



Date: June 17, 2026

Staff Report Author and Title: Joshua White, Facilities Program Manager, Nevada County

Title: **Amendment No. 1 to CONTRACT NO. 2026-03 with Jordan Knighton Architects, Inc. (JKAE)**

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**Recommended Action:** Approve Resolution 2026-08 approving Amendment No. 1 to the Professional Services Contract NO. 2026-03 with Jordan Knighton Architects, Inc. (JKAE) for Phase 2 architectural design and engineering services for the New Truckee Regional Library Project and authorizing the Chair of the Board to execute the amendment.

**Discussion:**

On March 18, 2026, the Truckee Library Joint Powers Authority approved Resolution 2026-03, authorizing a Professional Services Contract with Jordan Knighton Architects, Inc. (JKAE) for Phase 2 architectural design and engineering services for the New Truckee Regional Library Project. The contract includes Design Development, Construction Documents, Agency Review, and Bidding Services necessary to advance the project to a shovel-ready state.

Under the current contract's Schedule of Charges and Payments, payments are tied to the completion and approval of specific project milestones. As the design team has moved forward in recent months, both the JPA contract administrator and JKAE have identified and are recommending a contract administration improvement allowing monthly invoicing based on the percentage completion of work within each milestone.

Amendment No. 1 revises Exhibit B, Schedule of Charges and Payments, to allow JKAE to submit invoices no more than monthly for work completed, with progress tracked by percentage complete within each established milestone, mirroring the format for the Phase 1 design contract. All invoices will continue to be reviewed and approved by the JPA Contract Administrator prior to payment. The amendment does not modify the scope of work, contract term, milestone values, contingency amount, or total not-to-exceed contract value of \$1,427,131.

Allowing monthly progress billing will provide improved visibility into project progress, better align payments with services performed, and support effective contract administration throughout the design process.

There is no fiscal impact associated with this amendment.

**Attachments:**

Exhibit A – Amendment #1 to Contract No. 2026-03 with Jordan Knighton Architects (JKAE)

Exhibit B – JKAE Design and Engineering Services – New Truckee Regional Library Contract No. 2026-03

Exhibit C – Resolution 2026-08