JKAE
architecture + interiors + engineering

PROPOSAL FOR ARCHITECTURAL / ENGINEERING SERVICES
DESIGN DEVELOPMENT THROUGH CONSTRUCTION ADMINISTRATION

CLIENT:	Housing Authority of the City of Reno	**DATE:**	September 16, 2026
ATTN:	Hilary Lopez, Ph.D., Executive Director	**PROJECT:**	Reno Avenue
MAILING:	1525 E. 9th Street, Reno, NV 89512	**LOCATION:**	440 Reno Avenue, Reno, NV
EMAIL:	ngarcia@renoha.org	**APN:**	011-262-30

Thank you for contacting JKAE regarding your project. We are well qualified to consult on this project and have similar project experience and design expertise that will complement your project with a unique solution for your goals. Per RHA request, this proposal for subsequent project phases has been broken out separately from the Schematic Design phase. This proposal scope and fee is valid for 90 days after the completion of SD. If future phase authorization comes later than that, a proposal/fee revision may be necessary.

PROJECT BACKGROUND & OBJECTIVE (AS PROVIDED BY CLIENT)

PROJECT NARRATIVE

The Reno Avenue Development ("Reno Avenue") is a proposed new construction family apartment community to be located at the northwest corner of West Taylor Street and Salazar Lane in Reno (APN: 011-262-30). The 42-unit development will provide a safe, energy efficient, high-quality housing option to the community at a price affordable to low-income and very low-income residents. Every aspect of the development, floor plans, community facilities and outdoor spaces, as well as this ideal West Reno location, are designed to specifically fill a gap of housing needs not being met for low-income households in Northern Nevada. The development of Reno Avenue will involve the demolition of two vacant single-family homes and a daycare center.

The Reno Avenue Development is being developed by Truckee Meadows Affordable Housing ("TMAH"), the non-profit instrumentality of the Housing Authority of the City of Reno ("RHA"), a public housing authority dedicated to sustainably developing, owning, and operating essential affordable and public housing.

PROPERTY DESCRIPTION

Reno Avenue will consist of 42 one- and two-bedroom apartment units in three residential buildings and 42 parking spaces. Located within a historic neighborhood, the project will be thoughtfully designed to respect and complement the architectural character of the surrounding area while introducing new, high-quality housing opportunities. The building will be finished primarily with a brick façade, stucco, and planked siding.

The unit mix is as follows: Unit Type	#	%	SF
1-bed/1-bath	18	43%	623
2-bed/1-bath	24	57%	842
Total	42	100%	31,422

Reno Avenue will feature a mix of family-oriented units with modern layouts, energy-efficient appliances, and durable finishes that promote long-term sustainability. The apartment units will be outfitted with dishwashers, and ample cabinet and closet storage. Interior finishes will include wood cabinetry, hardstone countertops and vinyl plank flooring.

Reno Avenue will be built to fully comply with the Energy Star requirements outlined in the 2026 Qualified Allocation Plan (QAP). The development team is incorporating Energy Star–certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency. This includes meeting standards for building envelope performance, heating and cooling systems, ventilation, appliances, and lighting.

Interior Amenities: The property will include an onsite management and leasing office, computer area, and exercise room. The site will also offer energy efficient air conditioning. Property management and maintenance staff will be onsite. There will be a no smoking

policy within 25 feet of any development building. Security features at the property will include self-locking door mechanisms, a project surveillance system, and access controls for both units and common areas.

Outdoor Amenities: Reno Avenue will provide a shared barbeque and picnic area that encourages gathering and social interaction, as well as a dedicated children's play area with a play structure and onsite parking.

