

WALLIS DESIGN STUDIO ARCHITECTS

Listening. From design to completion.

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BRUNSWICK COMMONS RESOURCE CENTER – SCHEDULE OF SERVICES

01/09/2023

Nevada County Housing and Community Services

Attn: Rob Choate

Re: Nevada County Brunswick Commons Resource Center

Dear Rob,

We are pleased to present to you our proposal for Architectural and Engineering services for the Brunswick Commons Resource Center project. Please review the scope of services below and reach out to us with any questions or needed clarifications. We have assembled a comprehensive set of services to minimize any surprises down the road.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Wallis". The signature is fluid and cursive, with a large initial "R" and a stylized "W".

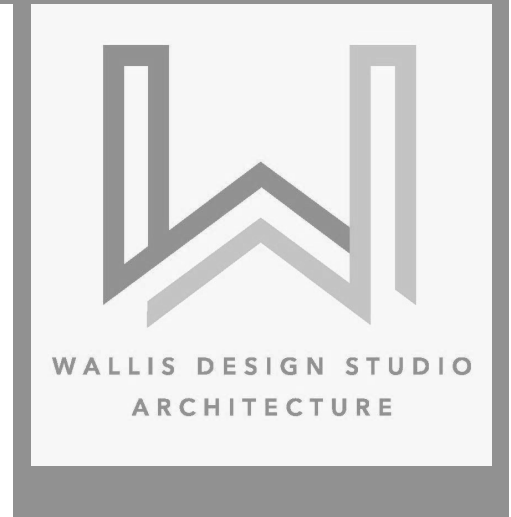
Robert Wallis

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TYPE OF CONTRACT & FEE STRUCTURE

- a. Fixed Fee of \$232,500 dollars
- b. Project Documents to be conveyed in 2 phases
 - Phase One - Resource Center
 - Phase Two - Transitional House

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 review program to better understand project requirements with project representative(s) and consultant team.

DESIGN AND PLANNING

- a. Prepare online Work Plan. Invite project representatives to participate and view online.
- b. Field verification of existing building.
- c. Instruct Civil Engineer to conduct and prepare site survey.
- d. Prepare building 3-d model in Revit.
- e. Meet with 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 programmatical components.

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- g. Prepare space plan alternative.
- h. Prepare site plan alternatives.
- i. Prepare preliminary code analysis (exiting and plumbing fixture count).
- j. Meet (s) with County Representative's to present alternative and obtain feedback.
- k. Revise 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 (s) 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:

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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
- A5.0 - Interior Elevations of all casework and fixtures
- A5.1 - Casework Details and Schedules
- 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

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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

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

- j. 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.
- k. 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.
- b. Preparation of Architect's addenda.

CONSTRUCTION PHASE SERVICES

- 1. Attend 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.

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EXCLUSIONS

1. Utility incentive calculations and documentation.
2. Cal-Green Commissioning.
3. Low Voltage System Design.
4. Reports (Drainage, Biological, Cultural, Traffic, etc.).
5. SWPPP and SWPPP Monitoring and Reporting.
6. Easements, legal Descriptions to accommodate additional agency facilities, if needed.
7. Any service not specifically included herein.

TERMS AND CONDITIONS

Visual/Audio Image Release

By signing this agreement I grant permission to Wallis Design Studio Architects, Inc , (WDSA) its employees and agents, to take and use visual/audio images of my property and future built project. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. I agree that WDSA owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as company-sponsored websites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-company uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them. I release WDSA and its employees and agents, including any firm authorized to publish, broadcast and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking or use of the images or printed material used with the images.

REIMBURSABLE EXPENSES

Printing and Mileage reimbursement have been included in the fixed fee.

CONSULTANT EXPENSES

Any extra work involving the Architect's Consultants requested by the Owner that is not specifically included in this proposal will need written approval by the Owner for an additional cost change order for cost plus Ten Percent (10.00%).

HOURLY BILLING RATES

- \$155.00 - Principal
- \$145.00 - Architect
- \$135.00 - Project Management
- \$125.00 - Designer II
- \$115.00 - Designer I
- \$100.00 - Administrative/Clerical

FEE SCHEDULE

Fixed Fee Proposal includes all Architectural services listed above, all work requested in the attached RFP issued by Nevada County and the following Consultant Services:

- Civil Engineering
- Structural Engineering
- Mechanical & Plumbing Engineering
- Electrical Engineering
- Fire Sprinkler Engineering
- Cost Estimating
- Surveyor Services
- Geotechnical Services

Total Fixed Fee: **\$232,500 dollars**

Please sign and return one copy of this agreement as your authorization to proceed with the work and your acceptance of this agreement and keep another copy for your records.

This Agreement is entered into as of the date first written above.

Architect: Robert Wallis C 30915
Date: 01/09/2023
Signature: Robert Wallis, CEO



Owner/Client:
Date:
Signature: