

Recorder's Office Cover Sheet

Recording Requested By:

Name: Paula Lochridge

Department: County Manager



00112595202009474260170171

KAREN ELLISON, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other

specify: _____

NO. 2020.085

6/10/2020
DATE

DOUGLAS COUNTY CLERK
MINDEN, NV

BY [Signature] DEPUTY

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A CONTRACT BETWEEN
DOUGLAS COUNTY REDEVELOPMENT AGENCY
PO BOX 218
MINDEN NV 89423
("AGENCY")

AND

PAUL CAVIN ARCHITECT LLC
1575 DELUCCHI LANE SUITE 120
RENO NV 89502
("CONTRACTOR")

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

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

WHEREAS, Contact represents that Contractor is licensed by the State of Nevada as a design professional under NRS 388.010(8) and is not a member of a design-build team under NRS 338.010(7); and

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

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

1. EFFECTIVE DATE AND TERM OF CONTRACT. This contract shall not become effective until and unless approved by both parties, and shall remain in effect until the services specified in Paragraph 4 of this contract are completed by Contractor.

2. INDEPENDENT CONTRACTOR STATUS. The parties agree that Contractor shall have the status of an independent contractor and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted, to the parties, including that Contractor is not an Agency employee and that

There shall be no:

- (1) Withholding of income taxes by the Agency;
- (2) Industrial insurance coverage provided by the Agency;
- (3) Participation in group insurance plans which may be available to employees of the Agency;
- (4) Participation or contributions by either the independent contractor or the Agency to the public employees retirement system;
- (5) Accumulation of vacation leave or sick leave;

(6) Unemployment compensation coverage provided by the Agency if the requirements of NRS 612.085 for independent contractors are met.

3. INDUSTRIAL INSURANCE.

A. Unless the Contractor complies with ¶ B below, Contractor further agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of the Agency to make any payment under this contract, to provide the Agency 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 insurer:

PAUL CAVIN ARCHITECT LLC has entered into a contract with Douglas County Redevelopment Agency to perform work relating to the Douglas County Redevelopment Agency Town of Genoa Improvements Project and requests that the State Industrial Insurance System provide to Douglas County Redevelopment Agency 1) a certificate of coverage issued pursuant to NRS § 616B.627 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 Redevelopment Agency
Post Office Box 218
Minden, Nevada 89423
Attn: Megan Everett, Human Resources

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 Agency may, at any time the coverage is not maintained by contractor, order the contractor to stop work, suspend the contract, 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 the 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 Agency may order the contractor to stop work, suspend the contract, or terminate the contract.

B. Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that it 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.

4. SERVICES TO BE PERFORMED. The parties agree that the personal services to be performed by Contractor are specified in the Proposal attached hereto as Exhibit 1 to provide professional design services relating to various Agency improvements in the Town of Genoa.

5. PAYMENT FOR SERVICES. Contractor agrees to provide the professional services set forth in ¶ 4 at a cost not to exceed

Town Hall Design Fee	\$ 24,750.00
Town Office Kitchen Design Fee	<u>\$ 15,750.00</u>
Total	\$ 40,500.00

Unless Contractor has received a written exemption from the Agency, Contractor shall be paid in full only upon completion of all of the Services set forth in Paragraph 4 and after a satisfactory final inspection of the work is completed by Douglas County Redevelopment Agency

6. NON APPROPRIATION. All payments under this contract are contingent upon the availability to the Agency of the necessary funds. In accordance with NRS § 354.626 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 Agency for this contract for the then current fiscal year under the Local Government Budget Act. This contract shall terminate and the Agency's obligations under it shall be extinguished if the Agency fails to appropriate monies.

Nothing in this contract shall be construed to provide Contractor with a right of payment over any other entity. Any funds obligated by the Agency under this contract that are not paid to Contractor shall automatically revert to the Agency's discretionary control upon the completion, termination, or cancellation of the agreement. The Agency 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.

