

**AMENDMENT #1 TO THE PERSONAL SERVICES CONTRACT WITH  
ROBERT M. WALLIS DBA WALLIS DESIGN STUDIO  
(RESO NO. 19-551)**

**THIS AMENDMENT** is dated this 14<sup>th</sup> day of July 2020 by and between Robert M. Wallis dba Wallis Design Studio, hereinafter referred to as “Contractor”, and County of Nevada, hereinafter referred to as “County”. Said Amendment will amend the prior Agreement between the parties entitled Personal Services Contract, executed on October 8, 2020, per Resolution No. 19-551; and

**WHEREAS**, the parties desire to amend their agreement to: 1) amend Exhibit “A” Schedule of Services, to add additional services required for the upgrade of electrical services on the site; 2) amend the Maximum Contract Price from \$175,175 to \$177,175 (an increase of \$2,000) for additional services; and 3) amend Exhibit “B” Schedule of Charges and Payments, to reflect the increase in the maximum contract price.

**NOW, THEREFORE**, the parties hereto agree as follows:

- 1) That Amendment #1 shall be effective as of July 1, 2020.
- 2) That Section (§2), Maximum Contract Price, shall be changed to the following: \$177,175.
- 3) That Exhibit “A”, “Schedule of Services”, shall be amended and replaced, as set forth in the amended Exhibit “A” attached hereto and incorporated herein.
- 4) That Exhibit “B”, Schedule of Charges and Payments shall be amended to the revised Exhibit “B” hereto attached and incorporated herein.
- 5) That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

CONTRACTOR:

By: \_\_\_\_\_  
Robert Wallis  
152 South Auburn Street  
Grass Valley, CA 95945

COUNTY OF NEVADA:

By: \_\_\_\_\_  
Honorable Heidi Hall  
Chair, Board of Supervisors

Attest:

By: \_\_\_\_\_  
Julie Patterson Hunter  
Clerk of the Board of Supervisors

**EXHIBIT “A”**  
**ODYSSEY HOUSE - SCHEDULE OF SERVICES**

Contractor will provide architectural services related to the renovation of the County’s Odyssey House Facility. All services must be in compliance with the CDBG Grant requirements defined herein. Services will include:

**PRE-DESIGN**

- a. Architect will meet with designated representative(s) of Nevada County to obtain input and discuss project requirements:
  - 1. Project goals.
  - 2. Grant requirements.
  - 3. Key dates and project schedule.
  - 4. Confirm overall scope of project.
  - 5. Appropriate project team members.
- b. Meet with local consultant team to discuss goals, project schedule, scope of project and outline budget.
- c. Architect will tour existing facilities to better understand project requirements with project representative(s) and consultant team.

**DESIGN AND PLANNING**

- a. Prepare online Work Plan using Asana Project Management Website tools. Invite project representatives to participate and view online.
- b. Instruct geotechnical engineer to conduct and prepare geotechnical report.
- c. Instruct Civil Engineer to conduct and prepare site survey.
- d. Field verify existing built facility and prepare existing building 3-d model in Revit.
- e. Meet with Nevada County Planning and Building department to verify project requirements.
  - 1. Planning approval process.
  - 2. Building Department Requirements
- f. Work with County Representative and Project Manager to confirm grant requirements and finalize building and site programmatic components.
- g. Prepare space plan alternative (2 anticipated).
- h. Prepare site plan alternatives (2 anticipated).
- i. Prepare preliminary code analysis (exiting and plumbing fixture count).
- j. Meet (2 anticipated) with County Representative’s to present alternative and obtain feedback.
- k. Make revisions to design layouts based upon feedback.
- l. Prepare exterior building elevations and digital 3-D model.
- m. Meet(s) with County Representative to present alternative and obtain feedback.
- n. Prepare schematic design documents incorporating feedback.
  - 1. Topographical Survey.
  - 2. Site Plan.
  - 3. Floor Plan.
  - 4. Roof Plan.
  - 5. Exterior Elevations.
  - 6. Colored Perspective drawing if desired by County or required by jurisdiction.
  - 7. Exterior Material and Color palettes.
- o. Meet (2 anticipated) with County Representative to obtain feedback.

- p. Meet with County Representative to review project estimate and authorization to proceed into Design Development

## **CONSTRUCTION DRAWINGS AND SPECIFICATIONS**

- a. Instruct Consultant Team to proceed with design.
- b. Evaluate with County Representative avenues for reducing construction cost.
- c. Prepare Design Development documents.
  - 1. Expand upon Site Plan.
  - 2. Prepare Demolition Plan.
  - 3. Expand upon Floor Plan.
  - 4. Expand upon Roof plan.
  - 5. Prepare Ceiling Plan.
  - 6. Expand upon Exterior Elevations.
  - 7. Interior Elevations.
  - 8. Prepare Interior Finish options and present to County Representative(s).
- d. Meet (2 anticipated) with County Representative to obtain feedback and incorporate into Design Development Documents.
- e. Prepare outline specification.
- f. Instruction estimator to prepare Estimate of Probable Cost.
- g. Conduct Project Management activities.
  - 1. Project Correspondence.
  - 2. Attend Project Meetings.
  - 3. Coordination with project team.
  - 4. Conduct Quality Review of documents.
- h. Meet (2 anticipated) with County to obtain feedback and approval to proceed into Construction Drawings.
- i. Prepare Construction Documents that fix and describe components required for construction:

