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DESIGN DRIVEN | CLIENT FOCUSED

July 18, 2016 (*Revised August 12, 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 initial conversation with you on May 3, 2016 and follow up conversation on August 10, 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, as part of our basic services and Funding Advisory provided by our sub-consultant, SDAO Advisory Services, as an optional service, as described in this scope and fee proposal.

Jeff Humphreys – Project Principal
Kim Doyle – Project Manager and Point of Contact
Scott Moore – 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.



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The City is interested in developing a building program (which may include mixed-use for a portion of the building) and conceptual site plan and floor plans that describe the layout of the facility as well as the surrounding site and adjacent park. 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 – 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. Mackenzie will assist the City in refining the current preliminary program prepared by the Chief to assess the department's current and future needs. 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 2 – Site Plan Design, Concept Floor Plan & Project Cost Estimate

5 weeks

Upon completion of the programming, we will develop a concept site plan and floor plan design layout (with up to two (2) interior design options) 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 3 – Final Report

2 weeks

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
 - Preliminary Site and Building Plan
 - 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.

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 – Programming:	\$3,000
Task 2 – Site Plan, Concept Floor Plan & Cost Estimate	\$22,800
Task 3 – Final Report:	\$8,300
Total Base Fixed Fee:	\$34,100



Reimbursable expenses are estimated to be \$2,400 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



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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