

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

March 31, 2017

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

Re: **City of Kalama Police Facility**
Concept Design through Construction Documents
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 design and engineering services related to the propose replacement facility for the City of 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 30 police agencies, including recently constructed facilities for the cities of Vancouver, Washington, West Linn and Canby, Oregon, as well as ongoing work with the City of Albany, OR. 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 design for the new facility, as determined through our initial conversation with you on May 3, 2016, and follow-up conversations on August 10, 2016 and February 22, 2017. It is anticipated that our services will include architectural and interior design, land use planning service, structural, civil, and landscape performed by our in-house staff. In addition to these services, Mackenzie has included cost estimating services provided by our sub-consultant, Cummings, and mechanical, electrical and plumbing by BCE Engineers, as part of our basic services.

Our design team will consist of the following design professionals:

- Jeff Humphreys – Project Principal
- Kim Doyle – Project Manager
- Scott Moore – Architecture
- Todd Johnson, Anna Dearman – Land Use Planning
- Bob Frentress – Civil
- Ryan Baker – Structural



P 206.749.9993 ■ F 206.749.5565 ■ W MCKNZE.COM ■ Logan Building, 500 Union Street, #545, Seattle, WA 98101
ARCHITECTURE ■ INTERIORS ■ STRUCTURAL ENGINEERING ■ CIVIL ENGINEERING ■ LAND USE PLANNING ■ TRANSPORTATION PLANNING ■ LANDSCAPE ARCHITECTURE
Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

The following consultants will complete our project team:

BCE Engineers:

- Steve Woolery – Mechanical Engineer
- Ben Hedin – Electrical Engineer

Cummings:

- Sandy Gray – Cost Estimator

Our Basis of Design, along with our detailed scope of services by phase, is as follows:

BASIS OF DESIGN

The following describes in detail the Basis of Design for this proposal.

We understand that the initial design phase of the project will be to complete concept through schematic design for the facility by the end of July 2017 in order for the City of Kalama to meet the submission deadline for bond ballot measure for the November 2017 election. Once the 50% Construction Documents are complete for the July 31, 2017 Bond Submission, the Mackenzie team will continue directly into preparing full construction documents, as defined below.

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 originally was interested in evaluating three (3) sites, but has determined that just one site (Maruhn Park) will need to be evaluated for the new police station. A potential for adding development of a public park near the property will be evaluated if sufficient space on the site allows; design scope and fee have not been included for that work in this proposal. It is understood that the facility will be an approximately 3,600-4,000 square foot wood framed structure, with an approximate construction budget of \$1.5-\$2 million.

To maintain the end of July deadline for 50% Construction Documents, the owner-contracted engineer's geotechnical report and the topographic survey information will need to be finalized and to Mackenzie by April 15, 2017. We anticipate that shallow foundations will be utilized; and upon receipt of the geotechnical report, we will reevaluate based on any concerns found within the report.

The following phases outline base services provided by the Design Team for design and contract administration of site and building design from Concept Design through Project Close-out. In addition to these identified base services, supplemental services have been reflected following base services and would occur as required during the respective phase. The individual scope of each supplemental service is outlined within the Supplemental Services section of this proposal. These have been outlined in order to align with the attached Project Fee Summary and can be added to make up the Base Services at your request.



SCOPE OF SERVICES

Phase 1 – Concept Design

Concept Design

Time Duration: 8 Weeks

Provide concept design documents based on the mutually agreed-upon program and schedule. The documents shall establish the conceptual design of the project, illustrating the scale and relationship of the project components.

For the concept phase, we will evaluate two options (single level vs two level building). There will be an exterior drive loop around the building with a secure fence at the back portion of the site to be utilized as an exterior sallyport. To achieve a double drive lane at this portion of the site, preliminarily we believe the project will need to cut into the back slope of the site and add a retaining wall (the engineering for the retaining wall will be performed by others utilizing the City's on-call contract, and be contracted directly to the City independent of this scope).

