

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winqest
District General Manager

FROM: Brad Underwood, P.E.
Director of Public Works

SUBJECT: Approve Amendment 5 for additional Architectural Services associated with the Recreation Center Men's and Women's Locker Room Remodel Project: 4899FF1202 – Fund: Community Services; Division: Recreation; Vendor: Ward-Young Architecture, in the amount of \$34,750; plus 10% contingency.

DISTRICT STRATEGIC PLAN: Long Range Principle 5 – Assets and Infrastructure

DATE: March 30, 2022

I. RECOMMENDATION

That the Board of Trustees makes a motion to:

1. Approve Contract Amendment 5 for additional architectural services associated with the Recreation Center Men's and Women's Locker Room Remodel Project – 4899FF1202 – Fund: Community Services; Division: Recreation; Vendor: Ward-Young Architecture, in the amount of \$34,750.
2. Authorize \$3,475 in contingency to account for unforeseen conditions, and authorize Staff to expend up to this amount if needed.
3. Authorize Staff to execute Amendment 5 based on a review by General Counsel.

II. DISTRICT STRATEGIC PLAN

Long Range Principle 5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation venues, facilities and services.

- Maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.

- Maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.
- Community Services Master Plan – Top Tier Recommendation

III. BACKGROUND

This project is a FY 2020/2021 Capital Improvement Project consisting of remodel to the downstairs men's and women's locker rooms at the District's Recreation Center. The existing locker rooms are original to the building and are reaching their useful life of 30+ years. Proposed improvements will include new tile, fixtures, and lockers with integrated security systems, as well as modifications to comply with current ADA Building and Fire codes. Ward-Young Architecture was hired in August, 2020, to complete the design and permitting.

In August, 2020, Amendment 1 was approved, adding design services for the Recreation Center's upstairs lobby restrooms.

Amendment 2 was created in April, 2021, for the Locker Room project, to add bidding and administrative assistance during project construction. At this time, supply chain delays in acquiring materials for the Lobby Restrooms project pushed its start date into October, 2021. The Locker Room project was put on hold so as to not impact the Recreation Center during the busy winter season. Amendment 2 was never approved.

Amendment 3 was approved in May, 2021, for the Lobby Restrooms project, to add bidding and administrative assistance during project construction.

Amendment 4 was approved in June, 2021, for the Locker Room project, to cover increased interior design services requested by the Board, creating material design boards for review and incorporating the resulting design changes into the bid documents.

A Final Design meeting was held on February 15, 2022 with the architect, IVGID Trustee Schmitz, and Engineering and Recreation staff. Specified design materials, including counter tops, lockers, partitions and ceiling tiles, were reviewed and incorporated into the bid documents.

The requested Amendment 5 is to provide for value engineering of locker placement/removal, adjustment of vanity, mirror, baby changing locations to improve flow, and bidding and administrative assistance during project construction.

The Locker Room project is currently out to bid.

A mandatory pre-bid meeting was held on March 10 with three contractors in attendance, and bids are due on March 22. One Addendum, clarifying locker finishes, work sequence, access and staging, was issued on March 16, 2022.

In accordance with Board Policy 3.1.0., 0.15, Consent Calendar, this item is included on the Consent Calendar, as it is routine business of the District and within the currently approved District Budget.

IV. BID RESULTS

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute 332.115.

V. FINANCIAL IMPACT AND BUDGET

The Recreation Center Locker Room Remodel Project (CIP 4899FF1202) is included in the FY 2021-22 CIP Budget, with a total project budget of \$780,000 (Attachment B). Sufficient funds are available in the project account to cover the cost of Amendment 5 (\$34,750) and the recommended contingency (\$3,475).

The following table outlines the Architect's contract fees for both the Recreation Center Lobby Restrooms and the downstairs Locker Room Remodel projects.

Contract	Fee
Original Short Form Agreement for architectural services on the Locker Room Project, only.	\$40,222
Amendment 1 added architectural services for the Lobby Restrooms Project.	\$16,237
Amendment 2, not used; Locker Room Project put on hold.	0
Amendment 3, Lobby Restrooms Project; bidding and administrative assistance during project construction.	\$20,487
Amendment 4, Locker Rooms; increased interior design services	\$17,000
Draft Amendment 5, Locker Rooms; value engineering, bidding and administrative assistance during project construction.	\$34,750
Total Contract, Lobby Restrooms and Locker Room Remodel projects	\$128,696

Approve Amendment 5 for Additional Architectural Services associated with the Recreation Center Men's and Women's Locker Room Remodel Project: 4899FF1202 – Fund: Community Services; Division: Recreation; Vendor: Ward-Young Architecture, in the amount of \$34,750; plus 10% contingency.

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March 30, 2022

VI. ALTERNATIVES

Do not approve this Addendum request and put the project on hold.

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

Attachments:

- A – Draft Amendment 5 with Ward Young Architects
- B – CIP 4899FF1202 Data Sheet

**Amendment 5
to SHORT FORM AGREEMENT dated August 20, 2020
between
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
and
WARD-YOUNG ARCHITECTS
for PROFESSIONAL SERVICES**

This Amendment No. 5 to the Short Form Agreement dated August 20, 2020 (“Amendment”) is made and entered into as of **date** by and between the Incline Village General Improvement District (“District”) and Ward-Young Architects, a California corporation (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

Recitals

- A. **Original Agreement.** On August 20, 2020, the Parties have entered into a Short Form Agreement for design of the Recreation Center Locker Room Remodel project (“Original Agreement”), which is incorporated herein by reference as if fully set forth herein, for the purpose of District retaining Consultant to provide the Services set forth therein.
- B. **Amendment Purpose.** District and Consultant wish to amend the Original Agreement to include additional District-requested design changes, bidding and construction administration. Architectural services are fully described in Attachment A, Consultant’s construction phase services proposal dated March 11, 2022 (“Additional Services”).