### **Architectural:**

- A0.0 - Cover Sheet
- A0.1 - General Notes
- A0.2 - Green Building Code Requirements
- A0.3 - Code Analysis
- A0.4 - Egress and Signage Plan
- A1.0 - Architectural Site Plan
  - A1.1 - Site Details
- A2.0 - Existing and Demolition Floor Plan
  - A2.1 - Floor Plan
  - A2.2 - Enlarged Plans: Kitchen, Laundry, Bathroom's and ADA Restrooms
  - A2.3 - Roof Plan
- A3.0 - Schedule Sheet: Doors, Equipment, Casework and Interior Finishes
  - A3.1 - Restroom Fixture and Mounting Heights
- A4.0 - Exterior Building Elevations
  - A4.1 - Building Sections
  - A4.2 - Wall Sections
- A5.0 - Interior Elevations of all casework and fixtures

- A6.0 - Reflected Ceiling Plan
- A6.1 - Ceiling Details
- A7.0 - Wall and Roof Details
- A8.0 - Door and Window Details

**Civil:**

- C1 - Topographic Survey
- C2 - Grading Plan, Utility Plan and Details

**Structural:**

- S1 - Structural Notes
- S2 - Structural Foundation Plan
- S3 - Structural Framing Plan
- S4 - Structural Details

**Mechanical:**

- M0 - HVAC Schedules and Notes
- M1 - HVAC Floor Plan
- M2 - HVAC Details

**Plumbing:**

- P0 - Plumbing Notes and Schedules
- P1 - Plumbing Waste, Vent & Gas Piping
- P3 - Plumbing Details

**Electrical:**

- E1 - Electrical One-Line diagram, Legend & Notes
- E2 - Site Electrical Plan
- E3 - Power and Signal Plans
- E4 - Lighting Plan
- E5 - Electrical Details
- E6 - Complete the Pacific Gas and Electric Service application process through the start of construction

**Energy:**

- T24 - Energy Calculations and Forms

**Fire Sprinklers:**

- F1 - Fire Sprinkler Notes and Schedules
- F2 - Fire Sprinkler Plans
- F3 - Fire Sprinkler Details

**Specification:**

- Project Specification Manual
- a. Assist County with obtaining a building permit.

1. Prepare application.
  2. Submit plan documents to the Nevada County Building Department.
  3. Obtain plan check comments.
  4. Prepare plan check responses.
  5. Submit plan documents for final approval.
- b. Assist County in obtaining Encroachment Permits and NID approval for fire line.

### **BIDDING AND NEGOTIATIONS**

- a. Assist with Bid process:
1. Attend Bid Walk.
  2. Respond to Contractor's request for information.
  3. Preparation of Architect's addenda.

### **CONSTRUCTION PHASE SERVICES**

1. Attend monthly construction meetings in conjunction with site observation visits.
2. Respond to Contractor's request for information.
3. Preparation of Architect's supplemental instructions and proposal request.
4. Review of submittals, material samples and shop drawings.
5. Review change orders.
6. Preparation of Architect's punch list.

**EXHIBIT "B"**  
**ODYSSEY HOUSE - SCHEDULE OF CHARGES AND PAYMENTS**

Contractor will be paid for professional services in accordance with the following schedule in an amount not to exceed \$177,175:

<b>Professional Services</b>	<b>Fee</b>
1. Pre-Design Services	\$1,200.00
2. Schematic Design Services	\$14,400.00
3. Design Development Services	\$19,200.00
4. Construction Document Services	\$28,800.00
<b>Hourly Not to Exceed Services:</b>	
5. Bid Assistance Services	\$1,920.00
6. Construction Phase Services	\$8,880.00
7. Architects Contingency	\$4,800.00
<b>CONSULTANT SERVICES</b>	
1. Civil Engineering	\$11,990.00
2. Structural Engineering	\$9,350.00
3. Mechanical and Plumbing Engineering	\$27,850.00
4. Electrical Engineering	\$12,120.00
5. Fire Sprinkler Engineering	\$3,850.00
6. Cost Estimating	\$8,800.00
7. Geotechnical Services	\$4,950.00
8. Landscape Architect	\$7,150.00
9. Surveyor Services	\$7,590.00
10. Kitchen Hood Designer	\$3,575.00
<b>PRINTING EXPENSES</b>	
Full Size Drawings (24 x 36)	\$600.00
Specification Booklet (8 1/2 x 11)	\$150.00
<b>HOURLY BILLING RATES</b>	
Principal	\$150.00
Architect	\$130.00
Project Management	\$120.00
Designer	\$100.00
Designer I	\$ 90.00

Contractor shall submit invoices monthly for services provided. Payment terms are net 30 days from receipt of invoices by County.

Invoices shall be submitted to:

County of Nevada  
 Health & Human Services - Fiscal  
 950 Maidu Ave  
 Nevada City, CA 95959

The total amount for all services performed shall not exceed \$177,175.