



**Michael Green**  
Superintendent  
Woodland School District  
800 3<sup>rd</sup> Street  
Woodland, Washington 98674

3  
.  
1  
8  
.  
2  
0  
1  
3

Re: Yale Elementary School Gymnasium

REVISION 2

Dear Michael:

This proposal is for architectural services to renovate the existing Yale Elementary School gymnasium in lieu of constructing a new gym.

We understand that the design work is to be fast-tracked in order to begin construction this summer and we are prepared to move quickly.

**Design Scope**

The renovation of the existing gymnasium includes interior and exterior modifications. Due to Code restrictions, all improvements will occur within the building's "roof print". The renovation work will include demolition of all surfaces and systems except for wall framing, roof framing, mezzanine deck framing, cast-in-place concrete slab on grade and underground utilities.

Upgrades to the building will include the following:

- Seismic improvements to walls, mezzanine and roof framing
- All interior finishes
- All exterior finishes
- New clerestory windows in the play area
- All new heating, ventilation, electrical and plumbing systems
- Exterior accessible parking and sidewalk as required by Code
- Areas for storage (including storage of new chairs and a demountable stage)
- A larger play area
- Accessible toilet rooms
- A small lobby area

The MACC for the project is established at \$1,000,000. The MACC will include any alternates that are identified throughout the course of design.

**Eric Lanciault, Architect**

3016 nw gravenstein street

camas, washington 98607

voice: 360.798.3801

## **Basic Services**

We propose comprehensive design services that include a Design Phase, a Contract Document Phase and a Contract Administration Phase. Due to the age of the building and lack of available documentation, we will develop as-built drawings as part of the Design Phase.

### **As-Built Investigation**

We will begin design right away. Our first step will be detailed as-built investigation and documentation. This step is necessary in order to precisely define the existing building systems. The as-built information will be the basis on which demolition, design and detailed engineering will be developed. As-built investigation will require removal of a moderate amount of finishes in order to uncover existing hidden conditions including foundation size and reinforcement, wall framing and anchoring, mezzanine framing and attachments, roof truss framing and attachments and plumbing systems. Organizing and completing this process will likely take a few weeks. Since the design phase is on a fast track, we will execute the as-built phase in parallel with the building design phase.

### **Design Phase**

In an effort to rapidly change direction from designing a new structure to renovating the existing gym, we have met with you, the Board and the community to program the project. The information garnered during this programming effort will serve as guiding principles throughout design.

Seismic improvements are required for the existing building. You have requested that the seismic upgrade be designed to meet a performance objective of Life Safety for the BSE-1 and the BSE-2 design earthquakes in accordance with the provisions of ASCE 41. This prudent requirement is considered an enhanced performance objective.

Our Design Phase includes generally established architectural design services. The Office of the State Superintendent of Public Instruction provides guidelines for architectural services. These guidelines are published by the State of Washington's DES and Office of Financial Management divisions and include provisions for "Remodel Design". The design requirements for a building renovation are different from those for a new building. In particular, updated engineering systems require more detailed design and coordination, especially structural systems. The following summarizes the services identified in those guidelines that we propose to include in the Design Phase:

- Project Administration including up to (4) meetings with the District
- Engineering Coordination
- Document Checking
- A reasonable amount of consultation with the Authority Having Jurisdiction. Please note: Cowlitz County requires that we go through the Planning Clearance review process again. We are including this in our services
- Architectural Design

- Engineering Design including Structural, Mechanical, and Electrical
- Site Design. Please note: based on our previous conversations with Cowlitz County, no storm water improvements will be necessary. Therefore, we anticipate site improvements to be limited to Code required minimums for exiting and accessible parking
- Draft Specifications and Materials Research
- Scheduling
- (2) Presentations to the Yale community

In the previous design effort, cost estimating was provided by the District using an outside consultant. We assume that this service will be provided by the District again. As in the previous design effort, we understand that the District is taking responsibility for the accuracy of the cost estimate and, should the construction bids result in the requirement to redesign, we will provide project redesign as an additional service.

### **Contract Documents Phase**

Following approval of the Design Phase documents, we will begin the Contract Documents Phase. The Contract Documents Phase has many of the same components as the Design Phase but includes the detail needed for obtaining a Building Permit and publicly bidding the construction. The building remodel will be based on requirements of the International Existing Building Code (IEBC). Under the IEBC, the extent of the renovations qualifies the design as a Level 3 Alteration.

In addition, we include the Bidding Phase as a part of the Contract Documents Phase.

