



Exhibit A  
Scope of Work  
Benson Park  
City of Lynden, WA

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**Date Prepared:** September 12, 2024

## Project Description

SCJ Alliance (SCJ) is grateful for the opportunity to provide design services for **Phase 1** of the South 20 acres of the Benson Park Site, located at 8727 Benson Road, Lynden, WA. The project will consist of new multi-use sport fields and future stadium along with several park elements.

Phase one of this project will include the design of the following elements:

- One multi-use synthetic turf sports field that will include soccer, football, and lacrosse
- Restroom and maintenance shed
- Sports Field lighting
- Parking lot and entry drive
- Playground

The project is scheduled to be bid and constructed in 2026 with 2024-2025 providing time to create project programming and scheduling; preparation off construction documents; submit and have approved revisions to the construction permit; and prepare bid documentation leading to award and construction of the project.

## Summary Scope of Services

To complete this design, the project will be developed per the following phase of work:

- Phase 0 Project Management
- Phase 1 Preliminary Design
- Phase 2 Public Events
- Phase 3 Permitting/Environmental
- Phase 4 60% Design (**Phase 1**)
- Phase 5 90% Construction Documents (**Phase 1**)



### **Phase 0 – Project Management**

The following activities will be performed:

#### **1. Project Management/Meetings/Reporting**

- a. Kickoff meeting with the City of Lynden staff to discuss the overall project program and goals, and procedures. A reporting schedule will be confirmed to include reporting detail and data needed.
- b. Internal team kickoff meeting to review project scope budget and schedule, review timesheet and reporting requirements, confirm technical coordination procedures, and establish QA/QC procedures.
- c. Monthly updates to the project schedule with input from the City of Lynden
- d. General project management and coordination with team and City for status updates.

### **Phase 1 – Preliminary Design**

The following activities will be performed:

**1. Site Program Verification**

- a. At the project kickoff meeting covered in Phase 0, included will be time to discuss & confirm the overall project program, operations & maintenance preferences, size of facilities, and additional options for future tennis and basketball courts.

**2. Basemap Development**

- a. Obtain project elements from the City of Lynden Parks Committee that includes the following:
  - i. Survey of the site with an aerial image.
  - ii. Drainage Report
  - iii. Geotech Report
  - iv. Cultural Resources Survey or APE prepared for DHAP.
- b. Process existing surveys to SCJ standards.
- c. Develop the initial layout of the park in an AutoCAD layout.
- d. Develop an initial overall grading plan.

**3. Overall Site Plan**

- a. Develop an initial site layout plan (for entire site) identifying park elements, sizes, locations, ADA Parking, and pedestrian access routes.
- b. Develop exhibits identifying site fencing, furnishing locations, wayfinding/signage, lighting and hardscape layout options for the park.

**4. Site Program Element Options**

- a. SCJ will develop representative exhibits for the proposed site elements (new fencing, athletic field furnishings, landscape, irrigation)
- b. Review Plan and program elements with approximate costs for City and City Council staff to provide feedback.

**5. Stormwater**

- a. Develop an initial stormwater approach for the entire property which includes the future phases and phase one new soccer field based on DOE Stormwater Manual requirements. It is assumed that infiltration will be achievable on-site.
- b. Develop initial drainage report memorandum for the entire property.

**6. Utilities**

- a. Research to identify the availability of water, sewer, power, fiber, and irrigation.
- b. Develop an initial utility plan identifying connections to existing services along Badger Road
- c. Complete the application for PUD coordination and meeting request.
- d. Meeting with City on Water, Sewer, and Reclaimed Water sources.

**7. Review Meeting**

- a. Compiling and submittal of a review package to City Staff/City Parks Committee and Key Stakeholders.
- b. One in-person meeting/Charrette with City staff/key stakeholders to review the initial layout and gain feedback for the preliminary design phase.

**8. Cost Estimate**

- a. Quantifying project quantities and applying a concept-level contingency.
- b. Applying unit costs to quantified items to develop an overall construction cost estimate.

**Phase 1 - Understanding/Assumptions**

- 1. Geotechnical, topographic survey, and cultural resource information for the project will be available and applicable to this project. Additional information needed may be added as an amendment.

2. Water and irrigation system modeling will not be required to assess availability.

#### **Phase 1 – Deliverables**

1. Kickoff meeting minutes.
2. Progress Reports.
3. Overall Site Plan concept.
4. Overall Site Grading concept.
5. Drainage Report memorandum.
6. Overall utility concept.
7. Review Meeting Minutes
8. Concept Construction Cost Estimate

#### **Phase 2 – Public Events**

1. After the Preliminary Phase review meeting, SCJ will develop public graphics for a public engagement event to solicit feedback on the project.
2. SCJ will setup and attend the Public Engagement Event to solicit additional feedback.
3. Attendance and presentation at two Council Meetings to present project scope and costs (Assume 2).

#### **Phase 3 – Permitting/Environmental**

1. SCJ will fill out the application for the DOE Notice of Intent and submit to the DOE for approval.
2. SCJ will develop the SWPPP to be used for construction and used for the DOE NOI filing.

