information, the County may require Contractor to submit additional information. Unless the County, in its sole discretion, decides otherwise, the County shall pay Contractor in full within 30 days of approval of the submitted monthly invoice forms and progress reports as follows:

- a) From the dollar amount of work in place, a 10% retention will be deducted from each monthly progress payment.
- b) Upon completion of 50% of the work in place and if, in the sole opinion of the County, the work is progressing satisfactorily, the County may forego further retentions.
- c) If, at any time after foregoing a retention from a payment, the County determines that Contractor is failing to make satisfactory progress, the County may resume retentions.

15. Compliance with Applicable Laws.

Contractor, at all times, shall fully and completely comply with all applicable local, state and federal laws, statutes, regulations, ordinances, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements, all immigration and naturalization laws, and the Americans With Disabilities Act. Contractor shall, throughout the period services are to be performed under this contract, monitor for any changes to the applicable laws, statutes, regulations, ordinances, orders, or requirements, shall promptly notify the County in writing of any changes to the same relating to or affecting this contract, and shall submit detailed documentation of any effect of the change in terms of both time and cost of performing the contract.

16. Nondiscrimination.

If applicable or required under any federal or state law, statute, regulation, order, or other requirement,

Contractor agrees to the following terms. Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for employment which the employee or applicant for employment is qualified. Contractor agrees to take affirmative action to employ, advance in employment, or to otherwise treat qualified, handicapped individuals without discrimination based upon physical or mental handicap in all employment practices, including but not limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship.

Contractor acknowledges that it is aware of and is fully informed of Contractor's obligations under Executive Order 11,246 and, where applicable, shall comply with the requirements of the Order and all other orders, rules, and regulations promulgated under the Order unless exempted from therefrom.

Without limitation of the foregoing, Contractor's attention is directed to 41 C.F.R. § 60-1.4, and the clause entitled "Equal Opportunity Clause" which, by reference, is incorporated into this contract, to 41 C.F.R. § 60-250 et seq. and the clause entitled "Affirmative Action Obligations of Contractors and Subcontractor for Disabled Veterans and Veterans of the Vietnam Era," which, by reference, is incorporated in this contract, and to 41 C.F.R. § 60-471 and the clause entitled "Affirmative Action Obligations of Contractors and Subcontractors for Handicapped Workers," which, by this reference, is incorporated in this contract.

Contractor agrees to assist disadvantaged business enterprises in obtaining business opportunities by identifying and encouraging disadvantaged suppliers, consultants, and subconsultants to participate to the extent possible, consistent with their qualification, quality of work, and obligation of Contractor under this contract.

In connection with the performance of work under this contract, Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, or age. This agreement includes, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The failure to comply with NRS 338.130 shall render this contract void.

Contractor agrees, if applicable, to insert these provisions in all subcontracts, except for subcontracts for standard commercial supplies or raw materials. Any violation of any applicable provision by Contractor shall constitute a material breach of the contract.

17. Federal Subcontracting Requirements.

If Contractor awards a subcontract under this contract, Contractor, if applicable, shall use the following alternative steps:

- a. Placing Small Businesses in Rural Areas (SBRAs) on solicitation lists;
- b. Ensuring that SBRAs are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by SBRAs;
- d. Establishing delivery schedules, where the requirements of work will permit, which would encourage participation by SBRAs;
- e. Using the services of the Small Business Administration and the Minority

Business Development Agency of the United States Department of Commerce, as appropriate; and

- f. Requiring the subcontractor, if it awards subcontracts, to take the affirmative steps set forth in ¶¶ a-e.

If applicable, Contractor agrees to complete and submit to the County a Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) Utilization Report (Standard Form 334) within 30 days after the end of each fiscal quarter until the end of the contract.

18. Contractor Endorsement.

Contractor shall seal and/or stamp drawings, plans, maps, reports, specifications, and other instruments of service prepared by Contractor or under its direction as required by state law.

19. Assignment, Transfer, Delegation, or Subcontracting.

Contractor shall not assign, transfer, delegate, or subcontract any rights, obligations, or duties under this contract without the prior written consent of the County. Any such assignment, transfer, delegation, or subcontracting without the prior written consent of the County is void. Any consent of the County to any assignment, transfer, delegation, or subcontracting shall only apply to the incidents expressed and provided for in the written consent and shall not be deemed to be a consent to any subsequent assignment, transfer, delegation, or subcontracting. Any such assignment, transfer, delegation, or subcontract shall require compliance with or shall incorporate all terms and conditions set forth in this agreement, including all incorporated Exhibits and written amendments or modifications. Subject to the foregoing provisions, the contract inures to the benefit of, and is binding upon, the successors and assigns of the parties.

