



Johansson Wing Architects

821 SE 14th Loop, Suite 109

PO Box 798

Battle Ground, WA 98604

Ph: 360-687-8379

Fee Proposal

Date: July 12, 2023

To: Chief Cliff Free
Camas Washougal Fire Department
616 NE 4th Avenue
Camas, WA 98607

From: Karl Johansson
Johansson Wing Architects

Subject: **Fee Proposal**
Camas Washougal Fire Department (CWFD)
Headquarters Station 41 Replacement, Phases 1 and 2
Johansson Wing Architects (JWA) Project No. 23048

Dear Chief Free,

Thanks again to the Camas Washougal Fire Department and the City of Camas for putting your trust in our team. We look forward to supporting you all to establish a New Camas Washougal Fire Department (CWFD), Headquarters Station 41 in the City of Camas.

PROJECT UNDERSTANDING:

The proposed project is the initial efforts to find a suitable site / location for a new CWFD Station 41 in the City of Camas, including Community Outreach, Preliminary Station Programming, Preliminary Site and Station Design and eventual Bond Support Services.

SCOPE OF SERVICES:

As coordinated with you and your staff, we have outlined a task list for your and our understanding of efforts to be accomplished. The following Scope Task list encompasses both the phases as originally requested in the CWFD Request for Qualifications (*Phase 1 – Station Siting Alternatives Analysis, Site Selection and Real Estate Services / Phase 2 – 20% Station Concept Design and Community Outreach*) and are listed in a chronological fashion.

1. Task 1 – Project Initiation
 - A. Internal project coordination, preparation, and start-up.
 - B. Review available information, coordination with owner representatives - i.e., Capital Improvements plans, programming studies, budgets, etc.
 - C. Prepare for City staff kick-off meeting to review project workplan and deliverables.
 - D. *Task 1 Deliverable: N/A*

2. Task 2 – Project Kick-off (*in person meeting*)
 - A. Meeting with the City staff to review work plan and deliverables.
 - B. Identify key stakeholders and level of engagement- information only, collaboration, decision making.
 - C. Present and discuss best practices and virtual program/image tour.
 - D. Identify guiding principles and big picture ideas.
 - E. Review the current program relative to how things have changed and best practices, producing an updated Program for Station to be designed to.
 - F. Produce site selection criteria - This will include items such as target response area, safety, zoning and land use criteria, traffic, ease of access, utility connections and stormwater discussion.
 - G. *Task 2 Deliverable: Written documentation of / for the Kick-off Meeting.*

3. Task 3 – Community Outreach Planning (*Virtual Meeting*)
 - A. Produce a public involvement plan with key messaging and project purpose and need statement.
 - B. Identify the *what, when, where, and why's* of the project.
 - C. Develop and review draft outreach plan and types of information push.
 - D. Refine outreach planning effort including feedback loop with range and type of outreach dates and type to engage and disseminate information.
 - E. *Task 3 Deliverable: Documentation of the Plan and directions for all.*

4. Task 4 – Program Update
 - A. Produce updated program with select room diagrams for sizing validation.
 - B. Produce "ideal" conceptual (10%) site and floor plans based on a generic site- 1 story, 2 story (*or other*) as necessary.
 - C. Produce a Conceptual Site Evaluation Matrix. Develop a site evaluation matrix framework based on evaluation criteria. Discuss and weigh site evaluation criteria with City staff and finalize the evaluation matrix framework.
 - D. The focus will be on producing a minimum sized Facility for fitting onto various sites.
 - E. *Task 4 Deliverable: "10%" Station Concept Design – Written Program, Building and Site Layout.*

5. Task 5 – Identification of Long List of Sites (*in person meeting*)
 - A. "Windshield" and GIS survey of potential sites
 - B. Develop list of 2-3 sites for high-level consideration w/ site evaluation criteria.
 - C. Provide high level review, block "footprint" diagrams, location mapping, and base site information of top 2-3 sites with pros and cons.
 - D. *Task 5 Deliverable: Documentation packet on each site w/ summation.*

6. Task 6 – Identification of Preferred Site
 - A. Discuss and test preferred long list of sites against site evaluation criteria.
 - B. Identify the top one (1) site per evaluation criteria.
 - C. Provide site location drawing of preferred site.
 - D. Detailed architectural and engineering analysis of top site - including program and site test-to-fits, zoning, lidar based grades, general block massing, critical area identification, storm drainage, utilities, street improvements, traffic and safety considerations, tree canopy, etc.
 - E. Start coordination with CWFD cost estimating consultant.
 - F. Develop pros and cons listing for site.
 - G. *Task 6 Deliverable: "20%" Station Concept Design, Building and Site Layout.*

