

February 14, 2022

EXHIBIT A

Mr. Steve Wall
Public Works Director
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 2 - SITE ALTERNATIVES ASSESSMENT**

Dear Steve:

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 next step in Operations Facility Site & Space Needs Analysis Study, Part 2 Site Alternatives Assessment, (hereafter “the Work”). This letter provides descriptions of our proposed work tasks and deliverables.

Exhibit A.1, attached to this letter, provides the Master Fee Schedule for the 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, referring to the full team.

- Civil Engineering: KPF
- Equipment / Operations: Facility Planning Services
- Cost Estimating: RC Cost Group
- Others: Not included under this Scope of Services

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 Project Administration 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 guidance and feedback.

Deliverables:

- Executed contract amendment 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 – Site Alternatives Evaluation

TCF will explore and evaluate alternative sites throughout the City of Camas for the potential to accommodate the Operations facilities program needs as a consolidated facility, including consideration of different scenarios for phased development or potentially split facilities development on more than one site. The goal of the work is to provide the City with a comparative analysis offering optional approaches for the City’s decision-making process regarding the future of Operation facilities. The City will provide TCF with the site candidates to be studied and evaluated, as noted below.

2.01

Activities

Site

Alternatives

Evaluation:

Step 1:

Site

Identification and Criteria

The TCF Team will perform the following activities:

- Confirm with the City, evaluation categories and criteria to be used in the process of evaluating and comparing each site alternative. Anticipated categories include site location, site size and shape, access, grading/topography, zoning, environmental sensitivity, easements and encumbrances, major site development costs, site acquisition or assembly costs and considerations, tax-base considerations, neighborhood compatibility, and public relations/perception. Other potential categories and sub-categories will be discussed and confirmed.
- Prepare an evaluation and scoring matrix template (Excel-based) incorporating the identified categories, and confirm with the City, the specific criteria and the scoring and weighting factors to be used in evaluating the site candidates.

Information Needed from City

- Potential Site Candidates: The City will provide TCF with a list of sites to be evaluated. The list will include address and a graphic identification using satellite aerial views (such as GIS or Google Maps), noting the extent of property boundaries to be included for each site.

Deliverables:

- TCF will facilitate a video conference with the Core Advisory Team to review the site candidates, discuss a draft version of the evaluation matrix, and confirm the categories, evaluation criteria, and scoring and weighting factors to be used. This meeting will also offer an initial opportunity to discuss each site candidate for general criteria such as location, neighborhood compatibility, and access.

2.02

Site

Alternatives

Evaluation -

Step 2:

Research and

Documentation

TCF will prepare a draft version of the Evaluation Matrix to facilitate the process of reviewing the various Scenarios with the Core Advisory Team in Workshop 2. Depending on the number of site candidates and Scenarios at this stage, this step in the process may either: A) further refine multiple options to two or three primary Scenarios or B) already be refined from task 4.01 to two of three Scenarios and be ready for comparative cost analysis. (See Task 5 for cost estimating and comparative NPV cost analysis).

Deliverables:

- Based on the programmatic information developed under the Part 1 work, explore the site candidates for development potential including general layout for accommodation of the program, major site infrastructure considerations (grading, utilities, stormwater), site access considerations, and potential off-site development considerations.
- 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 approaches for addressing program needs, integrated with the site layouts.
- Summary of Facility Scenario scope elements.
- Preliminary Evaluation Matrix Criteria for review with the Core Advisory Team in Workshop 2.

2.03 Conduct a video-conference workshop with the Core Advisory Team to review the preliminary site development Scenarios and facilitate an evaluation review using the Scenario Evaluation Matrix. Workshop 2 should be attended by the Core Advisory Team and potentially others from the City as determined.

Site Alternatives Evaluation: Step 3:

Deliverables:

- Preparation for and conducting of the site candidates evaluation video-conference meeting
- Completed Scenario Evaluation Matrix with scoring and preliminary identification of Preferred Scenario.

2.04 Based on the outcome of Workshop 2 noted under Task 2.03, TCF will further research and refine the preferred Scenario such as additional conceptual site and building layouts. If it is determined that environmental or geotechnical data is required to better understand potential development challenges and costs, TCF will inform the City and a determination will be made as to how such additional services may be procured. (Note: TCF prefers that the City procure such services separately but can bring them on under TCF as necessary).

