

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

February 16, 2018

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

Re: **Kalama Police**

Additional Services for Permitting & Bidding

Additional Services for Additional Hourly Construction Contract Administration

Project Number 2160247.07/.08

Dear Adam:

In accordance with our recent discussion, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated April 10, 2017.

These services include the following:

- Project Reactivation
- Permitting, Bidding and Construction Contract Administration Services
- Client Management Assistance

We have prepared the following scope and fee proposal for professional services, based upon our understanding of the services needed to reengage the project to submit for permit and to prepare documents for bid release, as well as carry the project through construction.

Mackenzie's team is as follows:

- Jeff Humphreys – Project Principal
- Kim Doyle – Project Manager and Point of Contact
- Cathy Bowman – Project Architect
- Todd Johnson – Land Use Planning
- Bob Frentress – Civil
- Steven Tuttle - Landscape
- Ryan Baker – Structural

The following consultants will complete our project team:

BCE Engineers

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

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



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
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SCOPE OF SERVICES

The following permitting, bidding, and CCA phase services are outlined in our proposal dated March 31, 2017 (included in our contract dated April 10, 2017, but not yet authorized), and further detailed below.

Permitting

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 permit and respective plan review:

- Presentation of proposal of services to City Council.
- Building Permit:
 - Building Plan Review
 - Fire/Life Safety Plan Review
- Obtain and complete application form(s) and prepare construction documents submittal package(s) for the permit listed above, and submit to AHJ for each.
- Respond once in writing and provide corresponding construction document (drawings, specifications, calculations, etc.) update. Resubmit for approval for each included plan review correction notice listed above.
- Monitor and track status of included permit listed above on a Weekly basis for up to 8 weeks.
- Notify City of approval of listed permit when confirmed by AHJ.

Bid Assistance

Est. Time Duration: 8 Weeks

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

- Creating and coordinating Division 00 specifications for the project (instruction to bidders, bid forms, general conditions).
- 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.



- Assist the City in reviewing and qualifying General Contractors for inclusion as a selected bidder.
- 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

Est. Time Duration: Approx. 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 Manager 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.



The following services are requested by City of Kalama as new scope items:

Project Reactivation

The stop and start associated with the project necessitates reactivation of the project with the design team. This effort includes having another kick-off meeting with the design team, and reviewing the drawings, specifications, and calculations again to re-acclimate ourselves with the requirements of the documents, and to identify follow-up items to get the project team and documents ready to issue for permit and bidding. The efforts vary between 2-8 hours per discipline for these efforts.

Client Management Assistance

In addition to the above scope, Mackenzie will perform these additional items to assist the City of Kalama to manage the project:

- Attend on-site construction meetings (10 meetings have been included in the estimated fee).
- Attend construction meetings via conference call, as-needed (10 meetings have been included in the estimated fee).
- Assist the Client in selecting, retaining, and coordinating the professional services for special consultants and testing laboratories required for the Project.
- Review, negotiate, and approve construction cost changes (including contractor prepared substitution requests, COPs and Change Orders).
- Monitor schedule and facilitate needed revisions to remain on track.
- Up to two (2) project update presentations to City Council.

FEE SUMMARY

Our fixed fees for the disciplines and related design services described above are as follows:

Project Reactivation	\$9,700
Permitting Bidding:	\$ 9,553
Construction Contract Administration:	\$ 40,838
TOTAL	\$ 60,091

Our hourly fees for the disciplines and related design services described above are estimated as follows:

Client Management Assistance:	\$ 23,900
TOTAL	\$ 23,900

Reimbursable expenses (bid advertisement publication fees, printing, copying deliveries, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost, are estimated to be \$4,500, and will not be exceeded without the City's approval.



ASSUMPTIONS

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

- Scope and fee are based on the City not hiring a third-party Owner Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the City, Mackenzie reserves the right to estimate scope and fee impacts that will result in additional services.
- Materials testing/special inspections will be provided by Owner.
- The City is responsible for all fees paid to public bodies having jurisdiction over the project.
- All meetings will occur at Mackenzie's office, 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.
- Conditions not depicted on available existing civil documents provided by the Owner, or readily visible on project walkthroughs are excluded. Such impacts will be evaluated at the time of discovery and addressed via additional services as necessary.
- 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.

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 have been reached.
- Reimbursable expenses.
- Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- Public outreach meetings
- Retaining wall design.
- Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- Soils investigations/testing and related specifications.
- Appeals, variances, public hearings, land use approvals.
- 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).
- Special foundation systems (e.g., piles and structural slabs).
- Floor vibration analysis, design for footfall impact.
- Equipment support or racking systems.
- Interior design, space planning and/or furniture selection.
- Landscape design services and related specifications.
- 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 Oregon 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.
- As-built certification to local jurisdiction.
- Acoustical engineering design and/or services.
- Marketing materials.

It is our understanding the project will start on approximately March 1, 2018. 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 new project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Kim Doyle
Project Manager

Enclosure(s): Hourly Billing Rate Schedule
Reimbursable Rates Schedule

c: Chief Ralph Herrera – Kalama Police Department
Coni McMaster – City of Kalama
Jeff Humphreys – Mackenzie

MACKENZIE.

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HOURLY BILLING RATE SCHEDULE*

PRINCIPALS	\$ 140 – \$ 220
ARCHITECTURE/LANDSCAPE	
Project Architect I – III	\$ 95 – \$ 165
Architectural Designer III-IV	\$ 70 – \$ 135
Architectural Designer I –II	\$ 55 – \$ 90
Designer/Drafter	\$ 50 – \$ 70
Intern	\$ 50 – \$ 65
ENGINEERING	
Project Engineer I – III	\$ 95 – \$ 160
Designer I – II	\$ 65 – \$ 110
Transportation Analyst I – II	\$ 65 – \$ 95
Designer/Drafter	\$ 60 – \$ 100
Intern	\$ 50 – \$ 65
PLANNING	
Project Planner I – III	\$ 80 – \$ 165
Permit Coordinator	\$ 50 – \$ 75
Assistant Planner	\$ 60 – \$ 85
Economist	\$ 100 – \$ 150
INTERIOR DESIGN	
Interior Designer III – V	\$ 80 – \$ 150
Interior Designer I – II	\$ 50 – \$ 100
Intern	\$ 50 – \$ 65
ADMINISTRATION	
Administrator	\$ 55 – \$ 140
Word Processor	\$ 70 – \$ 90
Graphic Artist	\$ 90 – \$ 110

*Subject to change April 1, 2018

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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