DESIGN CONSIDERATIONS

- Project Energy Standards: The development team is incorporating Energy Star–certified building practices, materials, and systems into all phases of design and construction to ensure high energy performance and long-term operational efficiency.
- Fair Housing Act and Section 504 of the Rehabilitation Act of 1973: This project is utilizing federal funds that require compliance with the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973.
- Build America Buy America Act (BABAA): RHA has applied for additional federal funding that would allow for the development of 42 units. These federal funds would require the project to be compliant with the Build America Buy America Act.
    - Compliance Framework: This project is funded in whole or in part by federal dollars subject to the Build America, Buy America Act (BABAA). All iron, steel, manufactured products, and construction materials used on the project must meet BABAA domestic content requirements. Compliance is a shared responsibility of the design team and the CMAR, built into the project process from the start of design through construction closeout.
    - Design Phase: The CMAR is engaged during design to review product specifications against domestic availability before they are finalized. This prevents the most common compliance problem — specifying a product with no compliant domestic source — and avoids costly redesign or waiver requests during construction. The CMAR and design team jointly develop a BABAA Compliance Plan, identifying every iron, steel, manufactured product, and construction material subject to the Act, along with confirmed domestic sources for each. As design progresses, the CMAR flags any product or system where domestic sourcing is uncertain. Where a federal waiver is genuinely required, it is identified and initiated during design — not discovered mid-construction.
    - Construction Phase: Product substitutions are handled as a joint review. No BABAA-covered product may be substituted without written concurrence from the Owner, CMAR, and JKAE, and any substitution must be accompanied by documentation confirming the proposed product meets domestic content requirements. If a specified product becomes unavailable or creates a schedule or cost issue, the CMAR raises it early and the team works through it together, documenting the decision and its compliance basis. A single shared compliance log is maintained from design through closeout, and BABAA compliance is a standing agenda item in all OAC meetings.
    - Responsibility Allocation: The CMAR is responsible for procurement sourcing, material certifications, and compliance documentation for all purchased items. JKAE is responsible for specification compliance within the construction documents. Each party warrants their own scope. A final BABAA Compliance Certification, signed by the CMAR, is required as a condition of substantial completion and final payment. The Owner retains the right to audit sourcing records, invoices, and certifications at any time during or after construction.

PROPOSAL

To achieve your goals, we envision the following phases of service to **Imagine, Design and Build** your vision into reality. JKAE proposes providing the following Design Development through Construction Administration services only based on our understanding of the project:

DESIGN TEAM

- Architecture: JKAE
- Civil Engineering: JKAE
- Structural Engineering: JKAE
- Mechanical and Plumbing: SGF Engineering
- Electrical Engineering / Low Voltage: Jensen Engineering, Inc.
- Landscape: LA Studio

SCHEMATIC DESIGN

Completed under separate agreement.

DESIGN DEVELOPMENT

Upon the Client's approval to proceed, JKAE will review and incorporate the Client's feedback from the Schematic Design phase and further develop the design accordingly. The Design Team will prepare Demo Plans, Site Plans, Floor Plans, Exterior Elevations, Interior Elevations of Main Spaces, Site Sections, a Roof Plan, a Conceptual Landscape Plan, a 3D computer massing model and outline specifications. The Design Team will also develop preliminary descriptions of exterior materials, structural systems, and mechanical

systems. JKAE will meet with the Client to review the developed design, discuss the project's progress, and receive feedback prior to proceeding to the next phase.

Civil Engineering

The Design Development phase will include one submittal package. This scope of services includes preliminary site, grading and utility plans. During this phase coordination will take place with DC Engineering and Jensen Engineering to determine the scope and location of improvements necessary for power infrastructure to serve the subject site.

CONSTRUCTION DOCUMENTS

This scope of work includes the preparation of architectural and structural engineering documents required for construction and plan review by the local building department. These services will support the permitting and approval process and provide the construction documents necessary for project implementation. JKAE will coordinate with the selected General Contractor during preconstruction, including updates to the project schedule, phasing, cost estimates, allowances, alternate pricing, and unit pricing. Mechanical, electrical, and plumbing (MEP) systems, as well as book specification and a BABAA compliance plan will be provided by JKAE's consultants.

