



Connie Urquhart
Director, Camas Public Library
Camas Public Library
625 NE 4th Avenue
Camas, WA 98607

Date: September 10th, 2023

Subject: Camas Public Library Renovation: Proposal for Architectural Services

Dear Connie,

Johnston Architects (JA) is looking forward to working with you to refresh and reimagine the library. We are particularly looking forward to collaborating on the new design for the Children's Area. We share your passion for early literacy and will work with you to create a project that results in a safe and inspiring environment for people of all abilities.

Before we begin work, we would like to execute a written agreement describing our mutual understanding of the services to be provided. It has been our experience that both Owner and the Architect are best served by having a written understanding from the outset that defines for both of us the services we will perform during our relationship.

Scope of Work:

- Improved lighting on the main floor.
- New flooring throughout.
- Transformation of the current Children's Library into the Children's "Learning Hive", which will include:
 - An early learning center in the former story time room,
 - A hallway that allows children to play while learning.
 - A STEM lab for elementary school-age children.
 - A quiet reading area.
 - Small interventions in the rest of the Children's Library, like reviewing stack heights.
- The outdoor courtyard will also be studied to make it a more accessible space for learning and discovery.
- New furniture throughout the building.
- Support for community outreach and engagement including three meetings and associated presentation material that may also be used online and for fundraising purposes.
- Assist with community outreach and engagement.
- Exterior Work:
 - Accessible ramp to the courtyard.
 - Review and design for accessible access to the other main entrances.
 - Review and design for the repair of exterior door and window openings.
 - Design a permanent solution to prevent water intrusion into the exterior stairwell to the basement level.
 - Design solution for water and debris intrusion at the basement light wells
 - Design for reader boards and primary signs.
 - Replacement of street trees.



- Permitting and Bid Support
 - Create documents for permitting.
 - File for the building permit.
 - Respond to building permit corrections.
 - Create documents for bid including drawings and specifications. It is assumed that the City of Camas will provide division 00 and will advertise for bid.
 - JA will provide support during Bid and permitting as necessary.

Work by Phases

Concept - 8 weeks

- Coordinate workplan and preliminary schedule
- Coordinate and conduct kick-off meeting, and (3) additional meetings, workshops
- Meeting notes shall be distributed no later than five (5) working days after a meeting.
- Review as-built documents, and field verify conditions to ensure all necessary facility information is well documented and available prior to design commencement.
- Review and verify the program and previous studies and make adjustments based on current needs.
- Review Camas Public Library survey/engagement findings, outcomes, and recommendations and adjust the program.
- Develop decision-making/priorities criteria with client input.
- Analyze conceptual options; document and provide detailed conceptual planning alternatives and recommendations for (3) preferred planning options with any alternate layout approaches.
- Initiate consultant team communication and coordination.
- Provide scoping for permitting timelines and durations.
- Present 3 design options distinguished primarily by scope and value and include three-dimensional perspective color vignettes to illustrate concept planning approach(es)
- Options areas and utilization comparison
- Price 3 options and present to Camas Public Library
- Determine the final design direction based on the best value for Camas Public Library. This may be a combination or hybrid of one or more of the 3 options.

Design – 12 weeks

- Coordinate workplan and updated schedule
- Coordinate and conduct kick-off meeting, and minimum (6) additional meetings and workshops as required.
- Assist with two (2) community outreach events.
- Meeting notes shall be distributed no later than five (5) working days after a meeting. The kick-off meeting will discuss the approved design direction and any outstanding issues associated with cost or design.
- Conduct internal weekly project team meetings including consultants as necessary.
- Develop program-based floor plans.
- Begin FF&E selection and accommodate potential reuse of furniture.



