

**Recorder's Office Cover Sheet**

**Recording Requested By:**

**Name:** Ann Damian

**Department:** Community Development



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KAREN ELLISON, RECORDER

**Type of Document: (please select one)**

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other specify: \_\_\_\_\_

Original missing exhibit. This document supersedes #947960.

NO. 2020-093  
DATE 6/19/2020  
DOUGLAS COUNTY CLERK  
MINDEN, NV  
BY CLB DEPUTY

**CONTRACT FOR SERVICES BY AN INDEPENDENT CONTRACTOR**

A CONTRACT BETWEEN  
**DOUGLAS COUNTY**  
AND  
**WOOD RODGERS**

This Contract for Services by an Independent Contractor (the "Contract") is entered into by and between Douglas County, a political subdivision of the State of Nevada, through the Board of County Commissioners (the "County"), and Wood Rodgers ("Contractor"). The County and Contractor are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

**WHEREAS**, the County, from time to time, requires the services of independent contractors;

**WHEREAS**, the County believes that the services of Contractor are necessary, desirable, and in the best interests of Douglas County; and

**WHEREAS**, Contractor represents that he is duly qualified, equipped, competent, ready, willing and able to perform the services required by County as hereinafter described.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein made, the County and Contractor mutually agree as follows:

**1. TERM AND EFFECTIVE DATE OF CONTRACT.** The Contract will become effective on the date it is approved and signed by representatives of both Parties and will remain in effect from its effective date through December 31, 2020.

**2. INDEPENDENT CONTRACTOR STATUS.** The Parties agree Contractor will have the status of an independent contractor and that the Contract, by explicit agreement of the Parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the Parties, including the express understanding that Contractor is not an employee of the County and have provided proper proof of licensure to conduct business in Nevada 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 Contractor or the County to the public employee's retirement system;
- (5) Accumulation of vacation leave or sick leave; and
- (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

### **3. INDUSTRIAL INSURANCE.**

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, Contractor will provide proof of adequate industrial insurance coverage to in a form and amount that is satisfactory to Douglas County.

**4. SERVICES TO BE PERFORMED.** The Contractor will perform the following services for the benefit of the County:

**Master Plan Support Services** (as described in "Proposal for Master Plan Support Services" submitted by Wood Rodgers to Douglas County) **which is attached hereto as Exhibit A and incorporated in its entirety to this contract. The work will include:**

- A: Data Gathering and Analysis
- B: Public Outreach
- C. Redesigned Draft Master Plan
- D. Final Draft Master Plan for Adoption

**5. PAYMENT FOR SERVICES.** Contractor agrees to provide the services set forth in Paragraph 4 for Master Plan Support Services. Contractor is solely responsible for providing all materials, supplies, travel costs, insurance, and other costs necessary to perform Contractor's services. Contractor agrees to send a monthly invoice to County for the services rendered to County no later than ten (10) days after the end of each month and payment will be due to Contractor within 30 days of the County's receipt of Contractor's invoice.

**6. TERMINATION OF CONTRACT.** County may terminate the Contract upon at least 30 days advance written notice to Contractor.

**7. NONAPPROPRIATION.** Nothing in the Contract will be construed to provide Contractor with a right of payment from any entity other than the County. Any funds budgeted by the County pursuant to the terms of the Contract that are not paid to Contractor will automatically revert to the County's discretionary control upon the completion, termination, or cancellation of the Contract. The County will not have any obligation to re-award or to provide, in any manner, the unexpended funds to Contractor. Contractor will have no claim of any sort to the unexpended funds.

**8. CONSTRUCTION OF CONTRACT AND VENUE.** The Contract will 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 at the discretion of the court.

**9. COMPLIANCE WITH APPLICABLE LAWS.** Contractor promises and agrees to 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 the Contract, including, but not limited to, all federal, state, and local accounting procedures and requirements, all hazardous materials regulations, and all immigration and naturalization laws. County will not waive and intends to assert all available NRS chapter 41 liability limitations.

