

# MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

June 15, 2018 (**Revised 18, 2018**)

City of Stevenson  
Attention: Leana Johnson  
7121 E. Loop Road  
Stevenson, WA 98648-0371

Re: **Stevenson – New Fire Hall Station**  
*Architecture and Engineering Professional Services Proposal to Conduct Needs Assessment*  
Project Number 2180193.00

Dear Leana:

Thank you for meeting with Mackenzie to discuss development of a Needs Assessment for your New Fire Hall Station in Stevenson, Washington. We look forward to the opportunity to work with you and your staff on this project.

Mackenzie separates itself from other architecture/engineering firms through our multi-disciplined approach. Our professional staff of in-house architects and engineers all have specialized expertise in needs assessments for public projects, having completed projects for over 50 public agencies in the Northwest. Our specialized multi-disciplinary team is uniquely suited to provide a comprehensive service to our clients.

Mackenzie's integrated team of design professionals will provide architects, interior design, landscape architects, civil and structural engineering services for the above project. In addition, Mackenzie will hire planners, environmental scientist, geotechnical engineer, mechanical, electrical, plumbing engineer, and a construction cost estimator to complete the team. Our design team will consist of the following:

- Jeff Humphreys – Principal in Charge
- Cathy Bowman – Project Manager
- Carl Hampson – Project Designer
- Ethan Spoo – Planner (BergerABAM)
- Dustin Day – Environmental Scientist (BergerABAM)
- Nick Paveglio – Geotechnical Engineer (GeoDesign)
- Steve Dacus – Mechanical Engineer (Interface Engineering)
- Steve Gunn – Construction Cost Estimator (Construction Focus, Inc.)

Our Basis of Design along with our detailed scope of services by task is as follows:

## **BASIS OF DESIGN**

The following describes in detail the Basis of Design for this proposal.

We understand, that the City of Stevenson has purchased an approximately 4.4 acre triangular shaped site located between the intersection of Foster Creek Road and Rock Creek Drive for development of a new Fire Hall and Skamania County Emergency Operations Center. The new station is estimated to be approximately 9,700 square feet with the ability for future growth up to 11,000 square feet. The program will include but is not limited to four double-deep apparatus



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bays, a multi-purpose room/training room, with adjoining kitchen, and administration offices. The future expansion will be to accommodate living quarters including but not limited to bunk rooms, individual toilet/shower rooms, tool shop, laundry, and kitchen/day room. The anticipated scope (as described below) shall consist of understanding the programmatic needs of the new Fire Hall Station, understanding the acquired property, and developing a conceptual design floor plan and renderings. Project budget will be confirmed through the Design Phase but the goal is for construction costs to be between \$3 million and \$5 million. The project will be administered in two phases and the current proposal is for the Design Phase, with the Construction Phase being under a separate contract. Phase Two services will entail developing the construction documents, permit and land use approval procurement, bidding and construction contract administration.

## SCOPE OF SERVICES

### Task 1 – Project Kick-off and Discovery

*Time Duration: 1 week*

- Mackenzie will meet with Client to kick off project services and define overall project goals, objectives, budget, work scope, team roles/responsibilities, schedule, project milestones, and to identify key stakeholders.
- Following this meeting, Meeting Minutes will be distributed to the Client project team and the design team.
- Ongoing project management will be provided throughout the duration of the professional services duration as defined herein. This includes email coordination or telephone phone conversations with team members and the Client to discuss current activities, ongoing action items, and next steps or upcoming action items for the Task.

*Participants: Mackenzie and Client Staff*

*Deliverable: Meeting minutes and refined project schedule.*

### Task 2 – Space Analysis and Programming

*Time Duration: 2 weeks*

- Mackenzie will assist the Client in developing a project program based on the above-stated Basis of Design. This effort will build on the room, equipment, and staff listing provided by the 2016 Stevenson Fire Hall Strike Team Report.
- Mackenzie will meet with the Client in workshops to gather information on space and operational needs.
  - A questionnaire will be distributed to the Client team before the workshops.
  - We anticipate one (1) meeting with the work group representatives identified by the City of Stevenson. We have budgeted two (2) hours for the meeting.
- Develop a draft program based on input gathered from completion of workshop questionnaire. The program will include information on staffing and spacing needs and forecast current, move-in, and 50 years of growth.
- Refine draft program based on review comments received.
- Meet once with Client to review final draft program.
- Incorporate comments received from Client into program for final review/approval by Client.
- Email program in pdf form for approval.