Site Alternatives Evaluation: Step 4:

Deliverables:

Follow-up Research

- Updated conceptual site and building plan drawings further illustrating the preferred Scenario development for use in more detailed cost estimating. (See Task 5.02).
- Determination of additional services for environmental and geotechnical engineering services and the method of procurement.

Task 3 – Economics

As part of the work described under Task 2.02, the TCF Team will develop budgetary cost estimates for the various site Alternatives under each Scenario as part of the larger effort to analyze and compare long-term financial models using a 50-year Net-Present-Value modeling process.

3.01 TCF’s civil consultant (KPF) and Cost Estimator (RCCG) will prepare budgetary cost estimates for the short-listed sites identified under Task 4.02 for the purpose of comparative analysis between site alternatives. This cost information will be part of the Scenario Evaluation scoring in Workshop 2.

Preliminary Site Cost Estimating

Work under this task will also include preliminary estimating for expansion and renovation of the existing Operations Facility and unique costs that may be associated with building development of any of the short-listed sites for use in comparative analysis between Scenarios under Task 4.03.

Deliverables:

- Order of Magnitude cost estimating for major site development at each of the short-listed sites and unique building costs not common to each site for comparative purposes.
- Preliminary budget estimating for redevelopment and expansion of the existing Operations Facility.

3.02 Once a preferred Conceptual Alternative and overall development Scenario is identified through the comparative analysis process, it will become the preferred Draft Master Plan approach. TCF will prepare a more detailed Predesign Level cost estimate for the Draft Master Plan organized to reflect site costs (demolition, grading, storm water management, utilities, surfacing, landscaping, etc), buildings, furnishings-fixtures & equipment, (FF&E), soft costs,

Preferred Alternative/Draft Master Plan Cost Estimating

contingencies, and escalation and multiple year phasing.

Deliverables

- For each Conceptual Alternative, provide budgetary cost estimates in sufficient detail to identify anticipated “hard” construction costs, soft costs (sales tax, professional services, permitting, general administration, construction administration, etc.), FF&E, contingencies, and escalation factors tied to multiple year phasing models.
- Conceptual phasing analysis exploring the potential for full build-out conducted over multiple years.

Task 4 – Report of Findings

TCF will prepare a Report of Findings, organizing and summarizing the comparative information, conclusions, and recommendations resulting from the work tasks. A draft report will be produced for City review and comment, followed by a final report incorporating City review comments.

**4.01
Draft Report**

TCF will prepare a draft report summarizing all information noted under Tasks 1-3 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.

Deliverables:

- Draft Report

**4.02
Final Report
Document**

TCF will incorporate the City’s review comments regarding the Draft Report and prepare a final version of the document for publishing and distribution.

Deliverables:

- Final Report

**4.03
Power Point
Presentation(s)**

TCF will develop a Power Point presentation summarizing and illustrating all planning and analysis information for use in presenting to the City Council.

Deliverables:

- Power Point and presentation assistance to the City Council

Contract Amendment

If the above scope of services and associated fee budgets identified in Exhibit A.1 are acceptable, please execute an amendment to the Professional Services Agreement.

Sincerely,

Randy Cook, AIA, LEED AP
Principal-in-Charge

Attachments:

- Exhibit A.1: Master Fee Schedule
- Exhibit B: TCF 2022 Schedule of Rates and Charges
- Exhibit C: KPFF Scope of Services and Fee Proposal

2022 Hourly Rate and Reimbursable Expense Schedule

Effective: January 1, 2022

Description	Rates
TCF Personnel:	
Principal-In-Charge / Managing Principal	\$295.00 / hour
Principal	\$245.00 / hour
Interior Design Director	\$205.00 / hour
Designer / Architect 9	\$185.00 / hour
Designer / Architect 8	\$175.00 / hour
Designer / Architect 7	\$165.00 / hour
Designer / Architect 6	\$155.00 / hour
Designer / Architect 5	\$145.00 / hour
Designer / Architect 4	\$135.00 / hour
Designer / Architect 3	\$125.00 / hour
Designer / Architect 2	\$115.00 / hour
Designer / Architect 1	\$110.00 / hour
Project Coordinator	\$115.00 / hour
Administrative Support	\$95.00 / hour
Subconsultant Services:	
Subconsultant Services Contracted Through TCF	Direct Cost plus 10%
Reimbursable Expenses:	
Mileage	Current Federal Rate
Other Expenses: (Meals, air travel, per diem, reproductions, shipping, postage, etc.)	Direct Cost plus 10%

Notes:

1. TCF Personnel Categories: Categories are based on experience and job responsibilities. Not all personnel are licensed architects.
2. Rate may be adjusted at the beginning of each calendar year. Rates will not be increased by more than 10% for any one category for a year for any project under contract.
3. Billing rates may, on occasion, be blended to approximately reflect specific personnel as well as specific tasks and services rendered.



