



Johansson Wing Architects

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Fee Proposal

Date: July 31, 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, Concept 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*);

1. Task 1 – Project Support & Management of the Project and Team
 - 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. Coordinate amongst the A/E and Owner teams, provide professional services opinion and support to discussions and the path forward.
 - E. Meetings - Scope provides for recurring project meetings as outlined herein, with virtual meetings provided as needed with a min. of bi-weekly check-ins.

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.
 - 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: A written summary document of Kick-off decisions made and information agreed upon.*

3. Task 3 – Community Outreach Planning (*Virtual Meeting*)
 - A. Produce a public involvement plan with key messaging and project purpose and need statement.
 1. Identify the what, when, where, and why's of the project.
 - B. Develop and review draft outreach plan and types of information push.
 1. Discuss / resolve scope of presentation materials
 - C. Refine outreach planning effort including feedback loop with range and type of outreach dates and type to engage and disseminate information.
 1. Bond / Election Planning
 - D. *Task 3 Deliverable: An agreed upon written plan for Community Outreach, including initial graphics for CWFD use for informing the public on necessity and nature of the project.*

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 Outreach
 - A. Continue with Community Outreach Plan as created in Task 3 above.
 - B. Prepare documentation and material required for public presentation(s).
 - C. Coordinate and staff community events as necessary.
 - D. Community Meeting 1:
 1. Review site selection and Station Design process,
 2. Provide informational presentation, review “Long List” and Preferred Site and 20% Station Design
 - E. Community Meeting 2: *(If / as necessary, TBD)*
 1. Present project updates, respond to previous issues raised at Community Meeting 1.
 - F. Online Open House: *(If / as necessary, TBD)*
 1. Develop and summarize a corresponding online event to engage the public in continued planning effort.
 - G. *Task 7 Deliverable: Comprehensive Project Information and visual graphics for presentation and distribution to the public*

8. Task 8 - 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 8 Deliverable: Site costs information.*

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

10. Task 10 - City Council Presentation
 - A. Assist CWFD in presentation of project findings and deliverables to City Council.
 - B. *Task 10 Deliverable: Full compiled project information to include;*
 1. *Station Program*
 2. *Site Plan*
 3. *20% Station Concept Design*
 4. *Project Costs Estimate (a compilation of property acquisition costs, CWFD Building est., A/E fees, permits and taxes)*

11. Task 11 - Communication Materials / Bond Effort

- A. Finalize communications materials (social media, web, fact sheet and mailers) to be produced and distributed by the City in an eventual Bond Effort.

SCHEDULE OF SERVICES

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

- August 2023 thru January 2024 – Scope of Service Tasks #1 - #11
- 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 Support & Management	\$ 19,881
Task 2 – Project Kick-off	\$ 13,365
Task 3 – Community Outreach Planning	\$ 10,374
Task 4 – Program Update	\$ 12,026
Task 5 – ID Long List of Sites	\$ 15,475
Task 6 – ID Preferred Site	\$ 21,618
Task 7 – Community Outreach	\$ 27,055
Task 8 - Site Acquisition Process	\$ 2,423
Task 9 – Draft Recommendations	\$ 4,480
Task 10 - City Council Presentation	\$ 5,476
Task 11 - Communication Materials	<u>\$ 15,800</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

7/31/23
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 ½ x 11" - Johansson Wing Architects, PC 2023 Rates and Reimbursables
By reference: Project Team CWFD SOQ submittal
Project Team CWFD Interview PowerPoint

JOHANSSON WING ARCHITECTS, PC
2023 RATES AND REIMBURSABLES*

Rates:

Principal	\$240.00 per hour
Associate	\$220.00 per hour
Project Manager	\$200.00 per hour
Architect	\$180.00 per hour
Designer III	\$160.00 per hour
Designer II	\$140.00 per hour
Designer I	\$120.00 per hour
Administrative Services	\$100.00 per hour

Reimbursables:

Project Expenses	Cost + 10%
In-House Plots	\$2.50 per sheet
In-House Prints – Color	\$0.30 per sheet
In-House Prints – B&W	\$0.15 per sheet
Mileage	Current IRS Reimbursable rate

**Rates subject to change*