7. CONSTRUCTION OF CONTRACT & DISPUTE RESOLUTION. This contract shall be construed and interpreted according to the laws of the State of Nevada. There will be no presumption for or against the drafter in interpreting or enforcing the Contract. In the event a dispute arises between the Parties, the Parties promise and agree to first meet and confer to resolve any dispute. If such meeting does not resolve the dispute, then the Parties agree to mediate any dispute arising from or relating to the Contract before an independent mediator mutually agreed to by the parties. The fee, rate or charge of the mediator will be shared equally by the Parties, who will otherwise be responsible for their own attorney's fees and costs. If mediation is unsuccessful, litigation may only proceed before a department of the Ninth Judicial Court of the State of Nevada in and for the County of Douglas that was not involved in the mediation process and attorney's fees and costs will be awarded to the prevailing party as required by NRS 338.155.

8. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, 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 and all immigration and naturalization laws.

9. ASSIGNMENT. Contractor shall not assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the Agency.

10. AGENCY INSPECTION. 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 Agency, 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.

11. DISPOSITION OF CONTRACT MATERIALS. Any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract shall be the exclusive property of the Agency and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the Agency upon completion, termination or cancellation of this contract. Alternatively, if the Agency provides its written approval to Contractor, any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract must be retained by Contractor for a minimum of six years after final payment is made and all other pending matters are closed. If, at any time during the retention period, the Agency, in writing, requests any or all of the materials, then Contractor shall promptly remit and deliver the materials, at Contractor's expense, to the Agency. Unless the Agency has requested remittance and delivery by Contractor of the items. 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 Agency.

12. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents ever submitted, filed, or deposited with the Agency by Contractor, unless designated as confidential by a specific statute of the State of Nevada, shall be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way 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 Agency or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

13. INDEMNIFICATION. To the fullest extent permitted by law, Contractor agrees to indemnify and save and hold the Agency, its agents and employees harmless from any and all claims, causes of action or liability, including attorney's fees, expert fees, and other costs, arising from the performance of this contract by Contractor or Contractor's agents or employees.

14. MODIFICATION OF CONTRACT. This contract and all attached exhibits constitute the entire contract between the parties and may only be modified by a written amendment signed by the parties.

15. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Contract.

16. STANDARD OF CARE. Contractor will perform all services in a manner consistent with that level of care and skill ordinarily exercised by others with Contractor's skill and training.


17. WAIVER OF LIEN. Contractor understands and agrees that the services it will render to the County are not intended for the improvement of real property or to otherwise grant any rights to Contractor pursuant to NRS chapter 108.

18. THIRD PARTY BENEFICIARY. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party, Superintendent, or to otherwise allow a third party to assert a cause of action against either Contractor or County.

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

Paul Cavin Architect LLC

Date: 3/24/2020

Signature: 

Print Name/Title: Paul Cavin, Owner

Douglas County Redevlopment Agency

Date: 4/2/20

Signature: 

Patrick Cates, Douglas County Manager

Paul Cavin Architect LLC

March 19, 2020

P20021R1

Scott McCullough
Douglas County Redevelopment Agency
Office of the County Manager
1594 Esmeralda Avenue
Minden, Nevada 89423

Re: Proposal for Town of Genoa Improvements Project

Dear Mr. McCullough,

Thank you for the opportunity to present this proposal for professional design services to Douglas County Redevelopment Agency. Paul Cavin Architect LLC is pleased to present the following fee proposal for your consideration.

It is understood that Douglas County Redevelopment Agency would like professional design services related to various improvements in the Town of Genoa. Improvements and design planning will occur at the Genoa Town Church, the Genoa Town Hall, and the Genoa Town Kitchen. The overall project will utilize the Construction Manager at Risk (CMAR) project delivery method in accordance with NRS. A project scope of work walk was performed in the Town of Genoa on February 13, 2020. The scopes of work presented in this proposal reflect the decisions made during that job walk.

Below is an outline of the scope of work and fee for each identified project:

Genoa Town Church:

Removed from the scope of work.