20. County Inspection of Contract Materials.

The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County, including, but not limited to, the contracting agency, the County Manager, the District Attorney, and, if applicable, the Comptroller General of the United States, or any authorized representative of those entities.

21. Disposition of Contract Materials.

Any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials, including but not limited to those contained in media of any sort (e.g., electronic, magnetic, digital) prepared by or supplied to Contractor in the performance of its obligations under this contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion, termination, or cancellation of this contract. Alternatively, if the County provides its written approval to Contractor, any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials including but not limited to those contained in media of any sort (e.g., electronic, magnetic, digital) prepared by or supplied to Contractor in the performance of its obligations under this contract must be retained by Contractor for a minimum of four years after final payment is made and all other pending matters are closed. If, at any time during the retention period, the County, in writing, requests any or all of the materials, then Contractor shall promptly remit and deliver the materials, at Contractor's expense, to the County. Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than the performance of Contractor's obligations under this contract without the prior written consent of the County.

22. Public Records Law, Copyrights, and Patents.

Contractor expressly agrees that all documents ever submitted, filed, or deposited with the County by Contractor (including those remitted to the County by Contractor pursuant to ¶ 21), unless designated as confidential by a specific statute of the State of Nevada, shall be treated as public records pursuant to NRS ch. 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity.

No books, reports, studies, photographs, negatives or other documents, data, drawings or other materials including but not limited to those contained in media of any sort (e.g., electronic, magnetic, digital) prepared by or supplied to Contractor in the performance of its obligations under this contract shall be the subject of any application for a copyright or patent by or on behalf of Contractor. The County shall have the right to reproduce any such materials.

Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way of complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the County or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright or patent laws of the United States or of any other nation. Contractor agrees to indemnify, to defend, and to hold harmless the County, its representatives, and employees from any claim or action seeking to impose liability, costs, and attorney fees incurred as a result of or in connection with any claim, whether rightful or otherwise, that any material prepared by or supplied to Contractor infringes any copyright or that any equipment, material, or process (or any part thereof) specified by Contractor infringes any patent.

Contractor shall have the right, in order to avoid such claims or actions, to substitute at its expense non-infringing materials, concepts, products, or processes, or to modify such infringing materials, concepts, products, or processes so they become non-infringing, or to obtain the necessary licenses to use the infringing materials, concepts, products, or processes, provided that such substituted or modified materials, concepts, products, or processes shall meet all the requirements and be subject to all the terms and conditions of this contract.

23. Indemnification.

Regardless of the coverage provided by any insurance, Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees. Contractor hereby indemnifies and shall defend and hold harmless the County, its officials, employees, and authorized representatives and their employees from and against any and all suits, actions, legal or administrative proceedings, arbitrations, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of whatever kind or nature, including those arising out of injury to or death of Contractor's employees, whether arising before or after completion of the work under this contract and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part by reason of any negligent act, omission, or fault or willful misconduct, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this contract. Contractor's indemnity, defense, and hold harmless obligations, or portions or applications thereof, shall not apply in the event of the sole negligence of the County, its officials, employees, agents, authorized representatives, or any of their employees or agents.

24. Final Acceptance.

Upon completion of all work under the contract, Contractor shall notify the County in writing of the date of the completion of the work and request confirmation of the completion from the County. Upon receipt of the notice, the County shall confirm to Contractor in writing that the whole of the work was completed on the date indicated in the notice or provide Contractor with a written list of work not completed. With respect to work listed by the County as incomplete, Contractor shall promptly complete the work and the final acceptance procedure shall be repeated. The date of final acceptance of a project by the County shall be the date upon which the Douglas County Board of County Commissioners accepts and approves the notice of completion.

25. Taxes.

Contractor shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work performed under the contract and make any and all payroll deductions required by law. The contract sum and agreed variations to it shall include all taxes imposed by law. Contractor hereby indemnifies and holds harmless the County from any liability on account of any and all such taxes, levies, duties, assessments, and deductions.

26. Non-Waiver of Terms and Conditions.

None of the terms and conditions of this contract shall be considered waived by the County. There shall be no waiver of any past or future default, breach, or modification of any of the terms and conditions of the contract unless expressly stipulated to by the County in a written waiver.

