

July 27, 2021

EXHIBIT A

Mr. Denis Ryan
Public Works Operations Supervisor
City of Camas
616 NE 4th Avenue
Camas, WA 98607

RE: CITY OF CAMAS PUBLIC WORKS OPERATIONS FACILITY SITE & SPACE NEEDS ANALYSIS
TCF Project No. 2021-013
SCOPE & FEE PROPOSAL FOR PROFESSIONAL SERVICES – PART 1

Dear Denis:

On behalf of TCF Architecture (hereafter “TCF”) and our design team, we want to thank you and the City of Camas (hereafter “City”) for the opportunity and privilege to provide you with professional planning and design services to complete the Operations Facility Site & Space Needs Analysis Study, (hereafter “the Work”). This letter provides descriptions of our proposed tasks and deliverables for Part 1 Scope of Services. Part 1 is intended to provide the City with the determination of building and site area needs and a preliminary range of potential costs for future facilities. Part 1 does not provide for the exploration, evaluation, or economic analysis of various site alternatives which will be studied under the Part 2 Scope of Services if the City elects to proceed with the planning process.

Exhibit A.1, attached to this letter, provides the Master Fee Schedule for the Part 1 Scope of Services, itemizing all fee budgets associated with each task for each team member. TCF will contract with various specialty consultants in the development of this planning work. All work will be performed on an hourly basis for this Study.

CONSULTING TEAM MEMBERS

The firms listed below will be under direct contract to TCF and will each have specific roles and responsibilities for the delivery of work scope under this proposal package. The term “Design Team” may be used occasionally in this document, generally referring to the full team.

- Equipment / Operations: Facility Planning Services
- Civil Engineering: KPFF
- Cost Estimating: RC Cost Group
- Cost Benefit Analysis: FCS Group (FSCG)
- Real Estate Consulting: Lee Associates (Tom Brown)
- Structural Engineering: AHBL Engineers
- HVAC/Plumbing/FP: BCE Engineers
- Electrical and Low Voltage: BCE Engineers
- Others: To be determined

SCOPE OF SERVICES

The following Scope of Services defines TCF’s tasks, deliverables, and the basis for the hours and fee compensation amounts provided in Exhibit A.1.

Task 1 – Project Administration

- 1.01** TCF will provide contract management, consultant management & coordination, schedule development and management, and manage day to day communication (phone and e-mail), and other general correspondence. The City will identify a “Core Advisory Team” (AKA “Steering Committee”) that will periodically meet with TCF to review progress and provide on-going
- Project Administration**

guidance and feedback.

Deliverables:

- Executed Prime Agreement with scope of services and associated fee budgets. (TCF will execute separate consultant agreements with each sub-consultant contracted under TCF.
- Project Schedule (In Smartsheet)
- Correspondence and management of documents through Smartsheet.

Task 2 – Existing Conditions & Data (Pre-Programming)

TCF and its consultants will visit the City’s existing facilities to become familiar with existing operations and The City will provide TCF with available surveys, drawings, reports, and other existing documents for each of these properties. TCF will develop an existing data library for use throughout the project.

**2.01
Data Library**

TCF will organize the City-provided documents into a Data Library for use throughout the Master Planning work. TCF will review the various documents and data pertaining to the existing facilities, integrating and utilizing information as appropriate and necessary for the planning work.

Deliverables:

- Review of documents and organization of hard copy and digital form documents.
- Photo images of existing conditions.

Information to be Provided by City

- Existing Facilities Conditions Assessments: Reports being produced for the City by a separate consultant for the facilities at the Downtown and South Hill sites.
- Surveys: Hard copy and AutoCAD base surveys of existing properties as available.
- Drawings: .Pdf drawings of existing buildings as available.
- Equipment Inventory: A listing (Excel-based) of all City-owned equipment grouped by facility location.
- Fleet Inventory: A listing (Excel-based) of all City-owned rolling stock organized by domiciled location and including vehicle number, vehicle type (make & model), fuel type, and year.
- Existing Conditions Assessment: Copy of the report currently being prepared by a separate consultant to the City to assess the existing site and building conditions at the city’s current Operations Facility.
- Other Reports: Any reports available such as wetlands or other environmental conditions, hazardous materials surveys (site and buildings), etc.

**2.02
Existing
Operations
Documentation**

Prior to conducting Workshop 1 (Programming), TCF will research and document the City’s current Operations, gathering information and background documentation for use in the programming process.

- TCF and our consultant, Facilities Planning Services (FPS) will engage the Lead Persons for each Operations group by means of an initial short video call, (MS Teams or Zoom) followed by the issuance of a questionnaire to each Lead Person designed, giving each group the opportunity to provide written input regarding their facility needs.
- FPS will make an initial visit to the Operations Facility to meet with the Fleet Manager to better understand current fleet management practices, fleet mix, inventory existing shop equipment, and inventory existing materials storage for each Operations group.