Genoa Town Hall:

Review and prioritize building needs including life safety, structural, ADA accessibility, mechanical, plumbing, and electrical improvements.

Below is an outline of additional scope of work:

1. Prepare a brief report of Observations and Recommendations related to the Town Hall.
2. Perform field investigations.
3. Perform field documentation.
4. Verify code compliance (IBC and IEBC).
5. Field verify and measure existing conditions as needed for Observations and Recommendations report.
6. Coordination with CMAR.
7. Submit a draft Observations and Recommendations report for review and comment by all stakeholders.
8. Prepare a final Observations and Recommendations report.
9. It is understood that original or improvement drawings are not available for the existing building. Design documentation will be comprised of elevation photographs, aerial photographs, and redrawn plans, elevations, and details in AutoCAD as needed.

The following design professionals will be involved: CFBR Structural Group for structural documentation, Ainsworth Associates Mechanical Engineers for mechanical documentation, PK Electrical for electrical documentation, Paul Cavin Architect LLC will perform and produce necessary Architectural field investigations and documentation and manage design team and design process for the Observations and Recommendations report. Please see consultant's attached proposal for a more detailed description of their Scope of Work and any exclusions that may apply to the project.

Paul Cavin Architect LLC

The proposed Town Hall fee includes:

Structural Engineering (CFBR Structural Group):	\$4,000.00
Mechanical/Plumbing Engineering (AAME):	\$3,250.00
Electrical Engineering (PK Electrical):	\$3,000.00
Architecture and Project Management (Paul Cavin Architect LLC):	\$14,500.00
Total Town Hall Design Fee:	\$24,750.00

Genoa Town Kitchen:

Review and prioritize existing facilities and appliances for re-use, including life safety, ADA accessibility, finishes, mechanical, plumbing, and electrical improvements.

Below is an outline of additional scope of work:

1. Prepare a brief report of Observations and Recommendations related to the Town Kitchen.
2. Perform field investigations.
3. Perform field documentation.
4. Verify code compliance (IBC and IEBC).
5. Field verify and measure existing conditions as needed for Observations and Recommendations report.
6. Coordination with CMAR.
7. Submit a draft Observations and Recommendations report for review and comment by all stakeholders.
8. Prepare a final Observations and Recommendations report.
9. It is understood that original or improvement drawings are not available for the existing building. Design documentation will be comprised of elevation photographs, aerial photographs, and redrawn plans, elevations, and details in AutoCAD as needed.

The following design professionals will be involved: CFBR Structural Group for structural documentation, Ainsworth Associates Mechanical Engineers for mechanical documentation, PK Electrical for electrical documentation, Paul Cavin Architect LLC will perform and produce necessary Architectural field investigations and documentation and manage design team and design process for the Observations and Recommendations report. Please see consultant's attached proposal for a more detailed description of their Scope of Work and any exclusions that may apply to the project.

The proposed Town Kitchen Design fee includes:

Mechanical/Plumbing Engineering (AAME):	\$3,250.00
Electrical Engineering (PK Electrical):	\$3,000.00
Architecture and Project Management (Paul Cavin Architect LLC):	\$9,500.00
Total Town Kitchen Design Fee:	\$15,750.00

Summary of fees:

Total Town Hall Design Fee:	\$24,750.00
Total Town Kitchen Design Fee:	\$15,750.00
Total Design Fee:	\$40,500.00

Specific exclusions include: LEED and/or other sustainable design certifications and/or processes, State Historic Preservation Office (SHPO) coordination and submittals, Town of Genoa Historic Commission submittals and presentations, Architectural Historian, Genoa Town Board submittals and presentations, Cost Estimating, Bidding Requirements, Civil Engineering, Landscape Architecture, Surveying, Geotechnical Investigations, Douglas County Planning coordination and submittals, Kitchen Consulting, Fire Protection Engineering, other design consultants, specialty design consultants, FF&E, and Hazardous Materials Abatement/Surveys, as it is understood that these services will not be needed for the projects at hand. If additional services or consultants are needed or required they will be discussed with Douglas County Redevelopment Agency and Paul Cavin Architect LLC prior to an endorsement of the contract.