**10. ASSIGNMENT.** Contractor will neither assign, transfer nor delegate any rights, obligations or duties under the Contract without the prior written consent of the County.

**11. COUNTY INSPECTION.** The books, records, documents and accounting procedures and practices of Contractor related to the Contract will 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.

**12. 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 the Contract (the "Materials") will be the exclusive property of the County and all such materials will be remitted and delivered, at Contractor's expense, to the County by Contractor upon the completion, termination or cancellation of the contract. Alternatively, if the County provides its written approval to Contractor, the Materials must be retained by Contractor for a minimum of six years after Contractor's receipt of the final payment from County 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 will promptly remit and deliver the materials, at Contractor's expense, to the County. Unless the County has requested the remittance and delivery by Contractor of the Materials, Contractor will not use, willingly allow or cause to have such Materials used for any purpose other than the performance of Contractor's obligations under the terms of the Contract without the prior written consent of the County.

**13. PUBLIC RECORDS LAW.** Contractor expressly understands and agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada, will 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 County 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.

**14. INDEMNIFICATION OF COUNTY.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend County from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor will defend, hold harmless and/or indemnify County against such claims. Notwithstanding the obligation of Contractor to defend County as set forth in this paragraph, County may elect to participate in the defense of any claim brought against County because of the conduct of Contractor, its officers, employees and agents. Such participation shall be at County's own expense and County shall be responsible for the payment of its own attorney's fees it incurs in participating in its own defense.

**15. MODIFICATION OF CONTRACT.** The Contract and the attached exhibits constitute the entire agreement and understanding between the Parties and may only be modified by a written amendment signed by both of the Parties.

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

**17. 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.

**18. 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.

**19. 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.

**20. NOTICES.** All notices, requests, demands and other communications hereunder must be in writing and will be deemed delivered when sent via certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

**To County:** Douglas County  
Post Office Box 218  
Minden, Nevada 89423

**To Contractor:** Wood Rodgers  
1361 Corporate Boulevard  
Reno, NV 89502

**21. CONFLICT OF INTEREST.** By signing the Contract, Contractor agrees that any information obtained from Douglas County, in whatever form, will not be divulged to third parties without the permission of the County Manager. In the event of a breach of this provision, Douglas County may immediately withdraw, without penalty or any payment, from the Contract.

**IN WITNESS WHEREOF,** the Parties hereto have caused the Contract to be signed and intend to be legally bound thereby.

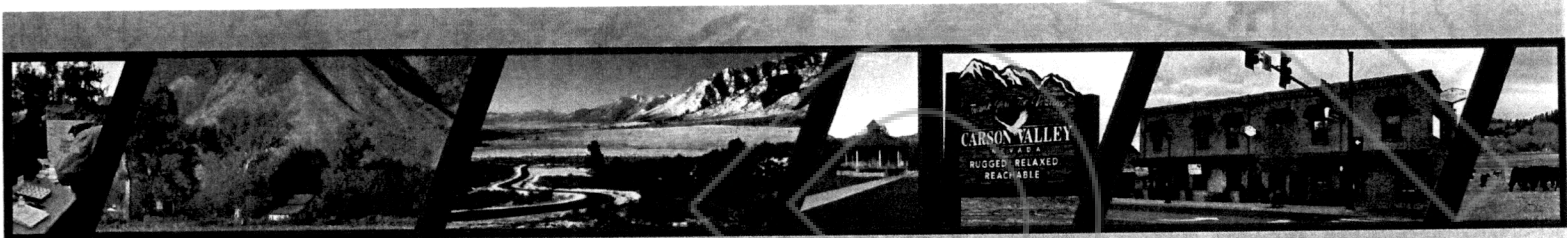
**Contractor**

By: Andrew Durling June 16, 2020  
(Date)  
Andrew Durling / Vice President

**Douglas County**

By: Tom Dallaire 6.18.2020  
Tom Dallaire, Dir., Community Development (Date)