27. Rights and Remedies.

The duties and obligations imposed by the contract and the rights and remedies available under the contract shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

28. Prohibited Interests.

Contractor shall not allow any officer or employee of the County to have any indirect or direct interest in this contract or the proceeds of this contract. Contractor warrants that no officer or employee of the County has any direct or indirect interest, whether contractual, noncontractual, financial or otherwise, in this contract or in the business of Contractor. If any such interest comes to the attention of Contractor at any time, a full and complete disclosure of the interest shall be immediately made in writing to the County. Contractor also warrants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. Contractor further warrants that no person having such an interest shall be employed in the performance of this contract. If County determines that a conflict exists and was not disclosed to the County, it may terminate the contract with or without cause in accordance with ¶ 10 .

In the event Contractor (or any of its officers, partners, principals, or employees acting with its authority) is convicted of a crime involving a public official arising out or in connection with the procurement of work to be done or payments to be made under this contract, County may terminate the contract with or without cause accordance with ¶ 10. Upon termination, Contractor shall refund to the County any profits realized under this contract, and Contractor shall be liable to the County for any costs incurred by the County in completing the work described in this contract. At the discretion of the County, these sanctions shall also be applicable to any such conviction obtained after the expiration or completion

of the contract.

Contractor warrants that no gratuities (including, but not limited to, entertainment or gifts) were offered or given by Contractor to any officer or employee of the County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or making of any determinations with respect to the performance of this contract. If County determines that such gratuities were or offered or given, it may terminate the contract at will or for cause in accordance with ¶ 10.

The rights and remedies of this section shall in no way be considered for be construed as a waiver of any other rights or remedies available to the County under this contract or at law.

29. Third Party Interests and Liabilities.

The County and Contractor, including any of their respective agents or employees, shall not be liable to third parties for any act or omission of the other party. This contract is not intended to create any rights, powers, or interest in any third party, and this agreement is entered into for the exclusive benefit of the County and Contractor.

30. Survival of Rights and Obligations.

The rights and obligations of the parties which by their nature survive termination or completion of this contract shall remain in full force and effect.

31. Severability.

In the event that any provision of this contract is rendered invalid or unenforceable by any valid act of Congress or of the Nevada legislature or any court of competent jurisdiction, or is found to be in violation of state statutes or regulations, the invalidity or unenforceability of any particular provision of this contract shall not affect any other provision, the contract shall be construed as if such invalid or unenforceable provisions were omitted, and the parties may renegotiate the invalid or unenforceable provisions for sole purpose of rectifying the invalidity or unenforceability.

32. Modification of Contract and Entire Agreement.

This contract constitutes the entire contract between the County and Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement, or understanding of any kind or nature not set forth in this contract. No changes, amendments, or modifications of any terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties.

COLLABORATIVE

DESIGN
STUDIO architecture of experience and place

30 November 2011

Mr. Scott Morgan
Community Services, Parks and Recreation Director
Douglas County
P.O. Box 218
Minden, NV 89423

Re: Douglas County Community and Senior Center
Proposal for Conceptual Design, Cost Estimating, and Design Manual Preparation

Dear Scott,

I am pleased to present this Proposal for the Conceptual Design, Cost Estimating, and Design Manual Preparation which will form the basis for a Design Competition and the selection of a Design/Build Contractor for the proposed Douglas County Community and Senior Center.

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

PROJECT DESCRIPTION

The Project, as I understand it is to develop a suggested conceptual design and associated design manual describing the minimum requirements for the proposed Community and Senior Center to enable the County to conduct a two-step Design/Build Competition.

PROJECT SCHEDULE

It is understood the project schedule is to begin immediately upon execution of an agreement, and completed within 240 calendar days.

SCOPE OF BASIC SERVICES

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

Phase I – Design Manual & Competition Documents

Following are the 18 tasks included in the preparation of the design manual, performance specification, limited bridging documents, and all attachments necessary to include in the Request for Proposal (RFP) competition document.

1. **Orientation** – We will meet with Douglas County to develop an overall project schedule and to identify specific dates for internal review meetings and the six public

presentations. We will receive the current space program, the anticipated total project budget, and the construction cost component of it. We will discuss the type of design/build competition, its schedule and sequence, the basis of selection, and all of the alternatives and options available within the NRS 338.1721 through 338.1727. We will seek to identify with Douglas County what spaces, space requirements, components, spatial relationships, and layout and site plan components are fixed and which require further refinement by our team.