Paul Cavin Architect LLC

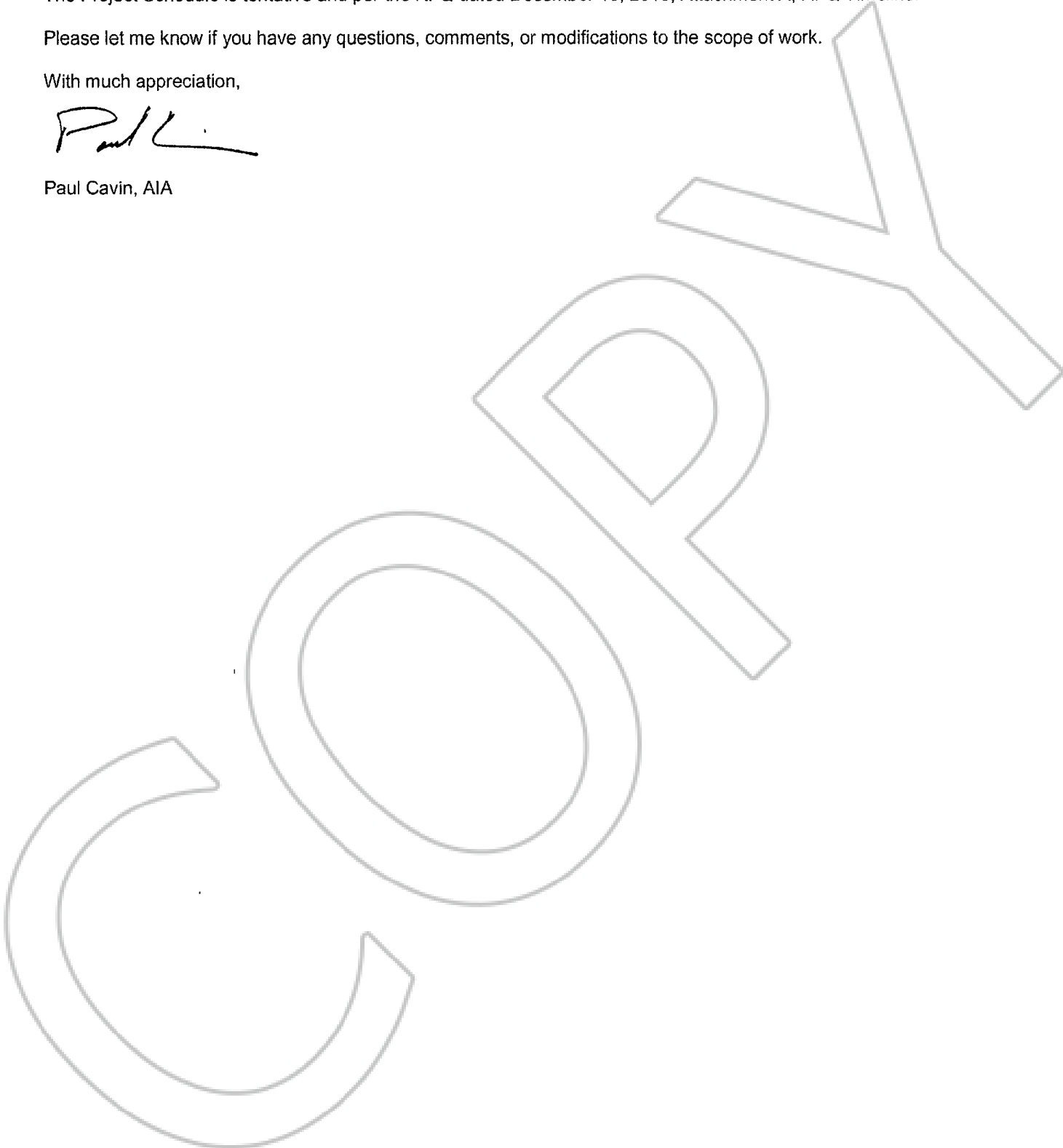
The Project Schedule is tentative and per the RFQ dated December 19, 2019, Attachment A, RFQ Timeline.

