

**EXHIBIT A - SCOPE OF SERVICES  
TO THE AGREEMENT BETWEEN  
CITY OF SNOQUALMIE AND  
DRIFTMIER ARCHITECTS, P.S.**

This scope of work is for architectural services related to installing air conditioning into the existing Snoqualmie City Hall. The City desires to have air conditioning added to the second floor work areas (and lobby if feasible). The initial plan, outlined in the attached mechanical proposal, is to add new roof top units to the building and use a ductless system.

**TASK I - ASSESSMENT**

1. Visit the project site with the mechanical and structural engineers to discuss options.
2. Model the existing conditions in CAD that will be impacted by construction. Provide background plans to the subconsultants.
3. Meet with mechanical engineer and the client to decide on the air conditioning system to be used.
4. Coordinate with mechanical and structural engineers to develop schematic information/plans.
5. Discuss the project with the City plans reviewer.
6. Coordinate with cost estimator to get an estimate for adding AC to the 2<sup>nd</sup> floor.

**TASK II - CONSTRUCTION DOCUMENTS**

7. Meet with the client and design team as needed throughout design.
8. Prepare construction documents for the addition of air conditioning. Anticipated architectural may include:
  - Cover Sheet including basic site plan
  - Demo plans
  - Reflected ceiling plans
  - Roof Plan
  - (2) Detail sheets showing roof details and any changes made to the ceilings for the installation.
9. Prepare technical specification to include in a project manual.
10. The City's standard front end specification will be used. Driftmier will review and provide project specific information to be included.
11. Meet with the City to review the contract documents.

**TASK III – BIDDING**

12. Provide bid documents to the City to advertise the bid.
13. Answer questions and issue addenda.

### **ASSUMPTIONS**

- From a quick review of the original plans, it appears the building's insulation meets current code. It is assumed that air conditioning can be added to the building without having to increase any insulation values.
- Construction work will not be phased.
- The city will pay for all permit fees.
- There will be a single bid for the project.
- The Contractor and/or City will be responsible for obtaining all permits.
- The City will handle most bidding responsibilities. 20 hours are included in the scope for answering questions and issuing addenda.
- Construction administration services will be provided through a separate scope of work.

### **ADDITIONAL SERVICES**

- LEED or other sustainable design beyond the requirements of the Washington State Energy Code, other than the exploration of solar panels discussed above.
- Acoustic engineering.
- Certified Commissioning.