We propose the following services:

- Project Administration including up to (5) meetings with the District
- Engineering Coordination
- Document Checking
- A reasonable amount of consultation with the Authority Having Jurisdiction
- Architectural Design
- Engineering Design including Structural, Mechanical and Electrical and Site Erosion Control
- Final Specifications and Materials Research (Division 0 provided by the District)
- Scheduling
- Bid Administration

### **Contract Administration Phase**

This scope of work begins after the award of contract to the successful bidder and extends through the Project Closeout Phase. The Contract Administration Phase services include the following:

- Project Administration including attendance at scheduled site construction meetings

- Construction Administration including review of Submittals, responses to Requests for Information and preparation of Change Orders.
- Construction Field Observation
- Maintenance of Records and Documents
- Review of contractor's requests for payment
- Project Closeout
- Record Documents Support (Record Documents by General Contractor)
- Operations and Maintenance Manuals Support
- Assistance during the Warranty Period

We understand that the District would like to leave construction scheduling up to the General Contractor. The intent of this is to allow more flexibility to the General Contractor and attract a larger number and broader range of General Contractors. This results in a scoping ambiguity for the design team because the number of site meetings and the pacing of submittals is likely to be extended. In addition, this is likely to attract contractors that may not have a significant amount of experience with public works requirements for documentation. In the past, our experience with this situation has resulted in a significant increase in work for the design team. We enjoy working closely with General Contractors, no matter their experience level, and plan to assist in whatever way we can to help the project succeed.

### **Additional Services**

The following services are not included in the Basic Services and are considered Additional:

- Detailed Civil Engineering other than Erosion Control
- Landscape Design
- Fire System Design
- Septic System Design
- Cost Estimating
- Preparation of Audio/Visual/Conferencing System Design
- Redesign required by value engineering after commencement of the Contract Documents Phase or after Bidding
- Preparation of Record Drawings
- Document Shipping and Delivery
- Permit and Permit Application Fees
- Multiple Bid Packages or Phased Construction Packages
- Construction Site Meetings and Observations in excess of fifteen (15), including Punchlist and Final Acceptance
- Other services not defined in Basic Services

## Schedule

In order to begin construction this summer as originally scheduled, the timeframe for providing our services is very compressed. We will work assiduously to move rapidly and accurately toward a May 24, 2013 bid date.

## Compensation

We propose providing these services for a lump sum of \$89,800.00. The fee is based on Basic Services, As-Built Verification and Fee Adjustments as described below.

### Basic Services

We propose providing these services as a lump sum based on the Office of Financial Management A/E Fee Schedule included in the "Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects". Based on the "Guidelines" Schedule B, a maximum allowable construction cost (MACC) of \$1,000,000, and a compressed design schedule, we will provide the Basic Services listed above for a lump sum of \$101,500.00.

### As-Built Verification

In addition to the Basic Services, we will provide As-Built verification services. These services include site observations of concealed existing conditions that are temporarily exposed to view and detailed measurements of observable conditions. We propose performing these services for an additional \$5,075 (0.5% of MACC).

### Fee Adjustments

In consideration of the work completed to date that can be readily incorporated into the remodel design work, we propose 15% Basic Services Fee Reduction. In addition, since the District is providing cost estimating services, we propose reducing our Basic Services Fee by an additional \$1,550.00.

### Fee Calculation

Basic Services	\$101,500.00
Fee Adjustments	\$(15,225.00)
	\$(1,550.00)
As-Built Verification	\$5,075.00
Total	\$89,800.00

### Fee Schedule

The fees for each project phase are as follows:

As-Built Verification	\$5,075.00
Design - 25%	\$21,181.25
Contract Documents - 46%	\$38,973.50
Contract Administration - 29%	\$24,570.25

Additional Services

We will provide Additional Services upon request on a time and materials basis at cost plus ten percent (10%). Services requiring consultants will be provided at cost plus six and eight-tenths percent (6.8%).

Hourly Rates

Principal	-	\$155
Project Architect	-	\$105
Designer	-	\$72.50
Drafter	-	\$55.00
Administration Support	-	\$42.50

Consultant rates are available when requested.

Changes in Scope

Changes in scope of work or services, work performed out of sequence, revisions to the project, or inclusions of additional services other than those identified in this proposal will be considered changes to the above scope. Fees will be adjusted in accordance with our standard hourly fee, as agreed upon prior to the service being performed.

If you have any questions about this proposal, please contact me at your convenience. We look forward to a great project.

Very Truly Yours,



Eric Lanciault, AIA