

**FIRST AMENDMENT  
TO  
SERVICE PROVIDER AGREEMENT  
FOR  
CITY OPERATIONS AND MAINTENANCE FACILITY DESIGN**

This First Amendment ("Amendment") is dated effective this \_\_\_\_\_ day of \_\_\_\_\_, 2025, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and TCF ARCHITECTURE, PLLC., a Washington limited liability company ("SERVICE PROVIDER").

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective June 7, 2023, whereby the SERVICE PROVIDER agreed to provide architecture services ("Agreement").

B. Section 14 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

C. The CITY and the SERVICE PROVIDER desire to amend the Agreement to provide additional services described in Attachment A-1 of the Agreement by extending the term of the Agreement and increasing the compensation paid to the SERVICE PROVIDER.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. SCOPE OF SERVICES.

Section 1 of the Agreement is amended to provide for additional services as more particularly described and detailed in Exhibit "A-1," attached hereto and incorporated herein.

2. TERM.

Section 2 of the Agreement shall be amended to extend the term of the Agreement until December 31, 2026.

3. COMPENSATION.

In consideration of the SERVICE PROVIDER continuing to provide the services described in Section 1 of the Agreement and providing the additional services described in Exhibit "A-1" during the extended term of the Agreement, Section 4.C. shall be amended to increase the compensation paid to the SERVICE PROVIDER by an additional amount not to exceed One Million Two Hundred Forty-Seven Thousand Seven Hundred Twenty-Seven and 00/100 Dollars (\$1,247,727.00). The total amount payable to the SERVICE PROVIDER pursuant to the original Agreement and this First Amendment shall be an amount not to exceed Three Million Six Hundred Ninety-Seven Thousand Seven Hundred Twenty-Seven and 00/100 Dollars (\$3,697,727).

4. FULL FORCE AND EFFECT.

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:

CITY OF TUMWATER  
555 Israel Road SW  
Tumwater, WA 98501

SERVICE PROVIDER:

TCF ARCHITECTURE, PLLC  
902 N 2<sup>nd</sup> Street  
Tacoma, WA 98403-1931  
UBI No. 601-592-500  
Phone No. 253-572-3993

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Debbie Sullivan  
Mayor

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Signature (Notarized – see below)  
Printed Name:  
Title:

ATTEST:

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Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF THURSTON )

I certify that I know or have satisfactory evidence that \_\_\_\_\_(name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_(title) of \_\_\_\_\_(company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:\_\_\_\_\_

Notary Public in and for the State of  
Washington,  
My appointment expires: \_\_\_\_\_



**CITY OF TUMWATER**  
**SCOPE OF SERVICES – BASIC & ADDITIONAL SERVICES**  
**AMENDMENT 2 - BUILDING A REDESIGN**

**GENERAL**

1. This proposal is for the Building A redesign scope and is an amendment to the original SERVICE PROVIDER agreement and original scope and fees which are still applicable.

2. **Cost of the Work:** For Building A Redesign only.

(MACC Budget): The Initial Maximum Allowable Construction Cost ("MACC") budget exclusive of "soft costs" (sales tax, professional services, permit fees, management reserve contingencies, special equipment, furnishings, etc.) is estimated at approximately \$13,660,000 per the provided cost estimate.

Bid Alternates: No Building A alternates are included.

A/E Fee Methodology: This MACC value is the basis for determining the cost of the basic architect/engineer fees based on the OFM guidelines. See attachment B for the summary basic and additional service fees.

Hourly Rates: Maximum hourly rates for hourly NTE services;

- Principal rate: \$350/hr
- Staff rate: \$250 Max/hr

**PROJECT MANAGEMENT AND ADMINISTRATION**

1. Throughout each of the phases covered under these Services, the SERVICE PROVIDER shall manage and coordinate the Design Team, collaborate with the CITY, facilitate meetings, conference calls, and conduct other activities as listed in the OFM Guidelines for basic services.