# Douglas County Master Plan Support Services

June 18, 2020





# Douglas County Master Plan Support Services



## Principle in Charge

- Andy Durling, AICP

## Project Manager

- Derek Kirkland, AICP

### Legend

- Wood Rodgers, Inc.
- Logan Simpson
- UNR Center for Economic Development
- Key Staff

### Planning & Document Organization Support

- Derek Kirkland, AICP
- Stacie Huggins
- Megan Moore, ASLA, AIA
- Bruce Meighen, AICP

### Data Collection & Analysis

- Fred Steinmann
- Thomas Harris
- Brian Bonnenfant

### GIS Mapping Support

- Eric Ford, GISP
- Eric Hasty

### Public/Stakeholder Involvement

- Andy Durling, AICP
- Derek Kirkland, AICP
- Bruce Meighen, AICP

### Graphics/Visualization Support

- Devin Crowley
- Eric Hasty
- Maria Michieli-Best





## The Wood Rodgers Team

"To retain the beauty and the natural setting and resources and the rural agriculture character of the county, while providing opportunities for managed growth and development."

Douglas County Master Plan

- Local team with horsepower and responsiveness to meet schedule demands
- Local and National experience provides balance and perspective
- Proprietary models streamline socio-demographic needs
- Nevadans who are passionate about preserving our unique communities



# Experience

- Town of Gardnerville Parks Master Plan
- City of Fernley Master Plan & Zoning Code Update
- Larimer County Comprehensive Plan
- US 50 South Shore Community Revitalization Plan
- Washoe County Master Plan Update
- Washoe County Parks Master Plan
- Johnson Lane Park Master Plan
- Henderson Inspirada Town Center Master Plan
- Jackson/Teton Growth Management Program
- Green Mountain Falls Comprehensive Plan
- Teton County Code Update
- Douglas County Pavement Management Master Plan
- Burke Creek-Rabe Meadows Master Plan
- Edgewood Lodge & Golf Course
- City of Portola Master Plan

**WASHOE COUNTY PARKS MASTER PLAN**  
**Moving Forward**

SEPTEMBER 2019

**WHERE PARKS ARE TODAY**

**4.9 MILLION+**  
VISITORS ANNUALLY

**QUALITY OF LIFE**  
Washoe County Regional Parks and Recreation Parks is essential for enhancing over 1.5 million of parks, trails and open spaces including more than 100 miles of trails, 100 miles of horse trails, 100 miles of equestrian trails, 100 miles of mountain bike trails, 100 miles of equestrian trails and 100 miles of equestrian trails. It provides the region with an essential resource for recreation and provides a quality of life that is essential for the well-being of its residents and is a key component of the county's quality of life.

**PARKS MISSION...**  
"To provide recreational parks, open spaces and recreational opportunities while preserving natural, historical and cultural resources."

Park Type	Neighborhood and Community Parks	Regional Parks	Special Use Parks	Open Spaces & Trails	Totals
Locations	30	10	7	60	107
Acres	435 ±	2,604 ±	982 ±	9,113 ±	13,234 ±

**DOUGLAS COUNTY MASTER PLAN**  
2018

**WASHOE COUNTY PARKS MASTER PLAN**  
2019



# Project Approach

## **Task 1 – Data Collection and Analysis**

Contribution by the University Center for Economic Development, The College of Business, University of Nevada, Reno

- Proprietary housing and population projection models to estimate trends and local impacts.
- Proprietary access to socio-demographic and economic data (including county assessor data and taxable retail sales data).
- Data Collection and Analysis Memo, complete with updated tables and text incorporated into plan

### *Past Related Recent Work:*

- Development of a New Five-Year Comprehensive Economic Development Strategy for the Western Nevada Development District and the Northeastern Nevada Regional Development Authority.
  - Assist in the Development of a Comprehensive Update to the City of Fernley Master Plan.
-