*Participants: Mackenzie and Client Staff*

*Deliverable: Final Draft Program.*



### **Task 3 – Facility Tours**

*Time Duration: 2 weeks*

- Upon conclusion of the programming task, Mackenzie will identify up to three (3) recently completed Facilities that contain similar programmatic requirements to tour with the client team.
- During each tour, Mackenzie will photo document the project to identify aspects related to the proposed project that may inform decisions related to the operational needs and program of the project. The tours are estimated to occur over the course of one or two day(s).
- Upon conclusion of tours, Mackenzie will re-review the program with the Client to validate program from previous task or incorporate minor revisions based on observations during tours and discussion.
- Obtain Client approval of revised final program.

*Participants: Mackenzie and Client Staff*

*Deliverable: Approved Program.*

### **Task 4 – Adjacencies and Space Standards Development**

*Time Duration: 2 weeks*

- Mackenzie will create adjacency diagram and up to (3) three block diagrams that illustrate the sizes, spatial relationship, and proximities to other rooms/areas based on the approved final program.
- Mackenzie will meet with stakeholder group to review the adjacency and block diagrams for feedback.
- Obtain Client approval of block diagrams.

*Participants: Mackenzie and Client Staff*

*Deliverable: Approved Block Diagram.*

### **Task 5– Site Evaluation**

*Time Duration: 4 weeks*

- Work with staff to determine appropriate site evaluation criteria for Geographic Information System (GIS) mapping analysis.
- Document the existing site's physical and natural resource constraints such as wetlands, habitats, and geological hazards using existing GIS data.
- Document regulatory constraints and permits required at the federal, state, and city levels, including setbacks, landscaping, and parking requirements.
- Document the potential permits, permitting agencies, submittal requirements, and preliminary schedule for each type of permit, including City engineering and construction reviews. Based on our preliminary review, applicable permits may include the following:
  - U.S. Army Corps of Engineers.
  - Washington Department of Ecology (Ecology) permits for potential wetland impacts.
  - City Permits (including but not limited to site plan review application, conditional use permit, shoreline and critical area reviews).
- Provide executive summary language of GIS mapping results for main report. Meet with Client via conference call to review report.
- Create a site map for the City-purchased parcel number 02070200310000 to evaluate existing site conditions using GIS and any other publicly available data/information (i.e., survey, arborist report, wetlands delineation, etc.).
- Review zoning and development code to determine development process(es).
- (Optional Service) Prepare, submit for and attend Pre-Application Meeting with Authority Having Jurisdiction (AHJ). Provide meeting minutes from this meeting.



- (Optional Service) After a basic site scheme has been defined, have a geotechnical engineer investigate the site and prepare a geotechnical report.
- Meet with Client via conference call to present final findings.
- Submit final maps, reports, and executive summaries for Client’s review and approval.

*Participants: Mackenzie, Planner, Environmental Scientist, Geotechnical Engineer, and Client Staff*

*Deliverable: Maps of acquired site, Executive Summary of GIS mapped site.*

#### **Task 6 – Preliminary Design**

*Time Duration: 4 weeks*

- Develop a conceptual site diagram with additional detail and refinement that includes site ingress, egress, and site circulation to optimize operational flow with consideration to building and overall site needs.
- Mackenzie will meet at client offices with staff to present conceptual site diagram.
- Further develop adjacency and block diagrams, as necessary from Task 4.
- Upon Client approval of a block diagram, develop concept floor-plan describing the general building organization, layout and footprint.

*Participants: Mackenzie, MEP Engineer, Client Staff and Public*

*Deliverable: Conceptual site plan, floor plan, exterior character rendering, MEP narrative, for the chosen Option.*

#### **Task 7 – Building Performance**

*Time Duration: 2 weeks*

- Mackenzie and MEP Engineering will meet once with stakeholder groups to discuss the building performance goals and determining good, better, and best practices for consideration.
- Client to determine, if any, desired third-party programs the City may choose to shadow or participate in (i.e. LEED, Green Globes, etc.)

