

EXHIBIT A

Scope and Fee

PROJECT UNDERSTANDING

The Heusinkveld Barn is a wood-framed, gothic arch barn in Lynden, WA, reported to be approximately 100 years old, and relocated to its current site without its original grade level walls, making it approximately 12' shorter than when it was constructed. The barn is approximately 3,330 sf, constructed of laminated arches, with a portion of a low-pitch 736 sf gable- roofed milking parlor adjoined on the west façade. The project is a structural stabilization of the barn, associated envelope repairs, and modifications to serve as an unconditioned, seasonal public gathering space, or "rustic picnic shelter." The scope includes change of occupancy from an Agricultural Use Group U to Assembly / A-2, including structural, envelope, electrical, lighting, fire sprinkler, egress, and accessibility improvements. Site and utility work is limited to providing accessible routes, fire protection, electrical and fire alarm systems. The reported deterioration of wood structural members due to insect infestation will require a preliminary investigation phase with specialty services by a wood scientist and coordination with the structural engineer.

1. Base Scope – Stabilization and Change of Occupancy
 - a. Investigation, evaluation and documentation of existing conditions
 - b. Development of design, permit, bid and construction documents
 - c. Cost opinions
 - d. Permit coordination and permitting
 - e. Construction administration
 - f. Project close out

2. Supplemental Scope – Rehabilitation Master Plan
 - a. The city may elect to further rehabilitate the facility, improving and insulating the envelope and adding mechanical and plumbing systems, restrooms, a commercial or catering kitchen, communications, utilities, and site improvements for an event venue. A fee proposal for master plan level documents for a full rehabilitation is included. This scope can occur concurrently or subsequent to the Option A scope, following initial existing conditions documentation.

BASE SCOPE OF SERVICES & DELIVERABLES (STABILIZATION AND CHANGE OF OCCUPANCY)

1. Investigation Phase:
 - Site visit to document as-built existing conditions
 - Evaluation of structural wood members using drill resistance testing
 - Narrative report of findings and recommendations
 - Measured drawings

2. Design (SD / DD) Phase:
 - 50% Design drawings
 - 100% Design drawings
 - 100% Design narrative including civil, fire protection, electrical and lighting outline specs
 - 100% Design cost plan
 - (1) 100% Design presentation to Parks Commission

3. Construction Documents (CD) Phase
 - 25% CD Drawings, documentation and calculations for permit submittal
 - 75% CD drawings and full bid specifications
 - (1) 75% CD presentation to Parks Commission
 - 100% CD drawings and full bid specifications
 - 100% CD cost plan

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4. Bidding Phase (BN)
 - Coordinate issuance of bid documents
 - Respond to bidder questions
 - Clarify bid documents
5. Construction Administration (CA) Phase
 - Submittal reviews
 - Review and response to contractor's requests for information
 - Change order proposal reviews.
 - Contractor pay application reviews
 - Site visits appropriate to stage of construction to become familiar with and keep Owner informed about progress and quality, documented with field reports
 - Arrange and attend construction meetings and record meeting notes
 - Determine if work is being performed in accordance with the Construction Documents
6. Project Closeout Phase
 - Review Work for completeness and quality. Record deviations and issue punchlist to Contractor
 - Review project Operation and Maintenance Manual submittals.
 - Assess, determine and issue notice of Final Completion
 - Site visit prior to expiration of 1 year warranty walkthrough, identifying defects and recommending corrective measures.

SUPPLEMENTAL SCOPE OF SERVICES & DELIVERABLES (REHABILITATION MASTER PLAN)

(This scope will be optional if City funds are available and will be initiated by a separate notice to proceed)

1. Rehabilitation Master Plan Design (MP) Phase includes:
 - 50% MP drawings
 - Preliminary 3-D renderings
 - 100% MP drawings
 - Final 3-D renderings
 - 100% MP narrative including outline specs
 - 100% MP cost plan
 - (1) 100% MP presentation to Parks Commission or public

MAXIMUM ALLOWABLE CONSTRUCTION COST (MACC)

The city has secured a parks bond for \$1,000,000 for the project. Following completion of the Investigation Phase the City will establish the maximum allowable construction cost (MACC). This may result in some amendment of the design scope.

