



# RESOLUTION No. 21-264

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

**RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 2 TO THE PERSONAL SERVICES CONTRACT WITH ROBERT M. WALLIS DBA WALLIS DESIGN STUDIO FOR ARCHITECTURAL DESIGN SERVICES FOR THE ODYSSEY HOUSE RENOVATION PROJECT TO INCREASE THE MAXIMUM CONTRACT AMOUNT TO \$223,707, EXTENDING THE CONTRACT TERMINATION DATE TO DECEMBER 31, 2021, AMENDING EXHIBIT "A" SCHEDULE OF SERVICES TO ADD ADDITIONAL SERVICES REQUIRED ON THE SITE AND AMENDING EXHIBIT "B" SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE. (RES. 19-551, RES. 20-297)**

WHEREAS, on October 8, 2019, per Resolution 19-551 and July 14, 2020, per Resolution 20-297, the Nevada County Board of Supervisors approved the Contract and Amendment No 1 between the County and Robert M. Wallis dba Wallis Design Studio for Architectural Design Services for the Odyssey House Renovation Project; and

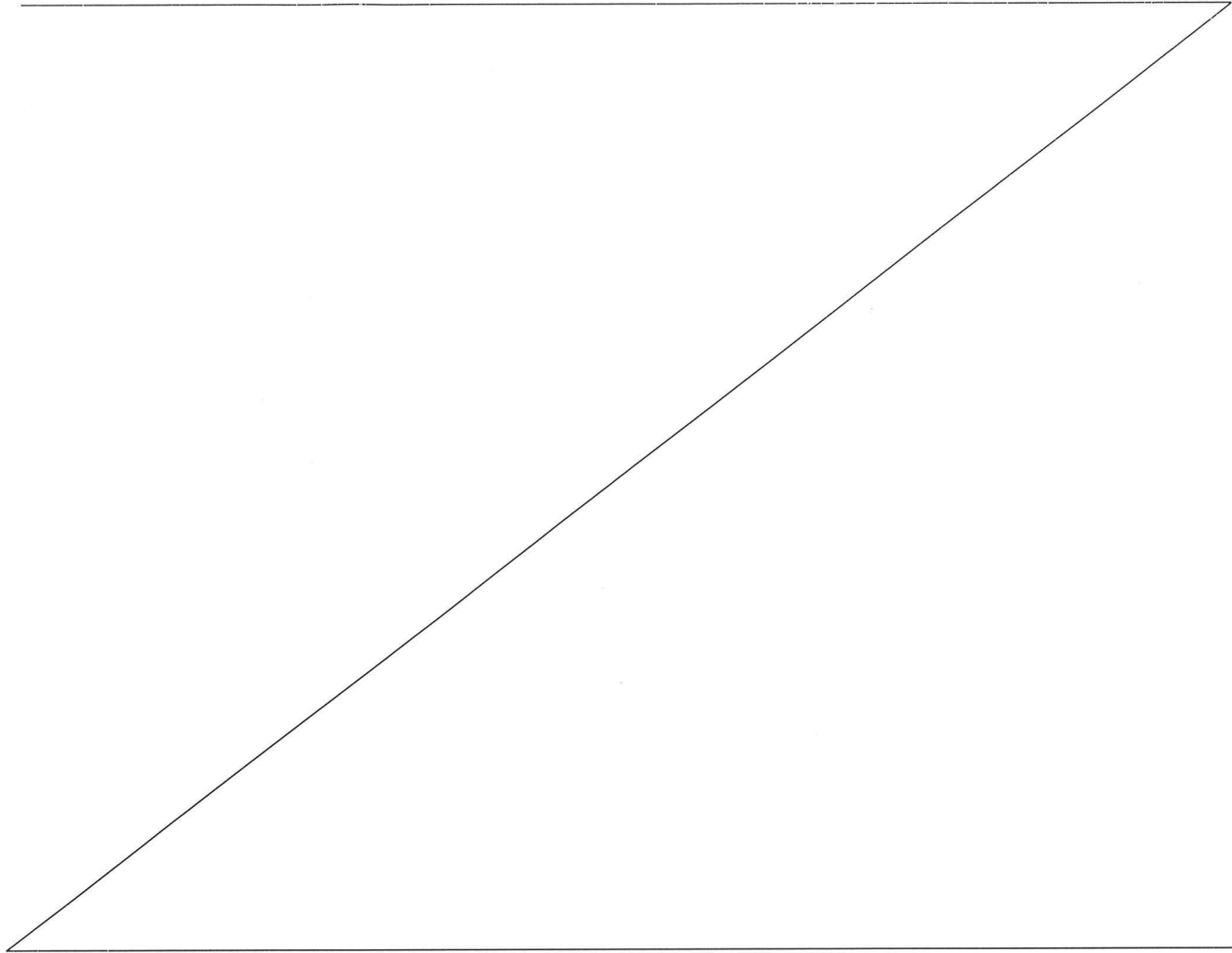
WHEREAS, during the demolition phase of the project unforeseen structural deficiencies along with unstable soil conditions were discovered which require significant engineering and design modifications beyond the original scope and term of the contract; and