#### **Phase 4 – 60% Design**

The goal of this phase is to advance the preliminary design elements (**for Phase 1 – NE Field and entry drive**) into an initial construction plan set developed with 60% of the details/information. The completion of this phase will have all basis of design identified. The following activities will be performed:

- 1. 60% Construction Plans**
  - a. Cover Sheet
  - b. Existing Conditions/Removal/TESC
  - c. Site Layout Plans
  - d. Site Materials Plans
  - e. Landscape Plans and details
  - f. Irrigation Plans and details
  - g. Overall Site Grading
  - h. Site Grading Details
  - i. Utility Plan (Water/Sewer/Power/Irrigation Mainline)
  - j. Drainage Plan
  - k. Drainage Details
  - l. Paving Plan
  - m. Paving Details
  - n. Structural details
  - o. Site and Athletic Field Details
  - p. Illumination Plan
  - q. Illumination Details
- 2. Drainage Report – For Phase One Only**
- 3. Review Meeting**

- a. One in-person meeting with city staff/key stakeholders to review the initial layout and gain feedback for the 60% design phase.
4. **Cost Estimate**
  - a. Quantifying project quantities and applying a concept-level contingency.
  - b. Applying unit costs to quantified items to develop an overall construction cost estimate.
5. **Outline Specifications**

#### **Phase 5 – 90% Construction Documents – (For Phase 1 Only)**

The following activities will be performed:

1. Construction and Permit Plans (See 60% Design Set)
2. Construction Specifications
3. Construction Estimate
4. Finalize Drainage Report.
5. Final Review.

#### **Phase 6 – Final Design/Bid Package (N.I.C)**

Update existing construction permit with revisions based on any adjustments due to additional items added to the project.

1. Coordination with City of Lynden and design team on any changes
2. Prepare and provide revised permit documents
3. Respond to city review comments

#### **Phase 7 – Bid Support/Award (N.I.C)**

Answer bid questions and assist with bidding process as requested by Client.

1. Respond to RFI's and drawings per bid RFI's
2. Preparation of consolidated Construction Documents incorporating bid RFI's

### **Overall Project Understanding:**

1. City of Lynden will provide all site and survey documents, including any city standard details and specifications, reports, and other supporting documents as required to evaluate the existing site conditions. Specific work scopes will be coordinated by SCJ to avoid gaps or overlap of responsibilities between disciplines.
2. Deliverables will be sent to client via electronic file exchange. Printing and delivery of hard copies will be handled by the City of Lynden.
3. Additional items not identified in the Scope of Services herein, including but not limited to additional submittals, deliverables, or meetings are considered additional services. Written notice will be given to the Client and approval obtained prior to work being done.
4. The following are not anticipated or included:
  - a. State and federal level permitting services beyond those described herein.
  - b. Preparation of documents and presentations for public outreach requests, as well as governmental agencies, including but not limited to landmarks commissions, zoning boards, boards of standards and appeals, local planning boards.
5. Time is not included for modifications, beyond minor adjustments, to drawings that have been previously approved or are substantially finished. This includes, but is not limited to changes to the plans,



elevations, sections, or details, as well as the selection of materials specifications or substitution for any material previously approved.

6. Additional work beyond the noted scope will be defined as additional services.
7. Client will manage the bidding process, including invitations to bid, bid reviews, contract award, and all related administrative and project management tasks.

## Estimated Project Fees

Our estimated fees to develop plan set & specifications are:

Project Phase	Est. Fee	Fee Type
<b>PHASE 0</b>	\$16,000	Time & Materials (T&M)
<b>PHASE 1 – Pre-Design</b>	\$25,000	Time & Materials (T&M)
<b>PHASE 2 – Public Events</b>	\$16,500	Time & Materials (T&M)
<b>PHASE 3 - Permitting</b>	\$15,000	Time & Materials (T&M)
<b>PHASE 4 – 60% Design Dev.</b>	\$50,000	Time & Materials (T&M)
<b>PHASE 5 – 90% Construction Documents</b>	\$85,000	Time & Materials (T&M)
<b>PHASE 6</b>	N.I.C	Time & Materials (T&M)
<b>PHASE 7</b>	N.I.C	Time & Materials (T&M)
<b>EXPENSES</b>	\$0000	Direct
<b>Management Reserve</b>	\$40,000	Time & Materials (T&M)
<b>Total SCJ Estimated Fee</b>	<b>\$247,500</b>	
<b>SUBCONSULTANTS</b>	<b>Est. Fee</b>	<b>Fee Type</b>
<b>GeoEngineers</b>	\$20,900	Time & Materials (T&M)
<b>Civil – Reichhardt &amp; Ebe</b>	\$175,512	Time & Materials (T&M)
<b>Arch – Zervas Architects (30% Design Only)</b>	\$36,500	Time & Materials (T&M)
<b>Electrical -K Engineers</b>	\$105,500	Time & Materials (T&M)
<b>Structural</b>	N.I.C.	Time & Materials (T&M)
<b>Mechanical-Plumbing</b>	N.I.C.	Time & Materials (T&M)
<b>EXPENSES</b>	N.I.C	Direct

<b>Management Reserve</b>		<b>Time &amp; Materials (T&amp;M)</b>
<b>Total Consultants Estimated Fee</b>	<b>\$338,412</b>	
<b>Total Phase One Estimated Fee</b>	<b>\$585,912</b>	

## Management Reserve

We have included a management reserve as a contingency for site program changes, or the need for subconsultants, including additional geotechnical, architectural, mechanical, electrical, plumbing, and other supporting disciplines.

## Estimated Project Schedule

SCJ has estimated the project schedule to range from 7-8 months with an additional 2-4 months as contingency needed for final permit/bid set review, bidding & award, and additional School Board committee or City Commission approvals.

**END OF PROPOSAL**