Please let me know if you have any questions, comments, or modifications to the scope of work.

With much appreciation,



Paul Cavin, AIA



CFBR STRUCTURAL GROUP, LLC

Chris Roper, PE/SE
CFBR Structural Group, LLC
5425 Louie Lane
Reno, NV 89511

February 24, 2020

Paul Cavin, AIA
Paul Cavin Architect LLC
1575 Delucchi Ln.
Reno, NV 89502

Re: Town of Genoa Improvements Project, Genoa, Nevada

Dear Paul:

I am pleased to present this proposal for structural engineering services. My understanding of the project is based on our recent correspondence. Improvements are proposed at the Town Hall, Town Kitchen and Town Church. The improvements proposed at the Town Kitchen currently relate to review of non-structural items so services related to the Town Kitchen are excluded from this proposal.

Scope of Work – Town Hall

The Town Hall building will be reviewed to prioritize building needs including life safety, structural, accessibility and MEP. From a structural standpoint, concerns have been raised at the stemwall foundations which appear to be comprised of stone rubble. Our structural scope of work on this building will be to review stemwall foundations and provide recommendations. Work will be in accordance with the structural requirements of the 2018 IBC & IEBC. The following will be provided as a part of our work:

Basic Services Included – Town Hall

Observations and Recommendations Report Phase

- Make (1) initial site visit to review existing conditions and collect information. Field investigations will be visual only, non-destructive, and limited to accessible and visible areas. Field investigations are intended to serve as initial observations only to the degree that recommendations for subsequent design and/or repair work can be made where appropriate; the intent is not to cover all conditions and/or structural elements in detail.
- Prepare an Observations and Recommendations Report.

Exclusions / Additional Services – Town Hall

The following items are excluded from our work. Some items can be provided as Additional Services if required.

- Time or travel for site visits or meetings not indicated above.
- Production printing or shipping.
- Preparation of drawings, calculations, specifications or cost estimates.
- Project management (i.e. preparation of design or construction schedules, meeting minutes, management of other consultants, filing or submittal of documents, etc.)
- Geotechnical engineering or site civil engineering, including review of site structures or elements outside the building footprint.
- Review, assessment, surveys, studies or screening for seismic hazards, geological issues, or

environmental issues such as mold or mildew; although if signs or evidence of such concerns are noted during our review they may be pointed out.

- Review of building structure beyond the stemwall foundations (i.e. floors, walls, roofs, etc.)
- Services related to subsequent phases of work including Schematic Design, Design Development, Construction Documents, Bidding or Construction Administration.
- Services resulting from changes to the scope or magnitude of the project, value engineering, and/or changes necessary because of cost over-runs.

Scope of Work – Town Church Excluded

The original church building appears to have exterior wood stemwalls and siding in contact with earth on 3 sides (east, south and west) and the foundations may also be wood bearing directly on earth. In contrast a relatively new addition to the north has CMU stemwalls over concrete strip foundations. Our scope of work on the project will be to review the exterior wood stemwall / foundation conditions and provide structural design and detailing to replace these with CMU stemwalls and concrete strip footings similar to those used on the addition. Work will be in accordance with the structural requirements of the 2018 IBC & IEBC. The following will be provided as a part of our work:

Basic Services Included – Town Church Excluded

Construction Documents (CD) Phase

- Make (1) initial site visit to review existing conditions and collect information.
- Prepare the following Construction Documents as required for designated submittals at Schematic Design (SD), Design Development (DD), and 100% CD (for permit):
 - Structural narrative of review findings and recommendations (SD).
 - Structural drawings (DD, CD).
 - Structural calculations (CD).
 - Structural book specifications (CD).
- Respond to progress submittal reviews and/or permitting plan check comments and revise construction documents where necessary.