During the concept phase, the Mackenzie team will develop adjacency diagrams and block diagrams that illustrate the sizes, spatial relationships and proximities to other rooms/areas. Upon completion of the diagrams, we will review with the City and the stakeholder group to provide any input. After the program and adjacencies are confirmed, we will develop a preliminary site plan and floor plans based on the information gathered during the programming task. Building and access to the site lies outside the floodway and 100-year floodplain, and no specific fill layout or floodproofing is required.

Concept design shall include:

- Meet at the City's office with Owner and key stakeholders to kick off concept design phase services. At the meeting (to be held at the City's office with the City and the stakeholders), we will review the project goals (to include project requirements and program criteria), objectives, budget, work scope, schedule, roles and responsibilities. Minutes will be distributed to the City and full design team throughout the process.
- Develop one (1) floor plan program for each of the building layout options (single level vs two level building). Programming services consisting of confirming and refining the program information and identifying the space needs, sizes, interrelationships, and special requirements for each area of the new facility.
- Develop conceptual site plans for each of the floor plan options, to include dimensioned site layouts and conceptual grading and public utility service locations. Provide narrative for potential stormwater mitigation approach.
- Develop one (1) preliminary character rendering for each development option.
- Conduct formal pre-application meetings at the jurisdiction's office with the following departments:
 - A. Planning
 - B. Building and Life Safety
 - C. Public Works
- Coordinate with agency to determine their assessments of utility capacity and availability with the following:
 - A. Fire flow
 - B. Storm sewer
 - C. Sanitary sewer
 - D. Water



- Meet at the City's office to review and approve one (1) conceptual site and floor plan design options.
- Provide project cost estimate for each development option. Project cost estimate will include an opinion of probable construction costs, estimated consultant costs, estimated owner costs, as well as associated contingencies for all categories.
- Create agency permit cost/fee summary (estimate) to be included with the projected owner costs on the project.
- Develop preliminary project schedule, by phase, beginning with the concept design phase through the end of the construction documents.
- Obtain written approval from the City to proceed with Phase 2 – Schematic Design through Construction Documents.

Phase 2 – Schematic Design Through Construction Documents

50% Construction Documents (Schematic Design | Design Development)

Time Duration: 10 Weeks

During this phase, we anticipate a series of meetings, building on the developed concept design. These efforts would be organized in a fashion to move the project forward efficiently and effectively within the parameters of the budget and schedule.

Our goal will be to provide the city with the necessary information to make educated decisions throughout the project, particularly to hold key discussions early in the schematic design phase so we can hone in on strategies that will enable the project to achieve a successful design within the established budget. Careful consideration of cost of material versus longevity will need to be weighed to prevent the building being built for less money but with compromised longevity.

At the conclusion of this task, the 50% Construction Documents will be reviewed by the design team and the City and stakeholders, and will be utilized to develop the cost estimate. The design team will review the completed cost estimate and validate that it accurately reflects the documents prior to the Department review. Upon review with the City and key stakeholders, the estimate and design will be adjusted to ensure the project is within the expected budget.

50% Construction Documents shall include:

- At the beginning of the 50% Construction Document phase, the design team will meet with the City and Stakeholders to initiate the next phase. At this meeting the design team will review previous steps taken up to this point. And discuss the next steps for the project and any critical information needed from the City or stakeholders. Minutes will be distributed to the City and full design team throughout the process.
- Update project schedule, as needed.
- Provide design development documents based on approved schematic design documents. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of:
 - Develop preliminary building code analysis to establish type of construction, use, occupancy, required separations, exiting, preliminary fire/life/safety review.
 - Site plan
 - Preliminary grading and utility plans
 - Preliminary Technical Information Report
 - Architectural floor plan and exterior elevations
 - Reflected ceiling plan
 - Finish floor plan/Finish schedule
 - Interior Elevations