*Participants: Mackenzie, MEP Engineer, and Client Staff*

*Deliverable: Meeting minutes.*

#### **Task 8 – Visioning/Public Outreach**

*Time Duration: 2-4 weeks*

- Mackenzie will meet once with stakeholder groups to discuss the massing and aesthetics of the building through a series of public meetings to solicit community input as noted below:
  - The first community meeting will be a visioning exercise. The Design Team will bring in precedent images of fire stations and other applicable buildings to solicit comments from the stakeholders and obtain their feedback.
  - Develop up to three (3) design options that embrace the aesthetic preferences identified during the first community meeting.
  - Review options with Client prior to the second meeting.
  - (Optional Service) A second community meeting to present up to three (3) design schemes and ask the stakeholder group to select one (1) of the schemes. If a second community meeting is not desired, a meeting



with the client team will be scheduled instead to review the schemes and obtain approval of a design direction.

- Mackenzie will further refine the selected scheme, building on the discussion from the second meeting or Client direction provided.

*Participants: Mackenzie, Client Staff and Public*

*Deliverable: Precedent Images and Perspective character drawings.*

### **Task 9 – Concept Design Finalization**

*Time Duration: 2 weeks*

- Based on the selected scheme and input that incorporated the massing and aesthetics identified in the visioning process, Mackenzie will develop conceptual site plans, floor plans, and elevations. This will be a collaborative process where the design team will work with Client to refine the preferred scheme.
- Mackenzie will meet with Client to review assumptions for plumbing fixtures, mechanical systems, lighting, interior finishes, and any other equipment.
- Develop a narrative documenting the decisions on materials, systems, equipment, and finishes from Task 7 and 8.

*Participants: Mackenzie and Client Staff*

*Deliverable: Conceptual design drawings for the chosen Option*

### **Task 10 – Project Cost Estimate**

*Time Duration: 3 weeks*

- Upon refinement of the selected scheme, send site plan and supporting material to the cost estimator for developing construction cost estimate.
- Mackenzie will facilitate the forecasting of soft costs to include furniture, fixtures, and equipment (FF&E), permit fees, system development charges (SDC) and consultant fees, including contingencies and escalation factors to develop an anticipated overall project cost.

*Participants: Mackenzie, Cost Estimator and Client Staff*

*Deliverable: Cost projection summary and supporting detail*

### **Task 11 – Final Report and Presentation of Findings**

*Time Duration: 2 weeks*

- Format documents from tasks into a final draft report. The final draft report will include the following sections:
  - Overview/Scope/Executive Summary
  - Existing Conditions
  - Program
  - Adjacency and Block Diagrams
  - Site Layout
    - Site Development Schemes (up to two schemes)
  - Concept floor plans, elevations, and perspectives
  - Cost Forecast
  - Next Steps
  - Executive Summary
  - (Optional Service) Geotechnical Report

- Issue final draft report to stakeholders for review and comment. Receive one copy of consolidated comments from reviewers.
- Incorporate comments from one (1) review copy of final draft received from Client into final report.
- Issue final report in PDF format with three (3) printed record copies.

*Participants: Mackenzie, and Client Staff*

*Deliverable: 8.5x11 bound report with major deliverables from each task noted above and supplemental text and graphics to summarize scope and efforts of this study.*

**FEE SUMMARY**

Our fixed fees for the disciplines and related design services described above are as follows:

	<u>Base</u>	<u>Optional</u>
Task 1 – Project Kick Off & Discovery:	\$3,500	-
Task 2 – Space Analysis / Programming:	\$3,750	-
Task 3 – Facility Tours:	\$4,250	-
Task 4 – Adjacencies and Space Standards Development:	\$5,950	-
Task 5 – Site Evaluation:	\$16,400	-
Geotechnical Report	-	\$16,000
Wetland Delineation	-	\$8,980
Task 6 – Preliminary Design:	\$22,140	-
Task 7 – Building Performance:	\$6,500	-
Task 8 – Visioning/Public Outreach:	\$5,100	\$3,500
Task 9 – Concept Design Finalization:	\$6,350	-
Task 10 – Project Cost Estimate:	\$6,500	-
Task 11 – Final Report and Presentation of Findings:	\$18,150	-
<b>TOTAL</b>	<b>\$98,590</b>	<b>\$28,480</b>

Reimbursable expenses (printing, copying deliveries, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at 1.12 times cost, are estimated to be \$3,500, and will not be exceeded without the Client’s approval.

