

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

July 18, 2016

City of Kalama
Attention: Adam Smee
195 N. First Street
Kalama, WA 98625

Re: **Kalama Police Needs Assessment**
Project Number: 2160247.01

Dear Adam:

Mackenzie appreciates this opportunity, and we are pleased to present to the City of Kalama the following scope of services and fee proposal for preparing the needs assessment for the Kalama Police Department.

Mackenzie separates itself from other architecture/engineering firms through our multi-disciplined approach. Our professional staff of in-house architects, interior designers, landscape architects, land use planners, and civil and structural engineers specializes in public projects, with an emphasis on Police, Fire, and City Hall Facilities, having completed projects for over 20 police agencies, including recently constructed facilities for the cities of West Linn and Canby, Oregon, as well as ongoing work with the City of Albany. Our specialized multi-disciplined team is uniquely suited to provide a comprehensive service to our clients.

We have prepared the following scope and fee proposal for professional services based upon our understanding of the Needs Assessment as determined through our conversation with you on May 3, 2016. It is anticipated that our services will primarily include architectural and land use planning services performed by our in-house staff. In addition to these services, Mackenzie has included cost estimating services provided by our sub-consultant, Construction Focus, Inc, and Funding Advisory provided by our sub-consultant, SDAO Advisory Services, as part of our basic services described in this scope and fee proposal.

Jeff Humphreys – Project Principal
Kim Doyle – Project Manager and Point of Contact
Adam Olsen – Architecture
Todd Johnson – Land Use Planning
Steve Gunn – Cost Estimator (Construction Focus, Inc.)
David Ulbricht – Funding Advisory (SDAO Advisory Services)

BASIS OF DESIGN

Our understanding based on our site walk on May 3, 2016, is that the police department is currently working out of a temporary facility that does not meet their current needs. The City is interested in evaluating three (3) sites for possible development of a new police facility.



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Beyond these tasks, we have outlined additional services that the City may want to consider to better understand the cost impacts of the project through the development of conceptual exterior design options.

Upon completion of the scope of work, Mackenzie will compile the information and documentation developed in the selected steps into a draft summary letter for review and approval by the City.

SCOPE OF SERVICES

Task 1 – Project Kick-off Meeting

1 week

Upon notice to proceed, Mackenzie's design team will schedule a kick-off meeting. At this meeting, we will review project goals, objectives, budget, work scope, schedule, roles and responsibilities and identify key stakeholders. We will distribute and review the material to be used in Task 3: Site Selection, to ensure that all parties clearly understand their roles. Following this meeting, meeting minutes will be distributed to the City project team and the full design team.

Task 2 – Programming

2 weeks

The objective of the programming task is to review and summarize both current space utilization and staffing levels and provide recommendations on required space and sizes based on a 20-year growth projection. We will hold interviews with key staff from each department to assess the needs and projected growth of each. Questionnaires distributed by Mackenzie at the kick-off meeting will serve to frame these interviews. From the information gathered through the interviews, the Design Team will develop a draft program. The program will be an itemization of every room or area and staff size. It will note current room sizes and staffing levels, projected needs for staff increases, and room and quantity and sizes needed at initial move-in as well as at the end of the determined growth period. Notation of special needs for rooms will be listed as required, including adjacency requirements. Upon completion of the draft program, the design team will distribute to the City for review.

In addition to space needs recommendations, specifics regarding operations and department culture will be discussed to validate the approach to planning the facility. The outcome of this task will be a final document that clearly identifies the required programmatic building and site elements necessary to complete the project. Included within this document will be the required space sizes and adjacencies, public and secured parking needs, and a summary to describe the total building and site area needed to accommodate the desired project program. Upon completion of the task, we will review with the City staff to incorporate any comments, and upon approval, proceed to the next task.

Task 3 – Site Selection

3 weeks

Upon completion of the programming effort, Mackenzie will assist the City in evaluating the sites currently owned by the City for potential placement of the new Police facility. We will also determine how the established building and site program can be configured on each site.

As part of this task, Mackenzie will work with the City to develop detailed site selection criteria to allow an objective review and ranking of up to three potential sites. A comparison matrix will be developed and utilized to measure a combination of site selection factors and criteria developed by the City. Such criteria may include, but are not limited to, the following: site access, public presence and compatibility with neighborhood, centralized location, site development costs, property availability, expansion opportunities, and the ability to meet the program requirements.



Based on the established evaluation criteria, the design team will analyze each of the proposed sites to determine which criteria parameters can most likely be met. Upon completion of this evaluation, each site selected will undergo further investigation to develop a preliminary site plan layout, describing potential building placement, anticipated access point(s) and parking for public and City staff.

Based on a preliminary investigation, each site will be evaluated based on the feasibility and suitability of the particular site as it pertains to development of the Police Station. Upon completion of the site evaluation, we will review the findings with the City and project stakeholders to determine a preferred site for potential development.