- Exterior character perspectives, to include exterior finish materials.
- Roof plan
- Typical building/wall sections
- Structural calculations will confirm anticipated bearing/shear wall locations, framing systems, foundation layout and sizes, based on concept design documents.
- Structural drawings will be included, for the purpose of pricing, that may be hand drawings, including: foundation plan, framing plan, and typical details required to convey the structural intent.
- Develop preliminary civil engineering plans for site layout, site grading and site utilities, including preliminary stormwater calculations.
- Land use planning to coordinate with the consultant team to confirm locations of planned utility connections and verify that locations are not in conflict with any proposed street/bike/pedestrian networks or development locations.
- Land use planning Review the development team vision for architectural styles and propose complementary fixtures for street lighting and any other site design features, such as signage or park amenities, that will be included as part of the Development application.
- Landscape Architecture scope to include:
 - Plaza/Hardscape Layout and Material Plans
 - Planting and Perimeter Fencing Plans
 - Design Build Irrigation Plan
 - Storm water Facility Planting Diagrams and Schedules (Excludes Storm water detailing)
 - Irrigation and Planting Details
 - Site Details: Paving/Seat Walls/Site Furnishings (Tables, Chairs, Bicycle Racks, etc.), Fencing and Gate Details, Signage Details.
- Mechanical, plumbing and electrical plans; develop options of major building systems (HVAC, mechanical, electrical, lighting, plumbing).
- Provide a preliminary layout for frontage improvements, limited to road widening, curb, sidewalk, and driveway access along East Frontage Road.
- Preliminary project manual consisting of: Identification architectural materials, systems, and equipment and their criteria and quality standards; investigation of availability and suitability of architectural materials, systems, and equipment; coordination of similar activities of other disciplines)
- Interior concepts shall be evaluated and proposed, to include two (2) interior finish schemes to be presented to the City and stakeholders at the end of 50% Construction documents
- Coordination meetings with the design team are included at Mackenzie's Vancouver office, as needed.
- Meet bi-weekly (via conference call) with City staff and key stakeholders to review 50% Construction Documents progress.
- Issue 50% Construction Documents for the City and stakeholders to review.
- Provide project cost estimate inclusive of opinion of probable construction costs, consultant costs and owner costs.
- Upon review of the 50% Construction Documents and project cost estimate, provide one (1) round of value engineering review and recommendations.
- Meet at the City's office to review 50% design development documents.
- Obtain written approval from the City to proceed with 100% construction documents.

100% Construction Documents

Time Duration: 10 Weeks

Following approval of the 50% Construction Documents, the Design Team will initiate the 100% Construction Document phase. The Design Team will provide those services necessary to prepare drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the Owner. This phase anticipates two client meetings. Provide construction documents based on the approved design development documents. The construction documents shall set forth in detail the requirements for construction of the project.

- At the beginning of the 100% Construction Document phase, the design team will meet with the City and Stakeholders to initiate the next phase. At this meeting the design team will review previous steps taken up to this point. And discuss the next steps for the project and any critical information needed from the City or stakeholders. Minutes will be distributed to the City and full design team throughout the process.
- Provide construction documents consisting of drawings and specifications, based on the approved 50% Construction Documents. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of:
 - Develop preliminary building code analysis to establish type of construction, use, occupancy, required separations, exiting, preliminary fire/life/safety review.
 - Site plan
 - Final grading and utility plans
 - Final Technical Information Report
 - Code analysis and egress plans.
 - Architectural floor plan and exterior elevations (Floor plans with final room locations, including all openings).
 - Reflected ceiling plan
 - Finish floor plan/Finish schedule
 - Door and hardware schedule showing final quantity, plus type and quality levels.
 - Interior Elevations
 - Exterior character perspectives, to include exterior finish materials.
 - Roof plan
 - Up to two (2) Building section showing coordination and relationship between components.
 - Up to two (2) Wall sections showing final dimensional relationships, materials, and component relationships.
 - Structural calculations will confirm anticipated bearing/shear wall locations, framing systems, foundation layout and sizes, based on concept design documents.
 - Structural drawings will be included, for the purpose of pricing, that may be hand drawings, including: foundation plan, framing plan, and typical details required to convey the structural intent.
 - Develop preliminary civil engineering plans for site layout, site grading and site utilities, including preliminary stormwater calculations.
 - Land use planning to coordinate with the consultant team to confirm locations of planned utility connections and verify that locations are not in conflict with any proposed street/bike/pedestrian networks or development locations.
 - Land use planning Review the development team vision for architectural styles and propose complementary fixtures for street lighting and any other site design features, such as signage or park amenities, that will be included as part of the Development application.
 - Landscape Architecture scope to include:

- Plaza/Hardscape Layout and Material Plans
- Planting and Perimeter Fencing Plans
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- Storm water Facility Planting Diagrams and Schedules (Excludes Storm water detailing)
- Irrigation and Planting Details
- Site Details: Paving/Seat Walls/Site Furnishings (Tables, Chairs, Bicycle Racks, etc.), Fencing and Gate Details, Signage Details.
- Mechanical, plumbing and electrical plans; Develop options of major building systems (HVAC, mechanical, electrical, lighting, plumbing).
- Provide a preliminary layout for frontage improvements, limited to road widening, curb, sidewalk, and driveway access along East Frontage Road.
- Preliminary project manual consisting of: Identification architectural materials, systems, and equipment and their criteria and quality standards; investigation of availability and suitability of architectural materials, systems, and equipment; coordination of similar activities of other disciplines)
- Issue 100% construction documents Construction Documents for the City and stakeholders to review.
- Meet at the City's office to review 100% construction documents.
- Obtain written approval from the City to submit for building permit.

Bidding/Permitting Phase (Provided as an additional service)

Est. Time Duration: 8 Weeks

In the Bidding Phase, the Design Team, following the Owner's approval of the 100% Construction Documents, will prepare drawings and specifications with necessary documents for bidding purposes. Mackenzie will work with the City to develop Division 00, General Conditions and coordinate the bid advertisement. Concurrently to bidding, Mackenzie will submit for building permit and will manage the questions and comments through the permit procurement process.

Mackenzie's involvement in permitting of the project includes submitting for and resolving plan review by the Authority Having Jurisdiction (AHJ) which includes the following permits and respective plan review:

- Building Permit:
 - Building Plan Review
 - Fire/Life Safety Plan Review

Bid Assistance (Provided as an additional service)

Est. Time Duration: 8 Weeks

Mackenzie will assist the Owner in obtaining competitive bids for the construction of the work as follows:

- Assist the City in reviewing and qualifying General Contractors for inclusion as a selected bidder.
- Issue bid documents consisting of bidding requirements, proposed contract forms, general conditions, supplementary conditions, drawings, and specifications to General Contractors for bidding.
- Consider Substitution Requests, properly submitted as allowed by the Contract Documents, and include any approved Substitution Requests in addenda.



- Organize, prepare agenda and attend pre-bid meeting at project site.
- Prepare Pre-Bid meeting minutes and issue to attendees.
- Respond to written questions from General Contractors during the bid period via addenda as appropriate to address clarifications to bid documents prepared by Mackenzie and/or our consultants.
- Receive and log General Contractor's sealed bids.
- Open and review sealed bids with the City to evaluate conformance with bid criteria. Architect will document and distribute bid results to General Contractor bidders upon the City's written approval to do so.

Construction Contract Administration Phase (Provided as an additional service)

Est. Time Duration: 6 months

In the Construction Contract Administration Phase, the Design Team will provide those services necessary for the administration of the construction contract as set forth in the General Conditions and Supplementary General Conditions of the construction contract. The Construction Phase for the project will commence with the start of construction and will terminate when final completion is obtained and the project has been closed out. This phase anticipates 14 client meetings via conference call, one every other week through the duration of construction, which is estimated at 6 months (including project closeout).