Bidding & Construction Administration (BID & CA) Phase

- Answer structural RFIs and issue clarifications where necessary.
- Review structural shop drawings, submittals and special inspection / materials testing reports.
- Make up to (2) site visits, as directed, to provide structural observation, issuing written field reports afterward.
- Provide record drawings and specifications at project closeout.

Exclusions / Additional Services – Town Church Excluded

The following items are excluded from our work. Some items can be provided as Additional Services if required.

- Time or travel for site visits or meetings not indicated above.
- Production printing or shipping.
- Preparation of construction cost estimates.
- Project management (i.e. preparation of design or construction schedules, meeting minutes, management of other consultants, filing or submittal of documents, etc.)
- Services related to sustainable design, LEED, etc.
- Geotechnical engineering or preparation of soils reports.
- Site civil engineering, i.e. adjustments to grading, landscaping, exterior flatwork, etc.
- Architectural design or detailing, i.e. finishes, trim, exterior flatwork, etc.
- Design or detailing of special architectural features (clerestories, vaulted or curving roofs, etc.).
- Design or detailing of structural retrofits or reinforcements or other improvements to the building

- structure (floors, walls, roofs, etc.).
- Preparation of demolition documents.
 - Seismic surveys, studies or improvements. While seismic improvements are not the intended focus of the project, new exterior foundations and attachments to existing structure above would likely result in significant improvements to seismic performance.
 - Special inspection & materials testing.
 - Preparation of shop or fabrication drawings.
 - Services related to construction means and methods.
 - Incorporation of phasing or alternates (additive, deductive or otherwise) into construction documents or breaking the project into multiple packages or phases during design or construction.
 - Services resulting from changes to the scope or magnitude of the project, value engineering, and/or changes necessary because of cost over-runs.

Professional Fees and Schedule

I propose to perform the work described above in accordance with a mutually agreed upon schedule for the following fixed fees. If there are changes to the project that affect our work, this proposal may need to be revised.

Town Hall	\$4,000
Town Church	\$10,000 (CD Phase)
	<u>\$3,500</u> (BID & CA Phase)
	\$13,500 Excluded

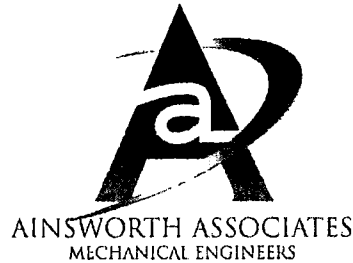
If this proposal is acceptable, please provide authorization to proceed with work on the project. Thank you for the opportunity to serve you on this project and please call if you have any questions.

Sincerely,



Chris Roper, PE/SE

4557 GREENVIEW DRIVE
EL DORADO HILLS, CA 95762
VOICE (916) 737-6014
WWW.AA-ME.COM



1420 HOLCOMB AVENUE, SUITE 201
RENO, NV 89502
VOICE (775) 329-9100
WWW.AA-ME.COM

February 20, 2020

Mr. Paul Cavin, AIA
Paul Cavin Design
1575 Delucchi Lane, Suite 120
Reno, Nevada 89502

Subject: Town of Genoa
Building Improvements
Initial Investigation

Dear Paul,

Thank you for requesting a Mechanical Engineering design fee proposal for the above noted project. This proposal is based upon the RFQ information you emailed to our office on February 3, 2020, as well as our site walk on February 13, 2020. There are three buildings included in this effort, the Town Church, the Town Hall, and the Town Kitchen.

The scope of work as we understand is as follows:

Town Church

No scope of work for AAME.

Town Hall

1. One site visit to observe the existing HVAC, Plumbing, and Fire Protection systems (if present).
2. Verify code requirements.
3. Analysis of existing HVAC and plumbing systems.
4. Recommendations for improvements and/or replacements. We will provide recommendations for both a "desired upgrades" path and a "code required upgrades" path.
5. Identify challenges and solutions of proposed systems.
6. Provide written report summarizing our findings.
7. One site visit to review and discuss our report with Town of Genoa personnel.
8. AAME will participate with the selected CMAR.