WHEREAS, Robert M. Wallis dba Wallis Design Studio has the experience and ability to provide these services; and

WHEREAS, the additional services require an increase to the maximum contract amount to \$223,707 (an increase of \$46,532) and an extension of the Contract Termination Date to December 31, 2021; and

WHEREAS, funding for this project will be paid out of the Fiscal Year 2021-22 Housing and Community Services budget and will be budgeted in the 2021-22 fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Nevada County Board of Supervisors, of the County of Nevada, State of California, hereby directs that Amendment No. 2 to the Personal Services Contract with Robert M. Wallis dba Wallis Design Studio for Architectural Design Services for the Odyssey House Renovation Project located at 995 Helling Way, Nevada City, California, increasing the maximum Contract amount to \$223,707, extending the contract termination date to December 31, 2021, amending Exhibit "A" Schedule of Services to reflect the additional services to be provided, and amending Exhibit "B" to reflect the increase in the maximum contract price, be and hereby is approved in substantially the same form attached hereto, and that the Chair of the Board of Supervisors is authorized to execute Amendment No. 2 on behalf of the County of Nevada.



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 22nd day of June, 2021, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.  
Noes: None.  
Absent: None.  
Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Dan Miller, Chair

6/22/2021 cc: Housing\*  
AC\*  
RW\*

**AMENDMENT NO. 2 TO THE PERSONAL SERVICES  
CONTRACT WITH ROBERT M. WALLIS DBA WALLIS  
DESIGN STUDIO (RES. 19-551; RES. 20-297)**


**THIS AMENDMENT** is dated this 22<sup>nd</sup> day of June 2021 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 was subsequently amended on July 14, 2020, per Resolution 20-297.

**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 structural deficiencies along with unstable soil conditions on the site; 2) amend the Maximum Contract Price from \$177,175 to \$223,707 (an increase of \$46,532) for additional services; 3) extend the Contract Termination Date to December 31, 2021; and 4) 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 No. 2 shall be effective as of June 22, 2021.
- 2) That Section (§2), Maximum Contract Price, shall be changed to the following: \$223,707.
- 3) That the Contract Termination Date set forth at Section §3 is amended to the following: December 31, 2021.
- 4) That Exhibit "A", "Schedule of Services", shall be amended and replaced, as set forth in the amended Exhibit "A" attached hereto and incorporated herein.
- 5) That Exhibit "B", Schedule of Charges and Payments shall be amended to the revised Exhibit "B" hereto attached and incorporated herein.
- 6) 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:   
Dan Miller (Jun 22, 2021 14:42 PDT)  
Honorable Dan Miller  
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 programmatical 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 to include the following as needed;
  - a. Revised Civil design include rotation of building to minimize grading impacts, updating
  - b. grading and improvement plans, on site observation, project meetings, and agency approvals.
  - c. Revised Architectural design to incorporate building rotation, updated grades, deck design to minimize retaining walls, updated foundation and updated accessible improvements. Participated in onsite meetings and conducted agency coordination and approvals
  - d. Revise Structural engineering and plans for slab foundation on grade.
  - e. Revised Electrical site plan sheet per plan check comments.
  - f. Update cost estimate.
  - g. Revised Energy Calculations per plan check comments.
  - h. Revise Electrical, Mechanical and Plumbing plans to avoid gas upgrade.
  - i. Resurvey site following grading
  - j. Update civil plans to match final graded site.
  - k. Geotechnical engineering consultation and material testing services during design and construction of proposed improvements. Material testing services includes 10 site visits.
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 \$223,707:

<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	\$27,800.00
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	\$22,215.00
2. Structural Engineering	\$11,715.00
3. Mechanical and Plumbing Engineering	\$30,490.00
4. Electrical Engineering	\$14,545.00
5. Fire Sprinkler Engineering	\$3,850.00
6. Cost Estimating	\$9,900.00
7. Geotechnical Services	\$22,432.00
8. Landscape Architect	\$7,150.00
9. Surveyor Services	\$9,285.00
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 \$223,707.