2. **Review Material** - We will review all existing data, the space program, and development budget and prepare further questions for discussion with Douglas County. We will seek to identify or confirm a balance between the program and the budget.
3. **Review Meeting No. 1** – We will meet with Douglas County to discuss the program, budget, site plan, design/build competition procedures, and begin a process to refine our study approach and the documents that will be deliverables.
4. **Prepare For and Conduct Public Presentation No. 1** – We will make a presentation of the program, budget, and site plan to familiarize those in attendance with the project. We will conduct a discussion of the design criteria, important community considerations, including a review of prior work publicly approved, and address any questions regarding the building program and design criteria. After each public meeting we will publish a summary of the discussions.
5. **Site Analysis** – Early in the project we will assemble all soil information, survey details, the topographic survey, including all utilities and infrastructure on or near the site, and the drainage analysis. The County will have a geotechnical investigation performed and provide us with the report of recommendations. We will review the report and identify any additional work that needs to be conducted by others under separate contract to Douglas County. The site analysis will continue with our civil engineering consultant throughout the early phase of the project while we develop site plans and design criteria.
6. **Cost Estimate Review No. 1** – As soon as we have an understanding of the space program and can confirm net-to-gross space relationships and the total amount of space to be constructed, we will test that program against the budget provided by Douglas County. If there appears to be an imbalance in the relationship between the total square feet to be constructed and the budget or if there appears to be any potential limitations on the quality of interior improvements and architectural features that can be provided within the budget, we will identify these situations.
7. **Space Program Review** - Depending upon the degree to which Douglas County has an existing space program that is to be strictly adhered to, we will begin a process of review, possible refinement or update, and detailing of the space program. This may require a couple of iterations and public presentations before it is finalized and provided as one of the attachments to the RFP that will solicit design/build contractor (DBC) proposals.

8. **Discussion of Design Criteria** – Within the context of the budget and the program and our understanding of the degree to which design criteria can be accommodated within the budget, we will meet with Douglas County and individuals concerned with the operation and maintenance of the building. We will begin to define specific design criteria for each space included in the building. Input from one or more of the public presentations may also be solicited and incorporated after approval by Douglas County.
9. **Mechanical Systems / Energy Conservation** – Depending upon the objectives to be achieved by Douglas County, we will initiate a process led by Capital Engineering to evolve the mechanical systems design criteria, incorporate energy conservation features, and explore renewable energy opportunities including subsidies or grants that may be available. We will provide anecdotal life cycle cost analysis information on building systems and materials based on our previous experience with energy modeling of similar buildings. This will be an interactive process and the mechanical specifications will evolve over time to ultimately be included in the design criteria and the RFP.
10. **Prepare For and Conduct Public Presentation No. 2** – Mid-way through the completion of Task Nos. 7, 8, and 9 we will conduct the second public presentation. We will identify the progress to-date, review the space program, and the design criteria and accept public comment.
11. **Refine the Space Plan** – As soon as we have a firm program, which may be immediately upon authorization to proceed, we will develop the preferred space plan in our Revit 3-D Building Information Modeling (BIM) software and begin to detail it for dimension, spatial configuration for each of the rooms, conformance to the space program and its defined adjacencies, and to meet code and exiting requirements. We will need to conduct a review of Building, Fire and County Code requirements and Douglas County Planning Standards relative to building placement and height, occupancy, construction type, exiting, restroom provisions, fire access, parking, landscaping, street improvements, etc]. This will be a continuing task of refining the space plan and developing the interior and exterior elevations until it is approved by Douglas County to be included as the limited bridging documents in the RFP.
12. **Prepare For and Conduct Public Presentation No. 3** – The purpose of this presentation will be to present the final space program, space plans, building plans, preliminary elevations, and a draft rendering of the project to solicit community input.
13. **Develop Cost Estimate No. 2** – At this juncture it will be possible to develop a more detailed analysis of the unit cost to be provided to each of the technical divisions for each of the spaces to be provided in the building. We will have a matrix of all building spaces and their interior development features in terms of floor, ceiling, and wall material, ceiling height, room dimensions, doors, windows, built-in cabinetry and other interior features, light levels, mechanical needs, and level of occupancy. The cost estimate for construction will then be incorporated into the total project budget model which will include site development, and a host of other costs to be incurred by Douglas County in completing the project. If there is any imbalance

between the construction cost, the total project budget, the space program, and the evolving design documents, we will meet with Douglas County to identify where and how to make appropriate adjustments to bring everything within line.

14. **Draft Design Manual** – We will provide a draft design manual that will include the detailed space program, layouts at ¼-inch scale of special interior spaces, typical space standards, a set of room criteria specifications with the minimum matrix of finishes per room, and a narrative discussion of design criteria, space configuration, adjacency, and interior design and development criteria.
15. **Prepare Final RFP Documents** – Based upon feedback from Public Presentation No. 3, we will prepare a final draft program, site and building plans, rendering, and the design manual. This will be submitted to Douglas County for review. Our schedule allows two weeks for review of this material before presenting these documents in Public Presentation No. 6.
16. **Public Presentation No. 4** – Formal presentation of the Conceptual Design and Design Manual to the Douglas County Board of Commissioners for approval. This will be the concluding public presentation for the design criteria and competition document review. We will present the final basis of design and design manual that will be attached to the RFP for solicitation of design/build proposals.
17. **Provide Final Attachments to the RFP** – Our scope of work and schedule accommodates one week to respond to any public comment and provide final original documents to be included in the RFP.
18. **Public Presentation No. 5 and 6** – Unscheduled meetings to be determined at a later date if needed.

Phase II – Prepare Design/Build Competition Request for Qualifications (RFQ) and RFP

Concurrent with our development of the Design Manual we will assist Douglas County in the development of the RFQ and RFP procurement documents leading to a two-step design/build competition solicitation process and the selection of the DBC. The 13 included tasks are discussed in the following:

1. **Develop Mock-Up** – It is our experience that it is very helpful to develop a mock-up of the entire assemblage of the documents that are to be provided for the competition. This would include at a minimum:
 - Draft RFQ
 - Draft RFP
 - Pre-Qualification Criteria
 - Review and advise Douglas County on the Revised Design/Build Construction Contract provided by the County.
 - Basis of Selection of Design/Build Contractor
 - Project Budget not to exceed Guaranteed Maximum Price (GMP)
 - Project Design and Construction Schedule
 - Design Criteria and Performance Specification

- **Space Program**
 - **Bridging Documents (colored and mounted)**
 - **Site Plan (1) on one sheet x 4 copies.**
 - **Floor Plans (2) on one sheet x 4 copies.**
 - **Enlarged Floor Plans of special use areas (4) on two sheets x 4 copies.**
 - **Building Sections (2) on one sheet x 4 copies.**
 - **Exterior Elevations (4) on two sheets x 4 copies.**
2. **Review Alternative Ways to Conduct Design/Build Competition** – We will meet with Douglas County to review the alternative ways in which a design/build completion can be conducted, implications of the length of time necessary to conduct the competition, evaluate the submittals and make a selection, and alternative basis of selecting the DBC.
 3. **Review Meeting** – We will meet with Douglas County to discuss all of the options developed in Task No. 2, review the schedule, procedure, and begin to refine the documents. We will discuss all of the options available within NRS 338.1721 through 338.1727.
 4. **Draft Pre-Qualification Documents** – We believe that the implementation schedule can be shortened by overlapping Step 1 of the design/build contractors selection process with the development of the design criteria. We will develop a draft pre-qualification document which will be incorporated into the RFQ to solicit initial materials by candidate design/build contractors. This RFQ will identify the basis of determining the short list of competitors (two to four are allowed by NRS 338.1721), and the subsequent nature of the design competition to be conducted and the ultimate basis of selection of the contractor. There will be a number of reviews of this RFQ document before publication. We will administer the RFQ process and participate with Douglas County to determine a short list of two to four competitors so they are available at least 30 days prior to the initiation of Phase II with the publication of the RFP.
 5. **Draft RFP** – We work closely with Douglas County to develop a draft RFP, which will identify the basis of the competition, selection, submittal requirements, schedule, interim confidential reviews, and other contracting procedures. This will also be an evolving process with interim reviews by Douglas County.
 6. **Review with Douglas County** – It will be necessary to review the RFP with Douglas County who may also want this document reviewed in Public Presentation No. 6.
 7. **Finalize the RFQ** – We will finalize the RFQ and submit it to Douglas County so it can be published. We will then administer the Question and Answer (Q&A) process with candidate contractors.
 8. **Candidate Response** – Five weeks are allowed for contractors to make their response to the RFQ that is published in Task No. 7.
 9. **Selection of Short List** – We will participate with Douglas County to review the submittals from candidate design/build contractors, the evaluation of pre-

qualification criteria, interviews with candidates, and advise in the selection of the two to four participants that are allowed by NRS 338.1721.