- Provide initial concept furniture options.
- Begin outreach to vendors for FF&E procurement.
- JA will assist the City in joining a Group Purchasing Organization
- Identify any code-required upgrades to the existing lighting systems.
- 90% Documents will be issued for review by Camas Public Library.
- Create a cost estimate from approved 90% documents, Program, and design narrative. The cost estimate shall be provided within two and a half weeks of the approved 90% Design Documents
- Provide quality assurance, cost control, and internal value engineering.
- Coordinate with all applicable municipal agencies.
- Develop a schematic-level approach to code, directional, and wayfinding signage and graphics.

Design Deliverables

- Area reconciliation and utilization update, including any associated changes in stack count.
- Preferred option planning options including three-dimensional perspective color vignettes to illustrate concept planning approach(es) including options areas and utilization.
- Design Drawings
- Design System and Material Narrative Report including:
 - Detailed Project Schedule
 - Written executive summary and schematic design planning and recommendations summary.
 - Mechanical, Electrical, Plumbing, Data/Telecom, basis of design systems descriptions.
 - Major building materials and components.
 - Codes and Permitting Analysis including Energy Code
 - Three-dimensional perspective color vignettes to illustrate concept planning approach(es)
 - Report shall take the form of color electronic copy in Adobe PDF file format.
 - Design Cost Estimate including soft costs workbook, and escalation to mid-point of construction and adjusting for phased construction.
 - Schematic-level approach to code, directional, and wayfinding signage and lobby graphics

Documentation – 14 weeks

- Make adjustments to design and planning based on Client input.
- Coordinate updated workplan and updated schedule.
- Conduct kick-off and a minimum of seven (7) additional meetings and workshops.
- Meeting notes shall be distributed no later than five (5) working days after a meeting.
- 50% Documents will be issued for review by Camas Public Library
- Coordinate the CD cost estimate from approved 50% CD plans and specifications with narrative.
- CD cost estimate shall be provided within two and a half weeks of the approved 50% CD Package



- Assist with one (1) community outreach event.
- Complete ongoing coordination with sub-consultants and document quality assurance, accessibility review, and building code compliance.
- Submit for building permit.
- Finalize furniture options and provide required documentation.
- Assist with Group Purchasing Organization research.
- Furniture procurement and design coordination with the selected furniture vendor's furniture, finishes, and materials.
- Develop and document final directional and wayfinding signage, code-required signage, and specific library signage.
- Coordinate plans with Camas Public Library staff regarding data and telecommunications, building security and entrance controls, maintenance and operations, and public information.
- JA shall indicate areas that require new or relocated phone or data cabling so the Contractor may provide mud-rings and pull-rings.
- JA understands that City will provide cabling and terminate connections for phones and data outlets.
- JA will coordinate the layout and design with City IT department.

Documentation Deliverables

- Area reconciliation and utilization update, including any associated changes in stack count.
- Construction document development with three-dimensional perspective color vignettes and color elevations to illustrate design development and finish selections.
- Alternate option approaches for add-alternates.
- Project Specifications
- Final Materials Board
- Supplemental Information including
 - Updated detailed Project Schedule
 - Cost Estimates based on 50% & 90% Construction document drawings and specifications including soft cost workbook, escalation to mid-point of construction, and adjusting for phased construction.

Bid Phase – 6 Weeks

- Adjust as needed based on Client input and provide a Bid Package for distribution by Camas Public Library.
- Attend mandatory bid meetings and pre-bid site walkthroughs (2)
- Preparation and issuing of addendum to facilitate bid.
- Perform review of substitution requests and answer bidder questions
- Provide written bid evaluations.



Bid Deliverables

- Final bid documents

Construction Administration – 20 weeks

- Complete reviews of submittals, shop drawings, samples, certificates, and other required review items.
- Provide ongoing coordination of sub-consultants.
- Complete site visits for review of contractor progress and compliance to construction documents.
- Attend weekly construction meetings (minutes by General Contractor).
- Respond to RFIs, and provide clarifications or modifications.
- Review CCD/COPs
- Monitor schedules.
- Complete review of construction at substantial completion and provide punch list.

Closeout – 2 weeks

- Monitor completion of punch list items, O&M Manual, and complete back punch process.
- Complete final Record Documentation; provide both CAD and digital files to Camas Public Library.