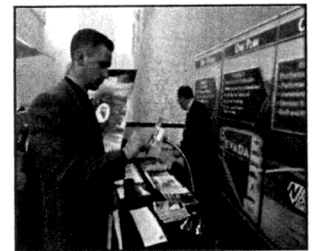
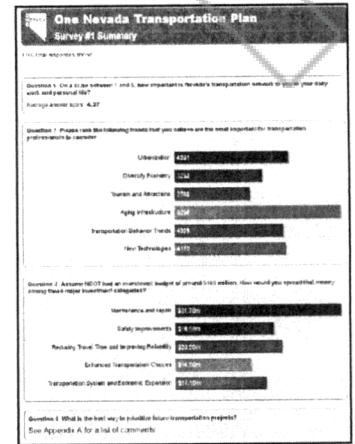
# Project Approach

## Task 2 – Public Workshops & Meetings

Simultaneously engage in multiple outreach tools, including:

- Online polling (Woodpolls) – active for 30 days
- Interactive online mapping portal – active for 30 days
- Online open-house meetings – occur during polling period

Supplemented with traditional stakeholder and formal presentations to elected/appointed boards (as permitted, may be moved to online platforms as needed)





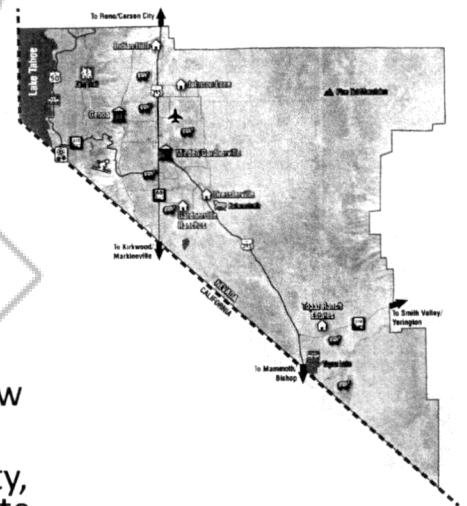
# Project Approach

## Task 3 – Design

Objective: Concise, condensed, graphical, easily understood and supported by the public and decision makers.

Accomplished by:

- **No need to reinvent the Wheel:** Support Douglas County staff through close partnership, a role we play seamlessly often.
- **The Chevy Plan not the Cadillac:** Graphical, easily digested plan that addresses the essential needs of the community.
- **A picture is worth 1,000 words:** Maps, charts, graphs, infographics, and other visuals help offset the text and allow the document to be easily navigable.
- **A common vision:** Develop a plan unique to Douglas County, built upon the tremendous planning work completed to date





# Project Implementation

**Project Kickoff, work with DC staff to determine actual scope of work and budget, review background info**

Team of resources from both Wood Hooper & Logan Thompson to help expedite the process

All staff augmentation spend time up front getting a brain dump from Douglas County as to what is completed and direct on moving forward

Our Team is ready to hit the ground running immediately with everyone at least 50% available for this Project

**Milestone**  
Project Kickoff

June

**Data collection & analysis, initial recommendations for organization, public workshop(s), work with DC staff on reorganization process**

Utilize UCED who has already been working on data collection for Douglas County and the surrounding region

Deploy multiple streamlined inquiries to identify same results within time frame

**Milestone**  
Public Reorganization

July

**Document Updates & Reorganization**

Lessons learned from similar efforts and to be shared with the City of Ferrelle

**Draft Master Plan to County Staff, & Address Comments**

We are committed to delivering a Draft Master Plan by August 2020

**Milestone**  
Final Draft Plan

September

**Support Douglas County Staff through Public Approval Process**

Local firm understands the dynamics of Douglas County and what the Board is looking to accomplish

**Milestone**  
Submit Final Plan

November





Douglas County Master Plan Support Services

Questions?

Douglas County

State of Nevada

CERTIFIED COPY

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 this

10<sup>th</sup> day of September, 20 20

By Laniya Balde Deputy