10. **Finalize the RFP** – Based on comments from Douglas County, we will continue to evolve and revise the RFP and provide original documents to Douglas County for publication.
11. **Competition Administration** – We will administer the design/build competition, receive and provide answers to all questions submitted, and conduct, with Douglas County, two mid-course confidential reviews with the competitors to assure that they have properly interpreted all of the technical material provided in the RFP. The competition timeframe could be as short as six weeks or as long as three months depending upon what materials Douglas County wants the competitors to submit and the basis of selection. If refinement of the plans and/or bridging documents, value engineering, or value-added items are to be considered, a longer competition timeframe will be needed. This would then include mid-course confidential review meetings with each competitor. These would be scheduled about one month apart.
12. **Mid-Course Confidential Reviews** – Usually these are in the offices of the lead design architect and will last about three hours. They will be attended by Todd Lankenau and Jim Steinmann, a couple representatives from Douglas County, the Design/Build Contractor Candidate's architect and contractor staff.
13. **Evaluation and Selection** – The submittal of design/build proposals may include substantial material that requires technical review by our entire team to determine the degree of compliance with the published RFP documents and the design criteria and the limited bridging documents. We will lead the technical review and provide a written report and a briefing to Douglas County and the to-be-determined selection committee. Many design/build competitions require a formal presentation by the competitors and a Q & A timeframe regarding their submittal. We will schedule, coordinate, and facilitate this process.

PHASE III – Floodplain Permitting and Mitigation Design

The project is located within a regulatory floodplain. As such, significant effort will be required in the design and permitting of the project to ensure that the structure is adequately protected from the flooding hazard while not unduly impacting adjacent properties. The intent of this task in general is to assist the Owner by preparing the necessary analysis, permitting and mitigation design to remove the building pad from the regulatory floodplain. More specifically this task contemplates the following efforts which are based on the preliminary feasibility analysis prepared by R.O. Anderson Engineering dated May 20, 2011:

1. **Hydraulic Model** - The Engineer will perform a hydraulic model of the pre and post-project conditions that is required to quantify the impact to the floodplain by the proposed development. The model will assume a pad area as shown in the previously referenced feasibility analysis.
2. **Mitigation Design** - The Engineer will prepare a design of the improvements necessary to mitigate the flooding hazard to the proposed project as well as to the

downstream neighbors as a result of the proposed project. The design will be prepared to a level appropriate for permitting and construction purposes.

3. **CLOMR Application** - The Engineer will prepare an application for a Conditional Letter of Map Revision (CLOMR) to the Federal Emergency Management Agency (FEMA) based on the proposed fill for the pad and design of the mitigation measures. This task contemplates review, revision and response to comments from both Douglas County and FEMA which are typically required for projects such as these.
4. **LOMR Application** - Once the CLOMR has been issued the Owner may proceed with construction of the fill pad and mitigation measures as per design (pending local permits are in place as well). Once both the fill pad and mitigation measures have been constructed the Engineer will perform an "as-built" topographic survey of the work and complete an application for a Letter of Map Revision (LOMR) to FEMA. This task contemplates review, revision and response to comments from both Douglas County and FEMA which are typically required for projects such as these.

Timing: The timing for floodplain permitting and mitigation design is often difficult to predict, due in large part to the regulatory nature of the process. However, the following milestone dates are anticipated assuming an authorization to proceed is granted before December 31, 2011:

CLOMR Process

- March 2012: Initial CLOMR application to County
- April 2012: County submits CLOMR application to FEMA
- July 2012: Comments on CLOMR received from FEMA
- August 2012: Revised CLOMR application to FEMA
- November 2012: Approved CLOMR from FEMA

LOMR Process (Construction of pad is complete)

- 30 Days: Initial LOMR application to County
- 30 Days: County submits LOMR to FEMA
- 90 Days: Comments on LOMR received from FEMA
- 30 Days: Revised LOMR application to FEMA
- 90 Days: Approved LOMR from FEMA

Assumptions for Phase III:

1. The FLO-2D model developed by Manhard Engineering and upon which the previously referenced feasibility analysis was based can be used.
2. The application to FEMA will be based on the building pad as shown on the feasibility analysis and will not be altered to any large degree. If altered, the modification will be to reduce the pad size from the footprint shown in the feasibility analysis and not to expand or move the footprint shown.