SCHEDULE (Stabilization and Change of Occupancy Scope)

Investigation	October 2021- January 2022
Design	February – April 2021
Construction Documents	May – September 2022
2022 Bidding	October-November 2022
Construction	March – July 2023
Project Closeout	August 2023

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ASSUMPTIONS

1. The Owner will separately contract for and provide hazardous materials survey and abatement as needed ahead of the Stabilization and Change of Occupancy project.
2. The Owner will separately furnish a geotechnical survey and report.
3. The Owner will provide a topographic site survey for use by the design team.
4. Coordination with separate Benson Park master planning will be contingent upon Owner's provision of timely materials and direction regarding parking, utilities, and additional site requirements. The Master Plan scope for the barn rehabilitation will assume provision of two ADA accessible parking stalls proximate to the building.
5. The Stabilization and Change of Occupancy project will be delivered as a single package for public bidding.
6. The Owner and Architect will collaborate on development of Division 0 specifications. The Architect will provide Division 1 specifications for Owner review.
7. The Owner will provide a person lift for access to the interior of the barn for the Investigation Phase.

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FEE Summary (Refer to Exhibit B Budget)

For the Stabilization and Change of Occupancy Scope, investigation and design through construction administration services, we propose to consult on a fixed fee basis of **\$227,997**. An itemization of these fees is below. We will request your authorization should additional services be needed beyond this amount.

For the Rehabilitation Master Planning Scope, we propose design services to consult on a fixed fee basis of **\$51,195**. These fees are itemized below. We will request your authorization should additional services be needed beyond this amount.

Stabilization and Change of Occupancy Project

PHASE	PERCENTAGE	BASIC SERVICES	ADD'L SERVICES	TOTAL
			Architectural Structural Wood Scientist	
Investigation	100%	\$0	\$33,130	\$33,130

PHASE	PERCENTAGE	BASIC SERVICES	ADD'L SERVICES	TOTAL
		Architectural Structural Mechanical Electrical Cost Spec Writer	Landscape Civil Lighting	
Design	33%	\$49,966	\$13,288	\$63,254
Construction Documents	38%	\$61,772	\$12,249	\$74,020
Bidding & Negotiation	4%	\$4,905	\$3,361	\$8,266
Construction Administration	22%	\$36,417	\$6,804	\$43,220
Project Close Out	3%	\$6,105	\$0	\$6,105
TOTAL	100%	\$159,165	\$35,702	\$194,867

Rehabilitation Master Plan Project

PHASE	PERCENTAGE	BASIC SERVICES	ADD'L SERVICES	TOTAL
		Architectural Structural Mechanical Electrical Cost	Landscape Civil Lighting	
Master Plan	100%	\$44,595	\$6,600	\$51,195

ADDITIONAL SERVICES

The following additional services may be selected and included with any of the Fee Options listed above.

Additional Construction Administration

Fees for additional on-site representation and construction administration services. Analysis of past public projects of similar scope and complexity indicates that a budget of 14 to 18 hours per week for the Architect is appropriate. Given the age and importance of the Heusinkveld Barn, we anticipate services required in addition

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to Basic Services. These additional services include preparation of meeting notes, responses to Contractor's Requests for Information, and preparation of Architect's Supplemental Instructions necessary for construction.

Record Drawings \$3,000
Includes providing record as-built drawings at the conclusion of Project Closeout. Includes transcribing all Architect-generated changes during construction, as well as converting the Contractor's as-built drawing set into a complete BIM or CAD generated drawing set.

EXPENSES

Expenses in addition to compensation for Basic and Additional Services include expenses incurred by the Architect and its consultants directly related to the Project. Expense costs to be reimbursed by the Client may include but are not limited to the following: printing, courier fees, mileage, permit fees, other fees, presentation materials, models, visualizations, and photography. The Architect shall seek prior authorization from the Owner for these expense costs.

For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and its consultants plus ten percent (10%) of the expenses incurred.

The estimated reimbursable expenses for this project are **\$7,500**.

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2021 Rate Schedule: Commercial/Institutional

Personnel will be charged at the following hourly rates:

Founding Principal	\$175
Principal	\$150
Architect Staff 3	\$135
Architect 3	\$135
Architect 2	\$110
Architect Staff 2	\$110
Architect 1	\$105
Architect Staff 1	\$95
Intern	\$90
Administrative	\$75

Billing rates will be adjusted annually, effective January 1.