Design team acknowledges that Book Specifications will be required for Client to pursue lender approval.

Civil Engineering

The Construction Documents phase will include one submittal package. Construction documents will include a general notes sheet, demolition plan, site plan, grading plan, utility plan, plan & profile, hydrology display, erosion control plan, and construction details. Based on preliminary research, water and sewer connections will be made utilizing existing infrastructure within Reno Avenue, the alleyway, and West Taylor Street. Some of these existing utilities will be relocated for the proposed site layout, while other existing utility lines will be reconstructed in place as they are significantly aged and beyond their useful lifespan. Power and gas infrastructure will be coordinated with DC Engineering and shown graphically on the civil construction documents for location purposes only, while the design of these facilities will be addressed through DC Engineering and NV Energy. JKAE will prepare an on-site Drainage Report and Sanitary Sewer Report for the project to be utilized for submittal to all necessary reviewing agencies.

AGENCY REVIEW

In this phase, we will assist the Client in processing necessary documents for agency approvals, and we will address questions, comments, and/or coordinate items stemming from agency plan review. This will include formal written responses to specific comments as well as revisions to the construction documents. This scope of work will be billed on a time and materials basis with a not-to-exceed allowance. This allowance is an estimate only. Client shall be given written notice if the fee amount will exceed the estimated allowance.

Truckee Meadows Water Authority (TMWA) Submittal

This scope of services includes plan preparation and submittal to TMWA for new domestic water, irrigation and fire suppression services. A new main is anticipated to be constructed running through the alleyway, which will then have service laterals to the proposed building locations. This scope of services will also include attendance at the mandatory pre-construction meeting. Adding backflow prevention devices to any existing water services that are going to remain in-use and currently do not have them on the site will be covered under this phase. This will satisfy TMWA and Health Department code requirements.

NV Energy Submittal

NV Energy submittal for gas and power will be addressed by DC Engineering, a subconsultant hired directly with the Client and not a part of JKAE services. This submittal process will *not* be covered under JKAE scope of services.

City of Reno Development Services Review

We will assist the Client in processing necessary documents for Planning, Engineering, and Building Department approvals, and we will address questions, comments, and/or coordinate items stemming from plan review. This will include formal written responses to specific comments as well as revisions to the construction documents.

BIDDING / GMP

The Client will select a General Contractor for the project. JKAE will assist the General Contractor with bid questions and coordination for obtaining final bids. This phase will occur simultaneously through the design phase process and collaboration with the General Contractor toward the best value approach for your solution.

CONSTRUCTION ADMINISTRATION

Throughout the course of construction, we will provide review of the progress of the work on a timely basis. A part of this phase is to review the work to see that it generally conforms with the intent of the plans and calculations. JKAE does not act as a legal building inspector, nor interfere in the means and methods of construction that the general contractor would employ. This phase of work would be to provide written responses to the contractor regarding any engineering or architectural issues or information requests. These may include correspondence for the benefit of the Building Department should they require approvals for any work performed.

ADDITIONAL SERVICES AS REQUESTED

JKAE will provide additional services and/or assistance as you, or your consultants may reasonably request. These services include, but are not limited to design change requests, coordination with consultants, or assistance with government agencies and processing the drawings/documents for entitlements, variance, building permit, any/all revisions that occur following permit submit, etc. These additional services, which are not included in other phases as described herein, would be compensated on a Time and Materials (T&M) basis.