Mackenzie will provide administration of the construction contract between the Owner and the General Contractor as follows:

- Mackenzie Project Manager and Architect will attend pre-construction meeting at the City's office.
- Review and act on properly prepared specified submittals once.
- Provide in-office support to assist with normal construction contract administration duties for items such as phone calls and requests for additional information (RFIs) for clarification to contract documents prepared by Mackenzie and our consultants as follows:
 - Project Manager or Architect for up to four (4) hours a week for up to six (6) months.
 - Structural engineer for up to two (2) hours a week for up to twelve (12) weeks.
 - Civil engineer for up to one (1) hour a week for six (6) weeks.
- Conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - Project Manager or Architect to attend up to four (4) job site visits during the course of construction.
 - Structural engineer to attend up to two (2) job site visits.
 - Civil engineer to attend up to one (1) job site visits.
 - Landscape architect to attend up to one (1) job site visits.
- Will keep a project log for items such as addenda, substitution requests, RFIs, submittals, COPs, and change orders.
- Will process and review monthly properly prepared applications for payment from the General Contractor.
- Project Manager and Architect will conduct a punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, prepare and issue a Certificate of Substantial Completion.
- Project Manager and Architect will conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
- Warranty Review of site observation at 11 months after substantial completion. The Project Manger and Architect will review the facility and provide recommendation to the Owner in connection with inadequate performance of materials, systems and equipment under warranty; inspection(s) prior to expiration of the warranty period to ascertain adequacy of performance of materials, systems, and equipment; documenting defects or deficiencies and assisting the Owner in preparing instructions to the Contractor for correction of noted defects.



FEE SUMMARY

Mackenzie proposes a fixed fee in accordance with the attached fee matrix for proposed fees and reimbursable expenses.

ASSUMPTIONS

In addition to the scope of work outlined above, we have assumed the following:

- Owner's Representative will obtain proposals and make recommendations for City to hire an independent materials testing/special inspections agency. Owner's selected special inspection agency will provide inspections and provide related reports (during construction for both the site and building elements).
- The City will provide current electronic files of land survey (ALTA/Boundary/Topographic) including legal description, wetland delineation (if required), geotechnical report, and any other reports and/or surveys. Owner's geotechnical engineer shall provide paving and earthwork recommendation related to the project specifications. Owner and/or Owner's consultants will provide review documents to Mackenzie in an editable document format of PDF format for electronic markup. Mackenzie will rely on these documents provided by the Owner as may be necessary for completion of the project.
- Geotechnical/Soils engineering and report (provided by the Owner's geotechnical engineer). Owner's selected Geotechnical Engineer to supply specifications for related work such as, earth work, site preparation, asphalt paving and concrete paving.
- Materials testing/special inspections (provided by Owner).
- The facility will be designed to meet the code minimum requirements for an essential facility.
- Graphics and signage for individual spaces, rooms, and exterior, as required of IBC building code and ADA regulations, is included within the base scope of services. Non-code required signage, specialty or decorative signage, and general room signage to be coordinated by the owner.
- The City will not be pursuing sustainability (LEED, Green Globes, etc.) certification for the project.
- The City will approve the documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client/Owner approvals, including but not limited to Owner-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
- The City is responsible for all fees paid to public bodies having jurisdiction over the project.
- All meetings will occur at the City's office or via conference call, other than construction site meetings. We will record and distribute minutes following each meeting.
- With the exceptions of the pre-application conference, SEPA, building permit, and optional public outreach included in the scope of this proposal, both on- and off-site land use entitlements processes, such as Design Review, and related services, such as meetings with Authorities Having Jurisdiction (AHJ), neighborhood/community meetings, public hearings, and other related processes, are assumed to have been completed prior, or have been determined to not be required, and therefore are not included within the scope of this proposal. Mackenzie will not provide services related to variances, appeals, or extensions of permits.



- Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only. Calculations of gross, net, and rentable square footages are not included.
- Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model being developed to Level 200-250 standard. The model will be graphically represented with specific systems for primary building components, but as generic systems for non-primary components with configuration and interfaces. Mackenzie will develop the base model file and provide it to the consultant team for coordination.
- Phase 1 and 2 work under this scope will be completed by December 15, 2017.