7. Task 7 – Community Meeting 1
 - A. Community Meeting 1 to review process, provide informational presentation, review Long List and Preferred Site (*depending on sensitivity of site acquisition process*)
 - B. *Task 7 Deliverable: Public Response / Feedback*

8. Task 8 - Community Meeting 2 – Update
 - A. Prepare documentation and material needed for a community meeting to present project updates, respond to previous issues raised at community meeting 1.
 - B. *Task 8 Deliverable: Public Response / Feedback*

9. Task 9 – Draft Recommendations
 - A. Using information and products produced to date, coordinate, and compile deliverables into succinct presentation to City Council.
 - B. *Task 9 Deliverable: N/A*

10. Task 10 - City Council Presentation
 - A. Presentation of project findings and deliverables to City Council.
 - B. *Task 10 Deliverable: Council Buy-In*

11. Task 11 - Site Acquisition Process
 - A. Commercial real estate broker engagement.
 - B. Contact w/ property owners of potential sites.
 - C. Continue coordination with CWFD cost estimating consultant.
 - D. *Task 11 Deliverable: Site costs information & understanding*

12. Task 12 – Public Involvement
 - A. Community Engagement
 1. Follow public involvement plan as outlined in Task 3 above.
 - B. Community Events
 1. Coordinate and staff up one (1) community events throughout the project to promote awareness
 - C. Open Houses and Online Open Houses
 1. Develop and summarize one (1) in-person and one (1) corresponding online event to engage the public in the planning effort
 - D. Communication Materials / Bond Effort
 1. Develop communications materials (*social media, web, fact sheet and mailers*) to be produced and distributed by the City.
 2. Election Planning support.
 - E. *Task 12 Deliverable: As specifically outlined here in Task 12.*

13. Task 13 – General Support & Management of the Project & Development Team
 - A. Attend miscellaneous meetings, coordinate amongst the A/E and Owner teams, provide professional services opinion and support to discussions and the path forward
 - B. Meetings - Scope assumes recurring project meetings as follows:
 1. In-Person; Assume minimum (1) with entirety of the Architectural / Engineering team.
 2. Virtual; As-needed w/ a minimum of bi-weekly check-ins
 - C. *Task 13 Deliverable: N/A*

SCHEDULE OF SERVICES

The following is a general overview of potential project schedule durations. Work performed beyond this schedule may invoke additional services:

- July 2023 thru December 2023 – Scope of Service Tasks #1 - #13
- November '23 thru (Bond Election date – TBD)

COMPENSATION:

Services are to be provided on an Hourly, Time and Materials Fee basis. Please understand that the fees identified are neither a minimum, nor a maximum but simply an estimate based on hours to be expended on the above-outlined tasks. The following task totals are a compilation of each of the consultant team members (*Johansson Wing Architects, TCA Architects, Mackay Sposito Engineers and JLA Public Involvement*) estimate of hours;

<u>Service</u>	<u>Fee</u>
Task 1 – Project Initiation	\$ 16,041
Task 2 – Project Kick-off	\$ 13,365
Task 3 – Community Outreach Planning	\$ 4,821
Task 4 – Program Update	\$ 12,026
Task 5 – ID Long List of Sites	\$ 15,475
Task 6 – ID Shortlist of Sites	\$ 21,618
Task 7 – Community Meeting 1	\$ 5,921
Task 8 – Community Meeting 2	\$ 1,934
Task 9 – Draft Recommendations	\$ 4,480
Task 10 – Presentation to City Council	\$ 5,476
Task 11 – Site Acquisition Process	\$ 2,423
Task 12 – Public Involvement	\$ 40,556
Task 13 – General Support	<u>\$ 3,840</u>
TOTAL:	\$147,973

Additional services, if necessary to complete the project or agreed to by the Client and Consultant Team, will be provided in accordance with JWA's Hourly Billing Rates. Printing costs and other reimbursable expenses will be charged at cost plus ten (10) percent and are estimated to be approximately \$3,000.

Should you have any questions, or need further clarification, please do not hesitate to contact us. It is our goal to meet your needs for this project, and we look forward to working with you. If you agree with this proposal, please sign below and return one (1) copy to our office. We will then work with you to execute a City of Camas Professional Services Agreement with this proposal as the Exhibit(s).

Sincerely,



Karl Johansson, AIA, NCARB
President

7/12/23

Date

ACCEPTANCE OF PROPOSAL:

The undersigned has authority to sign for and hereby agrees to the fee proposal outlined above.

Signature

Date

Printed Name

Copy: Project File
Attachments: (1) 8 1/2 x 11" - Johansson Wing Architects, PC 2023 Rates and Reimbursables
By reference: Project Team CWFD SOQ submittal
Project Team CWFD Interview PowerPoint