Goals – Givens – Growth

Also prior to conducting the Workshop 1 Program sessions, the Core Advisory Team will complete a questionnaire and identifying short and long term *goals*, project “*givens*” (those items already decided or not to be included in the study), and to confirm the *growth* horizon for planning.

Deliverables:

- Compiled Goals-Givens-Growth Questionnaire
- Compiled questionnaires summarizing Lead persons responses
- Summary of Fleet Management practices
- Preliminary Equipment Inventory
- Vehicle inventory confirmation and parking requirements
- Photographic library of existing facilities and equipment

Task 3 – Programming and Design Criteria

TCF will lead a process to explore and quantify the physical facility space and programmatic criteria for the various Operations groups that are part of this project. (See below). Work under this task will generate a “Preliminary Space Program” document (See Task 3.03) providing quantitative data (room/space area) for the established planning horizon (minimum 20-year planning horizon), preferred space and function adjacencies, workflow analysis, inventory management, and projected growth assumptions. (See subtasks and deliverables below). The Preliminary Space Program will be presented in a matrix-based (Excel) format and will also include general qualitative information noting special attributes, features, and functional considerations for each space.

The process for sizing program spaces will be accomplished through a series of workshop sessions conducted with the Program Teams, whereby each functional area and/or groups of functional areas will be discussed and diagrammed with the Program Team participants. Space sizing will be derived using a combination of industry standards, practical experience, and collaborative diagramming between the TCF Team and the Program Team participants. Workshop Sessions will be scheduled with each of the divisions or groups indicated below:

Program Teams

- Administrative and Public facilities
- Non-Administrative, Crew, and Shared Facilities
- Equipment R&R
- Stormwater
- Parks/Cemetery
- Building Facilities
- Solid Waste
- Water
- Sewer
- Offender Program

3.01

Facility Tours

Prior to the programming workshop sessions, TCF will facilitate tours of other existing operations & maintenance facilities of relevance to the City’s operations. These tours are intended to assist the City’s project participants in better understanding a range of alternatives for facility design and organization, and to provide an initial basis for exploring and confirming anticipated program elements. The facilities suggested below can be toured in a single day.

Facilities to Tour

- Pierce County Sewer and Traffic Operations Facility, Puyallup, WA.
- Pierce County Central Maintenance Facility, Frederickson, WA.
- Mason County PUD, Johns Prairie Operations Center, Shelton, WA.

Deliverables:

- Summary of group discussions and observations, photographs of functional areas informing design criteria for use in the planning process.

3.02

**Workshop 1:
Programming
and Planning
Criteria**

TCF will conduct a series of programming sessions with the City’s Program Teams, reviewing and confirming City’s goals and objectives, and establishing general design criteria and space requirements for facility functions as described under the Summary of Program Elements above. An agenda for each session will be developed and coordinated with the Core Advisory Team, organized to address and confirm the Work Scope elements.

Workshop Session Schedules

Participants for each specific session will be determined at the time the agendas for the workshop are developed with the City. Up to three (3) days are anticipated for the completion of the workshops. Sessions will be organized into 2-3 hour time blocks.

Summary of Program Elements

Administrative and Office Functions

Programmatic requirements for spaces and systems supporting administrative and office functions:

- Preferred departmental arrangements and adjacencies.
- General office system standards for private offices and open workstations.
- Conferencing and collaboration spaces.
- Qualities and features desired for office environments (daylighting, acoustics, security, data/comm, air quality, overall functionality, etc.).
- Exploration of long-range considerations for expandability and flexibility of systems.
- Other requirements as determined with the City in the workshop process.

Common Areas and Shared Functions

Programmatic requirements for spaces and systems supporting customer or public interaction:

- Public spaces (lobby, meeting space, restroom facilities, etc.).
- Technology applications.
- Other features focused on customer interaction and support.

Non-Administrative Personnel Functions (Crew Facilities)

Programmatic requirements for spaces and systems supporting non-administrative functions:

- Operational flow of personnel from personal parking, into and through building spaces, and access to work vehicles and materials, exploring optimum efficiencies and preferred adjacencies within and between all operational functions.
- Multi-use meeting and training functions.
- Lead and supervisory staff functions.
- Kitchen and break area functions. (Including outdoor space)
- Mud/drying room, locker room and restroom functions including discussion of male to female ratios and gender-neutral policies, now and in the future.
- Resource materials and data systems access for personnel.
- Wellness features.
- Specialty functions, storage systems, etc.

Maintenance and Repair Shop Functions

Programmatic requirements for all spaces and systems supporting maintenance functions:

- Fleet shop spaces including vehicle repair bays, tire shop, parts storage, other specialty shops.
- Maintenance shop facilities for all work groups / divisions.

Fueling & Washing Functions

- Fueling lanes, dispensers, fuel management system, etc.
- Diesel and gasoline storage tanks.
- Wash bay(s) for general vehicle washing.
- Chassis wash and degreasing functions.

Storage Functions

- Enclosed and secure inventory storage.
- Covered and/or enclosed general working stock storage.
- Hazardous materials storage & containment.
- City vehicle and equipment parking (enclosed, covered, open).
- Uncovered bulk materials storage
- Covered bulk materials storage
- Other storage functions as determined with City during workshop process.