Phase IV – Site Improvement Permit for Fill Pad

Construction of the fill pad for the proposed building will require a permit through Douglas County and the Town of Gardnerville. In order to assist the Owner with this process and significantly expedite the permitting and construction process, the Engineer will provide the following services under this task:

1. **Topographic survey of the approximately 16 Acre project area plus the necessary area within Lampe Park to provide the adequate information necessary to design the required flood mitigation measures. The Engineer will perform a preliminary site investigation and topographical survey of the project site identifying relative locations of existing physical features including ground elevations, utilities and site improvements. The information gathered in this task will be incorporated into the improvement plans. The topographic survey will be based on FEMA datum.**
2. **Permitting Assistance. The Engineer will complete a Site Improvement Permit Application for submittal to Douglas County and a Project Review Application for submittal to the Town of Gardnerville. This task contemplates meeting with review agencies if necessary as well as reasonable plan revisions and response to review comments.**
3. **Technical Drainage Study. The Engineer will prepare a technical drainage study in accordance with Douglas County design criteria and improvement standards documenting the potential impacts and mitigation to the drainage caused by the construction of the fill pad and flood mitigation measures. The report will be prepared in accordance with Douglas County's Design Criteria and Improvement Standards.**
4. **Civil Improvement Plans. The Engineer will prepare a set of civil improvement plans to accompany the permit applications for the fill pad.**
5. **Itemized cost estimate. The Engineer will prepare an itemized estimate of the probable construction costs for the fill pad and floodplain mitigation Improvements.**

SERVICES EXCLUDED

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

1. **Any work not specifically included as part of the Basic Services above.**
2. **Boundary and topographic survey for the post construction conditions to supplement the LOMAR application (Initial topographic survey for CLOMAR application included in base fee).**
3. **Geotechnical Investigation and report of recommendations.**
4. **Hazardous material related surveys or testing.**
5. **A current title report (must be less than 12 months old).**
6. **Materials testing or quality control.**
7. **Fees of any type.**
8. **Procurement of any off-site easements.**
9. **Reports and studies not mentioned, such as Boundary Survey, Boundary Line Adjustments, Lot Consolidation, Traffic Studies and Reports, NEPA, etc.**
10. **U.S. Army Corps of Engineers wetlands permitting or delineation.**

11. LEED criteria and documentation.
12. Life Cycle Cost Analysis based on energy modeling.

ADDITIONAL SERVICES

Additional Services may be provided by the Architect and its Subconsultants if authorized and approved by you for Services Excluded or any other services required or desired.

Specialty Consultants

Depending on the level of foodservices to be provided, it may be necessary to engage a foodservice consultant to specify equipment requirements. Alternatively, we could provide an appropriate allowance for equipment to be included in the design/build responses to the RFP and have the DBC engage a consultant to specify the equipment within the allowance after they are selected.

The level of assembly presentations on the stage or large meetings may require assistance by an acoustical consultant to specify acoustical conditions or an audio/visual consultant to specify a/v equipment for the dining hall and larger assembly rooms if included in the DBC contract.

Interior Furnishings

If furniture is to be included in the responsibility of the DBC, it will be necessary to specify the quantity, size, finish, and performance/functional characteristics and develop bid documents for as many as 80 different items needed to furnish the space plan provided in the Consulting Services RFP. This is a service frequently provided by CDS, and we will be pleased to prepare a proposal for these services upon your request.

COMPENSATION

1. Compensation for Basic Services shall be a stipulated sum of Three Hundred Twenty Seven Thousand Five Hundred Fifty Dollars (\$327,550.00)
2. Compensation for Additional Services shall be as mutually agreed.
3. Compensation for Reimbursable Expenses shall be at 1.1 times actual cost.

REIMBURSABLE EXPENSES

The typical reimbursable expenses of mileage, long distance telephone, incidental printing and postage costs, as well as the printing and mounting of (28) 30" x 42" colored presentation drawings are included in the fee stated above. We have also included a \$1,500 allowance for kitchen equipment layout by a food service consultant to be determined.

PAYMENT

Payments to the Architect for services provided and billed to you based on a percentage of work complete and shall be made to the Architect within thirty days of the invoice date. All payments more than thirty days past due shall bear interest at a rate of one and one half percent (1.5%) per month.