QUALIFICATIONS

1. JKAE will:
    a. Provide the required design information and drawing exhibits for the Client to process and attain all required project construction permits.
    b. Aid in preparing utility application(s); Client to coordinate with respective agencies.
    c. Perform at a minimum code required and as requested and/or professionally needed site observations during construction.
    d. Not be responsible for any inspections. All required verified testing, inspection, and commission to be performed by independent third-party qualified inspector(s).
2. Client shall provide:
    a. All survey related items, including but not limited to boundary, topographic mapping, easement relinquishments, and other mapping related items. The topographic survey has been provided by the Client and was completed by others.
    b. A Geotechnical Report or any other required pre-construction environmental reports. The Geotechnical Report has been provided by the Client and was completed by others.
    c. Hazardous materials assessment and abatement, and mitigation specifications.
    d. Payment of all related applications, permit, agency, and filing fees directly to agency
    e. Compensation to JKAE for any/all changes the contractor makes to contract documents that require reengagement of the design team for coordination and permit revisions. Such costs may be subject to reimbursement to the owner, outside of JKAE's engagement.
    f. Consistent communication during construction of any/all contractor requests, changes, costs, etc. JKAE to review and provide feedback whether such requests are legitimate, fair and/or recommended.
3. Additional services, if needed/required:
    a. Any changes in scope of work, program, schedule or budget
    b. Interior design services; including selection of interior finishes, plumbing fixtures, colors, light fixtures, or furnishings.
    c. Changing from single phase to multiple phases to facilitate construction
    d. Scope and/or value engineering changes by Owner, General Contractor and/or design-build subcontractors following approval of Preliminary Plans
    e. Record drawings
4. Reimbursable items:
    a. Additional printing and plotting costs outside of scope
    b. Postage or shipping costs
    c. Any items requested of Client outside of scope

PROJECT SPECIFIC ASSUMPTIONS

1. There are several adjacent properties that encroach into the Client's property. Resolutions to these issues will be addressed by the owner. Any survey services needed to complete this will be billed separately with additional fees.
2. There are several existing utilities that run through the subject parcel and serve the adjacent properties. These include but are not limited to sewer, gas, water, phone and power lines. While efforts have been underway to understand the extent of these utilities, there are still unknowns that remain and may not be fully realized until construction takes place. Utility design will be conducted to the best of JKAE's ability with the information provided from the Client, local AHJ, and surface evidence in the field. In the event of unknown utilities being discovered during construction, JKAE will work with the team to come up with a solution as efficiently as possible. This work will fall under the Construction Administration scope of services and will adhere to the billing procedures laid forth in that section.

3. A geotechnical report has been provided for the project and will be used to establish design requirements. If any special foundation design requirements are triggered then this effort shall be evaluated.
4. Project site appears to be an allowed use and will be submitted through a standard building permit process under a single permit submittal package.
5. Project will pursue ENERGY STAR Certification as required by Client. Client has retained a third-party consultant who will assist with testing, energy calculations, and certification.
6. Street frontage improvements will be required along Reno Avenue and West Taylor Street to include driveway approaches, new sidewalk, and landscaping within City right-of-way.
7. Existing sanitary sewer lines owned and maintained by the City of Reno have been discovered to be in disrepair and in need of replacement within Reno Avenue and W Taylor Street. During preliminary meetings with the City, it was mentioned that cost-sharing and City replacement of these sewer lines was going to happen. Coordination efforts with City staff will take place to further coordinate that scope of work and timing so that it coincides with the proposed project. Any off-site sewer replacement is excluded from this scope of work and will be an additional service.
8. Project excludes:
    a. Design of audio/video systems
    b. Renewable energy systems, solar and hot water heating, and electric vehicle charging system design
    d. Engineering technical reports attesting to hydrology, drainage, flooding
    e. The design, engineering and calculations of all site stability/retaining rockery walls structures
    f. Services related to construction means and methods (i.e. shoring)
9. Client's CMAR will provide:
    a. Cost estimates during Construction Documents phase
    b. Reviews for constructability and systems/materials selections, and BABAA compliance/sourcing planning support

FEE | SCHEDULE

In consideration of the above referenced services, JKAE shall be paid on a Time and Materials (T&M) or Fixed Fee basis per the following estimates, however they do not represent a guaranteed maximum. Fee estimate is valid for 30 days from date of this proposal and will be reevaluated if this time has passed. Services are to be paid and scheduled per the following (schedule is estimated and contingent upon return of executed proposal):