Amendment

Now therefore, the Parties hereby modify the Original Agreement as follows:

- 1. **Definitions.** All capitalized terms used in this Amendment not defined in this Amendment shall have the same meaning as set forth in the Original Agreement if defined in the Original Agreement.
- 2. **Services.** In exchange for the additional Compensation set forth below, Contractor shall provide the Additional Services under the schedule set forth in Attachment A as applicable. Except as otherwise provided in this Amendment, the Additional Services shall be included with the scope of the Services under the Agreement.
- 3. **Compensation:** Amount of Compensation for this Amendment will be Thirty-Four Thousand Seven Hundred Fifty Dollars (\$34,750), with payment to Contractor per Article 6 of the Original Agreement.
- 4. **Continuing Effect of Agreement.** All provisions of the Original Agreement otherwise remain in full force and effect and are reaffirmed. From and after the date of this Amendment, whenever the term “Agreement” appears in the Original Agreement, it shall mean the Original Agreement as amended by this Amendment.
- 5. **Adequate Consideration.** The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations

they have undertaken pursuant to this Amendment.

- 6. Severability. If any portion of this Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

OWNER:
INCLINE VILLAGE G. I. D.
Agreed to:

CONTRACTOR:
Ward Young Architecture
Agreed to:

By: _____
Brad B. Underwood, P. E.
Director of Public Works

By: _____
Signature of Authorized Agent

Print or Type Name and Title

Date

Date

Reviewed as to Form:

Joshua Nelson
District General Counsel

If Contractor is a corporation, attach evidence of authority to sign.

Date

March 11, 2022

ATTACHMENT A

Mrs. Bree Waters
District Project Manager
IVGID
Incline Village, NV

Re: IVGID Locker Room Project
Architectural Services Amendment #5
Locker Room Remodel Construction Phase Services

TIM WARD, Architect, A.I.A.
Principal
LARRY YOUNG, Architect, A.I.A., A.I.C.P.
Principal
ROBERT HECK, Architect, A.I.A.
Principal
DON FULDA, Architect, A.I.A.
Principal
TED BROBST, Architect
Principal
MIKE MUSSANO, Architect, A.I.A.
Principal
RON LARKINS, Architect
Sr. Associate

Dear Bree,

This amendment provides for increased architectural services to include owner requested design changes, bidding, and construction administration to the services described in the Short Form Design Agreement, dated August 20, 2020, for the Alteration and Remodel of the Locker Rooms at the IVGID Recreation Center.

Architectural Services for the project will now include bidding and construction phases as previously described as Additional Services in Attachment A, dated August 12, 2020. Services will also include revising the permit drawings to reflect changes requested at the 2/8/2022 project meeting, preparation of materials sample board and rendering of changes, and resubmittal of the bid drawings to the building department. These budgets are based on projected time involvement for both Ward-Young Architects and the mechanical, plumbing, and electrical engineers.

Schedule:

Services to be provided through the completion of the construction phase in October 2022.

Compensation:

Increase the total design fee estimate by \$34,750 to include these services and as described in Attachment A, dated August 12, 2020, will be invoiced on a Time and Expense Basis in accordance with the original agreement. These fees can be roughly broken down as follows:

Drawing changes, color board, and permit resubmittal	\$ 12,100
<u>Bidding and Construction Phase</u>	<u>\$ 22,650</u>
Total amendment #1 Estimate	\$ 34,750

Sincerely,

WARD-YOUNG ARCHITECTS
a California corporation



Ron Larkins, Architect #8374
Principal



Project Summary

Project Number:	4899FF1202
Title:	Rec Center Locker Room Improvements
Project Type:	D - Capital Improvement - Existing Facilities
Division:	99 - Rec. Admin.
Budget Year:	2021
Finance Option:	
Asset Type:	FF - Furniture and Fixtures
Active:	Yes

Project Description				
Renovate men's and women's locker rooms at the Rec Center. Improvements will include new tile, fixtures, lockers, ceiling tile, etc.				
Project Internal Staff				
Engineering staff will select an Architect to prepare construction documents for proposed improvements. During design, Rec Center staff will provide feedback on proposed designs. Construction to be completed by a licensed contractor. Construction management to be provided by Architect and IVGID staff.				
Project Justification				
The locker rooms are showing their age and have fallen below IVGID's standard of service. Lockers to be replaced by modern units with an integrated security system for safety and ease of use. The new material should be designed to last many years, be easier to clean, and prevent rusting and mold/smell in the facility. The built-in locking/security system advantage is that it prevents vandalism and theft of members/guests' personal items as they do not have to remember their own lock. New tile and fixtures will help modernize the facility. Potential funding source: included in annual budget depreciation that sets user fees and Rec Fee allotment.				
Forecast				
Budget Year	Total Expense	Total Revenue	Difference	
2021				
Design	60,000	0	60,000	
Year Total	60,000	0	60,000	
2022				
Construction Management	60,000	0	60,000	
Construction Reserves	60,000	0	60,000	
Placeholder - Construction	600,000	0	600,000	
Year Total	720,000	0	720,000	
	780,000	0	780,000	
Year Identified	Start Date	Est. Completion Date	Manager	Project Partner
2021			Engineering Manager	