Site Functions

Site requirements for area and systems associated with vehicles and pedestrians:

- Site access from street for vehicles and pedestrians.
- General on-site circulation for vehicles and pedestrians.
- Customer and visitor parking.
- Accessible parking.
- Other items as determined during workshop process.

Other Site Functions

Requirements for other site systems:

- Landscaping
- Storm water management
- Fencing, gates, and security

Deliverables:

- Goals – Givens – Growth Summary providing a consistent planning basis for Program Team engagement.
- Workshop planning and preparation.
- Agenda for each Program work session identifying place, time, participants, and key topics to be covered.
- Coordination and facilitation of workshop sessions.
- Workshop session meeting notes in Smartsheet.
- TCF's other consultants including civil, structural, HAVC, plumbing, and electrical will be available with limits hourly fee budgets to assist TCF if needed during the programming process.

3.03
Preliminary
Space
Program

Using the information obtained in the Workshop 1 sessions, TCF will prepare a Draft Preliminary Space Program document for City review. The document will be presented in table/matrix form, providing a numeric summary of all program areas/spaces, a summary of spaces within assigned building footprints, space adjacency diagrams, space and flow diagrams, and general criteria for each functional area in bullet and narrative form.

Note: This document will not be considered a “Full Functional Program.” Once a Strategic Facilities Plan is developed (under the subsequent Part 2 work scope), and specific projects identified for implementation, a more detailed Functional Program and Design Criteria must be developed for use in the design of specific projects.

Deliverables – Preliminary Space Program:

- Summary of City Goals – Givens - Growth
- Summary of planning horizon and growth assumptions.
- Space Program providing numeric area for each function.
- General functional criteria for each program area.
- Workflow and adjacency diagrams for site and building arrangements.
- Preliminary Equipment List.
- Vehicle parking analysis.

Task 4 – Site Alternatives and Scenarios

The Part 1 work scope will not include the exploration of site alternatives and scenarios for development of other potential sites in the City to accommodate the projected Operations facility needs. The Work will include a general review of potential improvements at the existing Operations facility.

4.01
Explore
Existing
Operations
Center for
Potential
Improvements

TCF will explore potential improvements to the City’s existing Operations Facility, identifying possible opportunities to optimize site and building utilization.

Deliverables:

- Preliminary site plan concepts showing possible alternative site usage layouts responding to the program criteria and City’s goals & objectives.
- Preliminary building layout concepts showing possible approaches for addressing program needs, integrated with the site layouts.
- Review meeting via teleconference to review the preliminary site and building concepts.

Task 5 – Economics

Based on the programmatic needs identified under Task 3, TCF will develop an “Order of Magnitude” cost estimate range using general cost per square foot and cost per acre cost data for a non-specific facility development. The intent of this task is to provide the City with a potential range of likely development costs for the purpose of determining next steps in developing a long range, Strategic Facilities Plan for Operations. (Part 2 work scope not yet determined).

5.01
Preliminary
Site Cost Modeling

The TCF Team, including civil consultant (KPFF) and Cost Estimator (RCCG), will prepare a budgetary Cost Model for a generic facility represented by the full program identified under the Task 3 Work.

Deliverables:

- Preliminary Cost Model including escalation for an assumed 5-year development plan.

Task 6 – Needs Assessment Report

TCF will prepare a final draft document/report collecting and organizing the information developed under the various tasks above. A draft document will be produced for City review and comment, followed by a final document.

- 6.01**
Report
- TCF will prepare a draft report summarizing all information noted under Tasks 1-5 above into a complete package. The deliverable will be organized in a tabbed .PDF electronic format. TCF will present the draft document to the Core Advisory Team and solicit feedback and comment. Following the receipt of City review comments, TCF will prepare a final report.

Anticipated Document “Chapters”

- 1) Summary Report covering process, goals, assumptions, current and projected program needs, preliminary exploration of existing Operations Facility, Order of Magnitude Cost Model, and summary of next steps in the planning process.
- 2) As determined
 - a. Preliminary Space Program/Design Criteria
 - b. Conceptual Site & Building concepts for existing Operation Facility

- 6.02**
Power Point Presentation(s)
- TCF will assist the City in preparing a Power Point presentation summarizing and illustrating the planning and analysis information for use in presenting to the City Council.

Deliverables:

- Completed Power Point
- Attendance at City Council presentation.
- .PDF for uploading to the City’s website.

Subsequent Project Phases

Following the completion of the Part 1 of the Predesign/Planning work and the confirmation of next steps, TCF will prepare a proposal for Part 2 Predesign/Planning proposal to explore alternatives and scenarios for the development of facilities accommodating all Operations groups in a long-range Strategic Facilities Plan.

Sincerely,



Randy Cook, AIA, LEED AP
Principal/Project Manager

Attachments:

- Exhibit A.1: Master Fee Schedule for Part 1
Exhibit B: TCF Schedule of Rates and Charges