Task 4 – Site Plan Design & Concept Floor Plan

3 weeks

Upon completion of the preferred site, we will develop a concept site plan and floor plan design layout to further refine the building organization, layout, and footprint; site access, public, and secure parking; and primary site characteristics. The conceptual design will include one rendered site plan, exterior building perspective, and narrative describing the potential design materials, building systems, and characteristics.

Based on approved concept design, information will be compiled and provided to the Design Team's cost estimator for construction cost preparation for facility and site development. In conjunction with construction cost development, Mackenzie will evaluate and prepare cost forecasts for potential consultant cost including architectural/engineering fees, construction management fees, special inspection, arborist, geotechnical engineering, surveying, etc. Additionally, Mackenzie will work with the City to evaluate and compile potential owner costs, including furniture, fixtures, and equipment (FF&E), lockers and shelving, moving costs, permit fees, TIF and SDC fees, and potential bond fees, if applicable.

A final cost matrix will be prepared outlining total project costs including the construction cost estimate and consultant and owner costs for development of the new facility. At the conclusion of this effort, the design team will meet with the City staff to review the estimate and incorporate comments received.

Task 5 – Final Report

1 week

In this task, we will develop the final report.

- Develop draft report. The draft report will include the following sections:
 - Overview/Scope
 - Executive Summary
 - Program
 - Site Evaluation
 - Building Character
 - Cost Forecast
 - Next Steps
- Forward to City staff for review and comment.
- Incorporate City staff comments and finalize report.
- Issue 6 hard copies and an electronic format for future printing.
- We will make ourselves available to present to City Council if desired.



Deliverable: 8.5x11 bound report with major deliverable from each task noted above and supplemental text and graphics to summarize scope and efforts of this study.

Task 6 – Public Outreach

2 weeks

In this task, we will aid the City with public outreach. We suggest having two town hall meetings to provide information to participants and elicit input for the proposed development. The meetings will have the same content but provide two different opportunities for citizens to participate. In the meetings, we will provide an overview of the current and long term needs for the police department and walk the participants through the evaluation of proposed sites and the one selected by the City for development.

SCHEDULE

Our team is available to begin work immediately following contract approval and notice to proceed. Based on the above scope of base services, we estimate the total duration of this effort to be approximately twelve weeks.

ALTERNATE SERVICES

Alternate Service No. 1 – Alternate Funding Options

2 weeks

For this task we will develop cost forecasts comparing the costs for a traditional G.O. Bond approach and a possible 3P, Public-Private Partnership where a developer would develop the facility on behalf of the City and lease it back to the City for a predetermined time. As part of the efforts in this task we will identify potential private developers that might be interested in a 3P project and try to make introductions between the City and identified developers.

FEE - BASE SERVICES

We propose the following fixed fee for the above listed base services:

Task 1 – Project Kick-off Meeting:	\$3,950
Task 2 – Programming:	\$5,550
Task 3 – Site Selection:	\$13,550
Task 4 – Site Plan Design & Concept Floor Plan:	\$28,900
Task 5 – Final Report:	\$11,000
Task 6 – Public Outreach:	\$3,300
Total Base Fixed Fee:	\$66,250

Reimbursable expenses are estimated to be \$3,500 and are not included in the above fee for Base Services. Reimbursable costs for services accomplished by in-house personnel (printing, faxing, copying, mileage, etc.) will be billed at standard rates. Other reimbursable costs (outside printing, outside delivery services, photography, Federal Express, Express Mail, etc.) will be billed at cost plus 12%.

Consultants’ fees are included in the contract fee for Tasks 3 and 4. Consultants’ fees will be billed at cost plus 12%.



FEE - ALTERNATE SERVICES

Our fixed fee for Alternate Services described above is \$1,800.

Reimbursable expenses are estimated to be \$500 and are not included in this fee. Reimbursable costs for services accomplished by in-house personnel (printing, faxing, copying, mileage, etc.) will be billed at standard rates. Other reimbursable costs (outside printing, outside delivery services, photography, Federal Express, Express Mail, etc.) will be billed at cost plus 12%.

EXCLUSIONS

Items which are specifically excluded from the Scope of Services include, but are not limited to:

- Interior design and space planning.
- Furniture selection.
- Soils investigation/testing and related specifications.
- Traffic analysis.
- Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- Sensitive lands requirements.
- Materials testing/special inspections.
- Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- Appeals, variances, public hearings, land use approvals.

It is our understanding the project will start as soon as possible. If the proposal is agreeable to you, we can prepare a contract for your signature. Please note that this proposal is valid for 45 days.

We look forward to working with you and the City of Kalama on this new project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Kim Doyle
Project Manager | Interior Designer

Enclosure(s): Reimbursable Rates Schedule

c: Jeff Humphreys - Mackenzie

MACKENZIE.

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REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Bond Copies

Black & White:
8-1/2 x 11: \$0.10/sheet
11 x 17: \$0.50/sheet

Color:
8-1/2 x 11: \$1.00/sheet
11 x 17: \$1.65/sheet

Printing – All Sizes

Black & White: \$0.16/sq. ft.
Color: \$1.00/sq. ft.

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00

DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book

With tabs: \$4.00/book

Foamcore:

\$4.25/sheet