**ASSUMPTIONS**

In addition to the scope of services outlined above, we have assumed the following:

- Mackenzie will utilize Geographic Information System (GIS) systems, Google Maps/street views, aerial photos and other publicly available information for site analysis unless additional information becomes available, such as electronic files of existing building(s), land survey (ALTA/Boundary/Topographic), wetlands delineation, geotechnical report, environmental report and/or any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
- The Client will approve the documents at the conclusion of each task prior to proceeding with the next task.
- Client is responsible for all fees paid to public bodies having jurisdiction over the project.
- All meetings will occur at Mackenzie’s office, unless noted otherwise.



- Both on- and off-site land use entitlements processes, such as Design Review and related services, meetings with Authorities Having Jurisdiction (AHJ), neighborhood/community meetings, public hearings, and other related processes, are assumed to be completed in future tasks or phases.
- Conditions not depicted on available existing building documents, provided by the Client, or readily visible on project walkthroughs, are excluded. Unforeseen impacts will be evaluated at the time of discovery and addressed via additional services as necessary.
- Mackenzie will rely on Client-provided existing facilities information for project, including but not limited to type of construction, building area, occupancy classification and other such parameters affecting design and documents.
- Seismic upgrades of existing facilities may be triggered by Code or other jurisdictional requirements, including but not limited to change of use/occupancy classification or modification of existing structural systems. Evaluation of existing structural systems are not included in our scope of services and fees.
- Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only.
- Topographic and boundary surveys should be obtained for project site to better inform the design team for planned improvements. This work can be deferred to occur in a future project phase if desired. Mackenzie can assist in defining scope and provide recommendations for surveyors for the Client to hire directly either now or in a future phase of the projects.

## EXCLUSIONS

In addition to any exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of work.

- Site development phasing. Mackenzie can provide site development phasing via additional services, if necessary.
- Reimbursable expenses.
- Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- Appeals, variances, public hearings, land use approvals.
- Meetings with public agencies or other meetings other than those specifically identified above.
- Hazardous materials investigation or mitigation.
- Traffic analysis.
- Off-site improvements (such as roads, half street improvements, and utilities).
- Special foundation systems (e.g., piles and structural slabs).
- Equipment support or racking systems.
- Interior design, space planning and/or furniture selection.
- Landscape design services.
- Marketing materials.
- Permitting and related coordination.

It is our understanding the project will start in June 2018. If the proposal is agreeable to you, we can prepare a contract for the proposed scope of services. Please note that this proposal is valid for 60 days.



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We look forward to working with the City of Stevenson on this new project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Jeff Humphreys  
Architect | Project Principal

Enclosure(s): Reimbursable Rates Schedule

c: Cathy Bowman – Mackenzie

M.



# MACKENZIE.

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## REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

### IN-HOUSE PRINTING

#### **Scanning – Black & White**

Small Format: \$0.25/sheet  
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet  
(Including Half Size)

#### **Scanning – Color**

Small Format: \$0.50/sheet  
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet  
(Including Half Size)

#### **Printing/Copying – All Sizes**

Black & White: \$0.21/sq. ft.  
Full Color: \$4.00/sq. ft.

#### **Fax**

Local: \$1.00/sheet  
Long distance: \$1.30/sheet

### OTHER IN-HOUSE REIMBURSABLE ITEMS

#### **Digital Photo Documentation**

\$15.00/download

#### **Check Generation Fee**

\$25.00

#### **Automobile Mileage**

Billed according to IRS guidelines

#### **Delivery Service**

Fixed rates: \$7.75 to \$54.40  
(depending on mileage)

#### **Data Supplies**

CD documentation: \$15.00  
DVD documentation: \$30.00

#### **Report Binder**

Without tabs: \$3.00/book  
With tabs: \$4.00/book

#### **Foamcore:**

\$4.25/sheet