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.

Thank you for the opportunity to be of service.

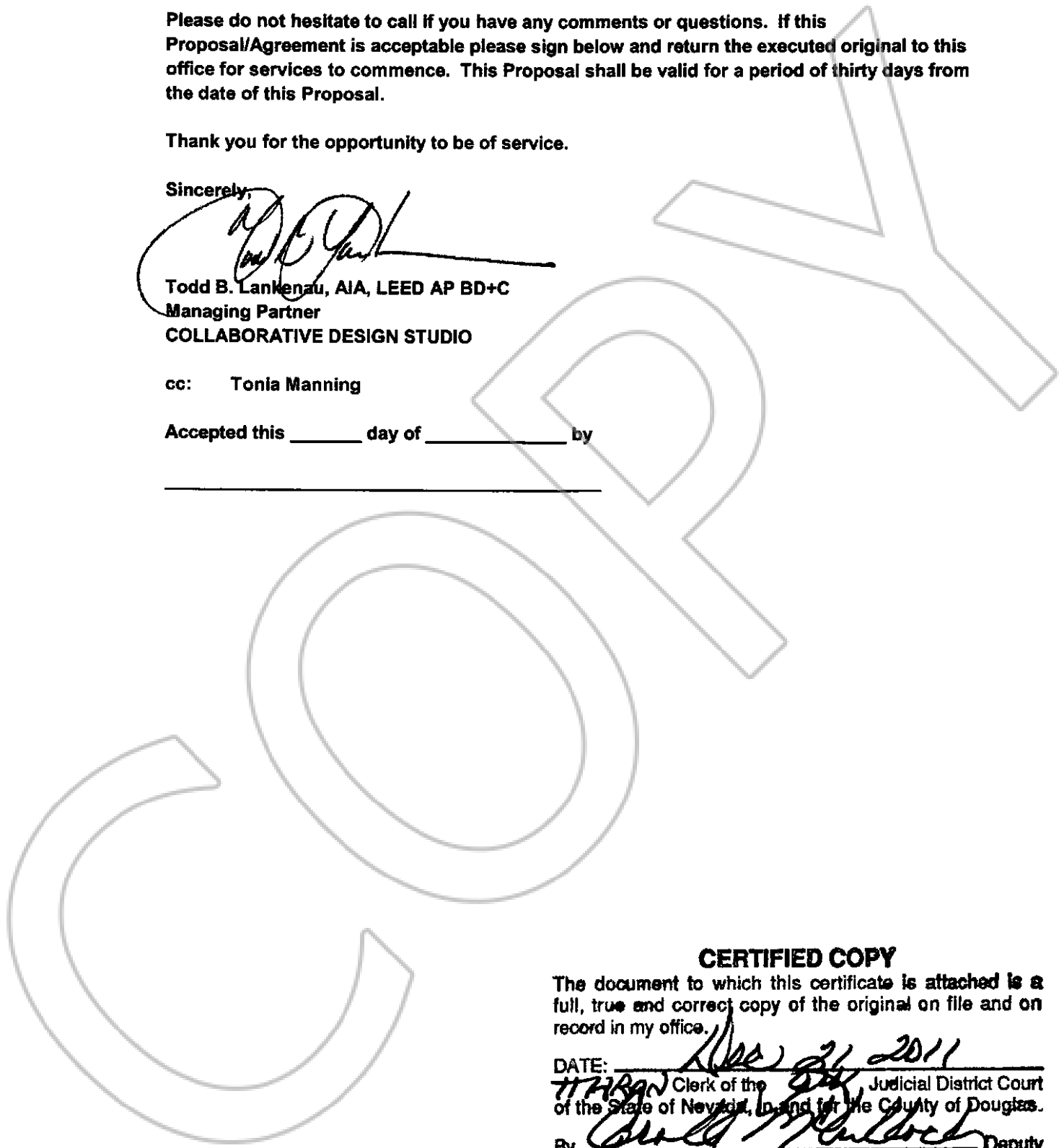
Sincerely,



Todd B. Lankenau, AIA, LEED AP BD+C
Managing Partner
COLLABORATIVE DESIGN STUDIO

cc: Tonia Manning

Accepted this _____ day of _____ by



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: Dec 21 2011
Heather Clerk of the 9th Judicial District Court
of the State of Nevada, In and for the County of Douglas.
By David M. Mulock Deputy