Town Kitchen

1. One site visit to observe the existing HVAC, Plumbing, and Fire Protection systems (if present).
2. Verify code requirements.
3. Analysis of existing HVAC and plumbing systems.
4. Recommendations for improvements and/or replacements. We understand the desired upgrades for the Town Kitchen are driven by convenience/functionality and that a full-blown commercial kitchen design is not desired.
5. Identify challenges and solutions of proposed systems
6. Provide written report summarizing our findings.
7. One site visit to review and discuss our report with Town of Genoa personnel.
8. AAME will participate with the selected CMAR.

The scope of work specifically does NOT include the following:

1. Any scope of work related to the Town Church.
2. Any design drawings or specifications.
3. Any cost estimating and statements. We understand this is a CMAR project and that they will be providing the cost estimating. We will review cost estimates prepared by the CMAR, if requested.
4. Any building load calculations. We will use sqft/ton and BTU/sqft estimates to evaluate recommended options.
5. Any commercial kitchen design or evaluation. We understand that this is not in the scope of work at this time.
6. Any design team meetings in excess of those noted in the scope of work section.

Compensation for basic service as described herein shall be based on a lump sum fee as follows:

Town Hall	\$3,250.00**
Town Kitchen	\$3,250.00**
TOTAL	\$6,500.00

**** Fee is based on one site visit to Genoa for site observation of both the Town Hall and the Town Kitchen in the same site visit. Fee is also based on one site visit to Genoa for presentation of the reports for both the Town Hall and the Town Kitchen in the same site visit. If these visits need to occur separately, we reserve the right to adjust our fee to include additional travel and site visit/site meeting time.**

We would suggest that reimbursement for our services be accomplished as follows:

1. We would submit monthly progress billings for basic services, and separate monthly billings for any authorized extra services. Billings for extra services would include employee category engaged in the work and hourly rate of compensation and all direct expenses noted. We would not proceed with any extra service work unless we received your authorization.

Any billings for extra services not included in the basic fee as described above would be on an hourly basis. We would not proceed on any extra service work until authorized by your office.

We cannot be responsible for unforeseen or undisclosed conditions that are not reasonably observable through existing building construction such as equipment and systems above hard lid ceilings, within walls, below grade, etc. Conditions of this nature will require us to rely on the accuracy of the As-Built documents provided to us by the Owner. In order to avoid expenditure of potentially great sums of money or potentially disrupt on-going facility operations and the project schedule, no attempt will be made to destroy or disrupt adequate and serviceable installations and concealed construction. Consequently, existing conditions will be verified through observations of the work that are readily visible and/or available existing As-Built drawings.

All reports, plans, specifications, field data, field notes, calculations, and other documents prepared by Ainsworth Associates Mechanical Engineers as instruments of service shall remain the property of Ainsworth Associates Mechanical Engineers.

If work is abandoned or suspended, in whole or in part, services rendered to date of abandonment are to be paid for in accordance with percentage of completion of the project documents at that time.

It is understood that Ainsworth Associates Mechanical Engineers makes no warranty, expressed or implied, except that plans and specifications furnished as a result of the Agreement will be prepared in accordance with generally accepted professional engineering practices.

Ainsworth Associates Mechanical Engineers makes no representation concerning any probable budget costs made in connection with the plans, specifications or drawings prepared by them, other than that all probable costs are for budget purposes only and the Engineer cannot be held responsible for actual final construction costs.

We appreciate your consideration of our services for this project. I hope that you find this proposal acceptable. I am available to discuss any refinement or adjustments in the foregoing so that an agreement for our services can be developed. Please give me a call if you have questions.