Consultants:

JA will engage with the following sub-consultants needed to execute the project.

- Electrical, low voltage, and lighting: Interface
- Structural: Catena
- Landscape: Lango Hansen
- Cost: DCW
- Exterior Envelope: RDH
- Specifications: Conspectus

Exclusions:

- Consultants not listed above.
- Design, coordination, and permits for work within the public right-of-way.
- Site survey (if required) – provided by Owner
- Geotechnical report and other specialty site analysis (if required) –provided by Owner
- Environmental Consulting- provided by Owner
- Permitting fees and in-person permit submittal (assumes digital submission)
- Permits covered by respective trades (mechanical, electrical, low voltage, fire)
 - JA will include the direction above in the specification.
- Changes to elements of the design after initial Owner approval, including changes



- made as part of a value engineering process.
- Graphics and branding.
- Hardware consulting and specification.
- Design, documentation, and registration fees for LEED certification or other green building certification programs, outside of those required to satisfy the obligations of the grant funding for the exterior work on the project.
- Work beyond the scheduled durations indicated above.
- In-person meetings with the Authority Having Jurisdiction

Extra Services:

These services are defined by the Washington State Architecture and Engineering Guidelines as outside of the scope of basic services:

- Furniture selection and procurement

Please see attached Fee Analysis and Consultant proposals. Note this is a Not-To-Exceed Proposal. Hourly rates have also been provided. Those rates are subject to change at the beginning of each calendar year.

Billing Rates:

2023 JA employee billing rates are listed in attachment B. Note: Note: Rates are subject to change on February 1, annually

Please let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Chaffin', written over a light gray circular stamp.

Jack Chaffin, AIA
Partner



ATTACHMENT B: 2023 HOURLY BILLING RATES

September 2023

EMPLOYEE	BILLING RATE
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PARTNERS

Ray Johnston	\$295
Mary Johnston	\$295
Jack Chaffin	\$240
Megan McKay	\$240
Alison Walker Brems	\$240
Mona Zellers	\$240

PRINCIPALS

Genevieve Theriault	\$190
David Fuchs	\$190
Amber French	\$190

ASSOCIATES

Lina Baker	\$175
John B. Simons	\$160
Maggie Ciaccio	\$160
Shane Leaman	\$150
Sarah Burk	\$145
Siyao Zhang	\$145

STAFF

Jay Johnston	\$170
Jesse Baiata-Nicolai	\$150
Elly Krutz	\$140
Sierra Borsari	\$140
Jesse Davis	\$140
Addison Peabody	\$120
Jen Kriegel	\$120

Camas Library Fee Analysis

September 12, 2023

ITEM		PROPOSED	COMMENTS
ARCHITECTURAL BASIC SERVICES			
Concept and Discovery		\$ 63,000	
Design		\$ 86,000	
Documentation		\$ 77,000	
Bidding		\$ 12,000	
Construction Administration and Closeout		\$ 50,000	Assumes 4 month construction period
TOTAL ARCHITECTURE		\$ 288,000	
EXTRA SERVICES			
Furniture selection and procurement		\$ 10,000	
REIMBURSABLES		\$ 1,000	
ENGINEERING AND SUB-CONSULTANTS			
		PROPOSED	COMMENTS
Engineering included under the architectural contract except where noted:			
STRUCTURAL ENGINEERING		\$ 10,000	Will be billed hourly as a reimbursable
ELECTRICAL		\$ 51,000	
LANDSCAPE		\$ 40,800	Scope includes full courtyard design
COST ESTIMATE		\$ 21,420	
ENVELOPE		\$ 12,000	Will be billed hourly as a reimbursable
SPECIFICATION		\$ 28,000	
TOTAL ENGINEERING AND SUB-CONSULTANTS		\$ 163,220	
REIMBURSABLES		\$ 500	
CONSULTANT FEE MARKUP 10%		\$ 16,322	
GRAND TOTAL:		\$ 479,042	