PHASE	BASIS	TOTAL Fee	ARCH JKAE	STRUCT JKAE	CIVIL JKAE	M/P/FS SGF	ELECT JENSEN	LAND LA STUDIO	ESTIMATED SCHEDULE
Design Development	Fixed Fee	**$151,959**	$85,109	$21,900	$21,917	$11,233	$10,800	$1,000	6 weeks
Construction Documents	Fixed Fee	**$297,757**	$160,257	$43,800	$43,833	$22,467	$21,600	$5,800	8 weeks
Agency Review	T&M, Est.	**$101,306**	$66,456	$7,300	$25,000	$1,800	-	$750	TBD
Bidding/Negotiations	Fixed	**$50,653**	$44,203	$4,300	-	$1,200	-	$950	4 weeks
Construction Administration	Fixed	**$253,265**	$184,615	$30,700	$15,000	$12,900	$8,800	$1,250	15 Months
TOTAL		**$854,940**	$540,640	$108,000	$105,750	$49,600	$41,200	$9,750	

Construction Administration Note: Construction Administration fee is based upon a 15-month construction schedule. If the duration/schedule continues beyond the allotted timeframe, services will be billed on a Time & Materials basis.

At the completion of each phase JKAE will provide a deliverable for client review and sign off. This deliverable is intended to summarize programmatic and design direction of the current phase. JKAE requires the client to sign off on each phase deliverable after reviewing. Should the client request programmatic or design direction changes after such sign off, JKAE will inform client in writing if there are any schedule or design & engineering fee adjustments required to implement the changes.

CONSULTANT FEE BREAKDOWN NOTICE

Any consultant fee breakdowns included in this proposal are provided for informational and budgeting purposes only. JKAE invoices services based on the percentage of completion for each project phase, in accordance with our standard billing practices. While consultant work efforts and schedules may vary throughout a phase, invoicing will reflect amounts consultants have invoiced JKAE for services rendered. JKAE remains committed to maintaining transparency and coordination with the project team throughout the duration of the project.

BILLING PROCEDURES

Billing will occur monthly for work and expenditures from the previous month. Invoices will be sent out within the first two weeks of each month and are due and payable in full upon receipt. Accepted forms of payment are ACH or check only. Invoices become late at thirty (30) days from the date of invoice. Late charges accrue at a rate of 1.5% per month beginning 30th day from date of invoice. Payments received will be applied to any finance charges first before being applied to any outstanding invoices. Please remit all payments to: JKAE, 11661 Blocker Drive, Suite 220, Auburn, CA 95603

FORM OF AGREEMENT

We will work with the Housing Authority of the City of Reno to execute an AIA Contract based on our proposed scope, schedule, and fee.

Thank you for considering JKAE. We appreciate the opportunity to be of service.

Sincerely,
JKAE

Chris Vicencio, Partner, NV License #7836

Kristy Van Zant, Associate Principal

2026 HOURLY RATE SCHEDULE

Partner	$255.00
Principal	$240.00
Associate Principal	$225.00
Director	$210.00
Senior Project Manager	$200.00
Senior Structural Engineer	$200.00
Project Manager	$190.00
Senior Project Architect	$190.00
Senior Lead Designer	$190.00
Senior Project Engineer - Structural	$185.00
Senior Civil Engineer	$185.00
Lead Designer	$185.00
Project Architect	$175.00
Project Engineer	$175.00
Specialist	$170.00
Designer III | Project Leader	$160.00
Engineering Assistant	$150.00
Designer II | Job Captain	$140.00
Designer I	$125.00
Senior Studio Assistant	$120.00
Designer	$110.00
Studio Assistant	$ 95.00
Intern Designer (Part-time)	$ 65.00

Consultant Services	cost plus 10%
Reimbursable Expenses	cost plus 15%
Mileage	current federal rate

Rates subject to change annually