



Michael Green
Superintendent
Woodland School District
800 3rd Street
Woodland, Washington 98674

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Re: Various Small Works Projects

FINAL

Dear Michael:

Thank you very much for inviting me to provide this proposal for design services. My staff and I had a great time working with you, your staff and the Yale community on the gym renovation project. I personally enjoyed working with you closely and look forward to being able to do that again.

Design Scope

As I understand it, the scope of the small works projects include improvements at three schools: the primary, intermediate and middle school which will include the current high school campus. Each project is intended to increase school security by redirecting public entries into administration cores. Each school will require some amount of interior modifications and the primary and middle schools may require a small to moderate amount of exterior modifications. In addition, each school will receive a limited number of access control installations in doors that are to be designated once design has begun. The purpose for installing access controls on some doors is to eliminate the current situation in which many community members have unauthorized keys and can access the buildings.

The scope of work at the primary school includes remodeling an existing classroom space into the school administration area. The remodeling work will include all new finishes and casework. I assume the existing ceiling and lighting will generally remain, however, some minor modifications may be required. In addition to this interior remodeling work, an existing window will be removed and its opening will be modified to accommodate a new door. Placing the door in this location will require a very small amount of work to the adjacent sidewalk to provide an accessible entrance. In addition to this remodeling work, programming for the current administration area will be required to determine its future use.

Similar to the primary school project, the intermediate school project will convert an existing window, located near building's main entrance, into an entry door that directly accesses the existing administration area. A small amount of

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interior remodeling may be required to accommodate this change and it may include modifications to existing casework or pieces of new casework. As part of the work in the intermediate school, I will discuss the potential for revisions to door locking and exiting with the City of Woodland Building Official. At this time, however, I am not including any renovation work associated with this issue.

The middle school work scope includes creating a new "front door" entrance and minor to moderate remodeling of the existing administration area. To access this new entry, the area outside of the building that extends to the street will be modified in some way to create an inviting entrance into the building. When we looked at the site together, we discussed the potential for constructing a new entrance sequence leading to the new door that may include attractive fencing and gates, a new sign, and new landscaping and hardscaping.

Lastly, the existing gymnasium has some cracking damage that will be investigated. At this point, it is not clear whether this is a structural or cosmetic issue. Depending on the results of the investigation, a path forward will be defined and implemented.

Basic Services

To complete the design work and prepare bid documents, I propose that we proceed in five phases: as-built investigation, simplified space programming developed in conjunction with staff, preliminary design, contract documents and contract administration. It is not certain if these projects will be put out for open bidding or if they will be bid by a pre-selected pool of general contractors. For the purpose of this proposal, I assume it will be limited to a pool of pre-qualified small works contractors and that all projects will be bid as a single, combined package.

As-Built Investigation

To begin the design process, 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 detailing will be developed. As-built investigation may require removal of small amounts of finishes in order to uncover existing hidden conditions such as wall framing. The as-built investigation process should be completed within three days.

Space Programming

We will meet with staff three times to review proposed designs and identify any potential changes and improvements staff may have. We will also work with staff to develop a programmed use for the vacated primary school office area.

Preliminary Design

Because a small amount of interior renovation and exterior improvements are included in these projects, we will meet with you and your team to identify specific requirements such as casework modifications and door access controls. We anticipate that this phase of work will require a total of three meetings. We will assist you in selecting interior finishes, however, we do not anticipate that these finishes will differ significantly from

those within each building. We will work with Chown Hardware to properly locate and specify electronic access locations.

Contract Documents

Following approval of the preliminary design, we will develop contract documents for submission to the City of Woodland for permit. These drawings will be the basis of bidding by contractors. Each building project will require a separate permit. Therefore, we will prepare separate drawing packages for each building.

Contract Administration

Our services for the Contract Administration phase include the following:

- Attendance at scheduled site construction meetings
- 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

I anticipate that there will be a total of six site meetings and one punchlist meeting.

Additional Services

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

- Cost Estimating
- Redesign required by value engineering after commencement of the Contract Documents Phase or after Bidding
- Preparation of Record Drawings
- Document Reprographics, Shipping and Delivery
- Permit and Permit Application Fees
- Civil, Mechanical, Electrical and Structural Engineering
- Bid Administration for Open Bidding
- Additional Contract Administration services if multiple construction packages are required.

Schedule

I understand that the work is to be completed by the end of Summer, 2015. To take advantage of the upcoming summer recess, I propose beginning the as-built investigation work soon and to have the contract documents ready for bidding

in late January or early February, 2015 to take advantage of the best yearly bidding climate.

Compensation

I propose providing these services for a lump sum of \$27,250.

Additional Services

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

Hourly Rates

Principal	-	\$175
Project Architect	-	\$115
Designer	-	\$75.50
Drafter	-	\$60.00
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 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