EXCLUSIONS

In addition to any exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of work.

- Fees exclude redesign for construction budget or owner requested changes after milestone approvals and/or consensus has been reached.
- Reimbursable expenses.
- Additional Services described in this proposal (Bidding / Permitting and Construction Contract Administration) if requested, shall be initiated by a separate future agreement.
- Public outreach meetings
- Retaining wall design.
- Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- Soils investigations/testing and related specifications.
- Appeals, variances, public hearings, an/or land use approvals, except as specifically included in the scope of this proposal.
- Meetings with public agencies or other meetings other than those specifically identified above.
- Environmental review.
- Sensitive lands and/or wetlands delineation and/or mitigation design/approvals.
- Hazardous materials mitigation design.
- Traffic analysis.
- Pavement design and related specifications.
- Off-site improvements (such as roads, half street improvements, and utilities).
- Franchise utility coordination and design.
- Floodplain review, map modification, and design to address floodplain issues.
- Special foundation systems (e.g., piles and structural slabs).
- Floor vibration analysis, design for footfall impact.
- Equipment support or racking systems.
- Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process.
- No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards. No formal BIM Execution Plan will be provided.



- Disabled access compliance design other than that required by the current editions of the Washington Structural Specialty Code and the Americans with Disabilities Act - Accessibility Guidelines (ADAAG) for new construction, whichever is more stringent.
- Permits other than those identified within the proposal identified above (e.g., phase permitting, trade permits, separate demolition permit).
- Sustainability certification services.
- Materials testing/special inspections.
- Acoustical engineering design and/or services.
- Marketing materials.

It is our understanding that the project will start on April 24, 2017. If the proposal is agreeable to you, we can prepare a quick contract. Please note that this proposal is valid for 90 days.

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

Sincerely,



Kim Doyle
Project Manager

Enclosures: Proposed Fee Matrix
Reimbursable Rates Schedule

c: Coni McMaster – City of Kalama
Scott Moore – Mackenzie

City of Kalama: New Police Facility

Consultant Fee Matrix

PROJECT BASE SERVICES: Kalama Police Facility		FEE SUMMARY BY TASK:			
Date: March 29, 2017		<i>Phase II Concept Design</i>	<i>Phase II Construction Documents</i>	<i>Additional Service #1: Bidding / Permit Assistance</i>	<i>Additional Service #2: Construction Contract Administration</i>
Mackenzie	Base Services Fee:				
Project Management	\$23,500	\$4,000	\$12,000	\$1,500	\$6,000
Architecture / Interiors	\$77,000	\$16,000	\$40,000	\$3,000	\$18,000
Structural Engineering	\$20,000	\$1,000	\$14,750	\$250	\$4,000
Civil Engineering	\$19,750	\$2,500	\$15,000	\$250	\$2,000
Landscape Architecture	\$9,500	\$1,000	\$8,000	\$0	\$500
Landuse Planning	\$4,000	\$500	\$1,000	\$2,000	\$500
Reimbursables	\$7,651	\$1,250	\$4,538	\$313	\$1,550
Sub Total: Mackenzie	\$161,401	\$26,250	\$95,288	\$7,313	\$32,550
Consultants:					
MEP Engineering - BCE Engineers	\$33,400	\$4,000	\$20,000	\$2,000	\$7,400
Cost Estimator - Cummings	\$19,180	\$4,010	\$15,170	\$0	\$0
Mackenzie Mark-up (12%)	\$6,310	\$961	\$4,220	\$240	888
Sub Total: Consultants	\$58,890	\$8,971	\$39,390	\$2,240	\$8,288
Total Base Fee (Phase I & II):	\$169,900	\$35,221	\$134,678		
Additional Service #1 Fee:	\$9,553			\$9,553	
Additional Service #2 Fee:	\$40,838				\$40,838
Total Base Fee + Additional Services:	\$220,291				\$220,291

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Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

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