Sincerely,
AINSWORTH ASSOCIATES MECHANICAL ENGINEERS

Alison Hall

Alison Hall, PE
Principal





Contract Proposal

CP20072

Proposal For

Paul Cavin, AIA
Paul Cavin Architect LLC
1575 Delucchi Lane
Suite 120
Reno, NV 89502
paul@paulcavindesign.com

From

Joey Ganser, P.E.
Principal | Engineering

Feb 26, 2020

Project

Genoa Town Hall & Kitchen Renovations Study

Project Description

This project is a preliminary study phase for potential renovations and upgrades at the Town of Genoa Town Hall and Town Kitchen. Our understanding of the project is to provide a building code analysis of the existing fire alarm system, electrical system and the existing egress lighting and exit signage. The analysis will include code review per, NEC, ADA, and NFPA 72.

Scope of Services

Our services will include site investigation, consultation and code reviews. We will provide a report that details any noted code deficiencies, recommendations to correct and associated budget costs for each system. Our site investigation work will include visual inspection and observation of equipment that is readily accessible by hand tools and ladder. It does not include electronic metering, testing, exercising equipment, moving furniture or accessing attics and crawl spaces.

Fee and Structure

		Amount
Town Hall	Fixed Fee	3,000.00
Town Kitchen	Fixed Fee	3,000.00
Total Amount		\$6,000.00

Terms and Conditions

Terms and conditions will be per the standard PCA agreement.

Authorization and Acceptance

(Acknowledgment of Concurrence with the foregoing)

Joey Ganser, P.E.
Principal | Engineering

Paul Cavin, AIA
Owner

Date

**REQUEST FOR QUALIFICATIONS
FROM ARCHITECTURAL CONSULTING FIRMS
FOR THE DOUGLAS COUNTY REDEVELOPMENT AGENCY
TOWN OF GENOA IMPROVEMENTS PROJECT**

Project Name: Town of Genoa Improvements Project
Estimated Building Area: TBD
Estimated Construction Budget: \$ 1,000,000.00

Intent:

It is the intent of this Request for Qualifications (RFQ) to solicit sufficient and verifiable information from prospective providers of Architectural Consulting Services to provide experienced and expert services for Douglas County Redevelopment Agency (OWNER) Town of Genoa Improvements Project. The delivery method for this project will be the Construction Manager at Risk (CMAR) in accordance with NRS.

Description of Construction:

Town Hall Renovations-Review and prioritize building needs including life safety structural, accessibility and MEP.
Town Kitchen- Review existing facilities and appliances for reuse, life safety and accessibility.
Town Church- review and evaluate existing foundation for improvements.

Description of Architectural Consulting Services:

The work that the OWNER expects the Architectural Consultant to perform includes measure existing conditions, provide drawings for review at Schematic Design, Design Development and 100% Construction Document, prepare electronic plans and specifications for bidding, bidding assistance and construction administration. Include design professionals for structural mechanical, plumbing and electrical.
Proposed contract for the Architectural Services, including the terms and general conditions of the contract, will be issued as part of the Request for Proposal Package.

Anticipated Schedule:

The anticipated date for interviews for those selected for interview is **February 13, 2020**.

The general time frame for **pre-construction** will be from **March 12, 2020 through October 1, 2020**. The general time frame for **construction** will be from **October 1, 2020 through June 30, 2021**.

Selection Criteria:

A detailed list of the selection criteria and weighting of the selection criteria used to rank the applicants for both the proposal and interview will be issued as part of the Request for Qualifications Package.

Contact Information:

Owner has posted the Request for Qualifications package on the County's website at:

www.douglascountynv.gov under the Bid Posting and RFP's tab

Point of Contact: Scott McCullough
Project Manager
Douglas County
1594 Esmeralda Avenue
Minden NV 89423
(775) 790-5212 smccullough@douglasnv.us

Proposal Due Date:

Sealed Proposals must be received at the OWNER's Office located at the Office of the County Manager, 1594 Esmeralda Avenue, Minden, Nevada 89423.
By 4:00 P.M., on January 30, 2020.

Douglas County State of Nevada

-CERTIFIED COPY

The OWNER reserves the right to change the budgets and schedules indicated above. I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on the

10th day of June, 2020
By Danya Balda Depu