SCOPE OF SERVICES AND FEE

City of Camas – Public Works Operation Facility Site and Space Needs Analysis

A. TASK BREAKDOWN

Task 2: Site Alternatives Evaluation

TCF will work with a real estate professional to generate a list of sites for evaluation. A simple matrix scoring tool will be developed to review the list of sites and narrow them down to 3-5 sites that warrant further investigation. Once the “short list” of sites is generated, KPFF’s role for this task will be to assist TCF in the evaluation of alternative sites where the Operations Facility can be centrally located on one site or a combination of two or more sites. This site evaluation will feed into the Evaluation Matrix which will be used to score the various site options as part of Workshop 2. As part of Workshop 2, a preferred scenario will be selected and we will do a deeper dive into the preferred scenario with respect to civil-related development needs. KPFF will:

- Evaluate up to five sites, 10- to 15-acres in size for potential development. *Includes site access considerations, utility availability, terrain, potential environmental considerations, required public improvements, and other feasibility factors.*
- Assist in preliminary test fits for each of the sites studied.
- Provide civil-related input into the Evaluation Matrix for consideration in Workshop 2.
- Attend Workshop 2, assume one (1) day.
- Further develop preferred scenarios to fine-tune site elements and costs.
- Attend design and coordination meetings.
- Coordinate our work with TCF and the other design team members.
- Assist in determining the need for additional studies at each site such as fire flow test, sewer system modeling, stormwater downstream analysis, geotechnical investigation, environmental investigation, traffic analysis, boundary, and topographic survey, etc.

Task 3: Economics

Our role for this work will be similar in nature to what was completed in Phase I of the project. We will support TCF in providing rough order of magnitude on civil-related development costs for the short list of sites identified in Task 4. Once a preferred site is selected, this will become the Draft Master Plan and we will further develop the cost estimate for this site with the detail provided in the analysis of the preferred alternative. KPFF will:

- Provide order of magnitude cost estimating for up to five (5) sites as described above.
- Work with TCF and RC Cost Group to refine cost estimates for the preferred site configuration.

Task 4: Report of Findings

Our involvement in this task is anticipated to include review and comment on the civil-related items of the draft report.

SCOPE OF SERVICES AND FEE

RE: City of Camas – Public Works Operation Facility Site and Space Needs Analysis

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B. ASSUMPTIONS & CLARIFICATIONS

- KPFF’s role in these tasks is in support of TCF and the RC Cost Group. KPFF will provide recommendations and cost estimating related to the civil portion of the work.
- Floodplain, wetland, or environmental work is not included in this proposal.

C. OPTIONAL SERVICES

Should any of these services be required for this project, a mutually agreed upon scope and fee will be negotiated at such time.

- Preparation of special studies (i.e., water system modeling, storm drain system modeling outside our scope of work, detailed downstream analysis, traffic impact analysis, etc.).
- Intensive research and testing to determine conditions of existing site utilities (i.e., potholing, smoke testing, dye testing, pressure testing, fire flow testing, videotaping, etc.).
- Assistance in determining System Development Charges (SDCs) and utility connection fees.

D. PROPOSED FEES

Our lump sum fee for this project is outlined below based on the attached Scope of Services and Project Limits. We will bill for our work monthly based on the percentage of our effort completed. Expenses will be billed as a part of our lump sum fee.

Site Improvements	
Task 2: Site Alternatives Evaluation	\$26,000
Task 3: Economics	16,000
Task 4: Report of Findings	1,000
Total Lump Sum Fee Including Reimbursables	\$43,000

Should additional services, including site visits, beyond those noted in the above Scope of Services become necessary, the scope and fee will be negotiated as part of an Additional Service Request (ASR).