**Activities & Deliverables:**

Schedule: Design schedule management, overall team coordination, data management, and other administrative tasks as needed to complete the Services and as noted in the OFM guidelines.

Meetings/presentations: Attend and facilitate meetings throughout the project phases as appropriate and necessary to ensure the timely progress of the Services.

## SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services:** Including those items listed in the OFM Guidelines for basic services, the Schematic Design Documents will include further develop and confirm the site adjustments and building A design (See Exhibit A.1 and A.2), identify major materials, basic structural systems, HVAC, plumbing and electrical systems, low voltage systems, civil systems, and specialty equipment. Deliverables will be in the form of preliminary drawings for each design discipline, including reference notes to identify systems, materials, conditions, and overall scope of the project, etc. for basic and additional services. Design includes:

Site: Redevelopment of the site to accommodate the building A redesign.

Building: Building A Redesign

Meetings: Expect meetings to confirm site and building plan layouts, general architectural and engineered system designs.

2. **Permitting Agency Coordination:** The SERVICE PROVIDER shall coordinate with the Authority Having Jurisdiction (AHJ). Per previous discussions with the AHJ, the project is an allowed use, so no CUP or other special permitting is required as part of this submittal. Any special permitting will be an additional service.
2. **Cost Estimating:** A Schematic level parametric cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. THE SERVICE PROVIDER shall advise the CITY of possible adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's budget goals. A project "Base Bid" scope and budget will be finalized, along with any possible Alternate Bid items.
3. **Consultants:** See sub-consultants' scope of work including basic and additional services and OFM guidelines.
4. **Presentations:** Appropriate presentations of schematic basic services documentation
5. **Renderings (additional service):** 3D renderings illustrating exterior mass and basic materiality to aid in the selection of colors and understanding of building form.

**Deliverables:** Including those items listed in the OFM Guidelines for basic services, the Schematic Design Documents will include,

- Schematic Design level, two-dimensional architectural drawings for the site and each structure, generally including floor plans, building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Schematic Design level drawings for engineering items including structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems as described in the OFM Guidelines.
- 50% SD Document Progress Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% SD Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.



- Three-dimensional exterior architectural massing graphics and illustrations to convey design intent in 2 – 4 images (Additional Service)

SD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.

## DESIGN DEVELOPMENT (DD)

1. **DD Phase:** Based on the CITY'S written approval of the Schematic Design Documents updated Cost Estimate and Including those items listed in the OFM Guidelines for basic services, The SERVICE PROVIDER shall move into the design development phase. The DD Documents shall illustrate, and describe the development of the approved Schematic Design Documents, further identifying specific materials, products, size and appearance of the project by means of plans, sections, elevations, and details in 2D. The Design Development Documents will include new, if any, basic manufacturer's products or systems literature describing the expected performance, quality, and character of materials, systems and products creating an outline spec. If new materials, the new physical materials samples and color studies shall be provided for the selection of both interior and exterior materials. Other services and deliverables are further described in the various Scopes of Services proposals provided by each sub-consulting team member.
2. **Permitting Agency Coordination:** In preparation for Plan Review submittals and final permitting, the SERVICE PROVIDER may further coordinate with the AHJ if allowed and provide updated research of applicable codes and site development regulation & requirements for the project.
3. **Cost Estimating:** A DD level parametric cost estimate shall be prepared reflecting the scope of the Project indicated in the DD Documents. The SERVICE PROVIDER shall advise the CITY of possible adjustments to the MACC budget and provide recommendations as appropriate to meet the CITY's budget goals.
4. **Renderings (additional service):** 3D renderings illustrating key interior spaces showing mass and basic materiality to aid in the selection of colors and understanding of interior spaces.
5. **Consultants:** See sub-consultants' scope of work including basic and additional services and OFM guidelines.
6. **Presentations:** Appropriate presentations of design Development basic services documentation.

**Deliverables:** Including those items listed in the OFM Guidelines for basic services, the Design Development Design Documents will include;

- Design Development level, two-dimensional architectural drawings for building A, generally including floor plans, wall and building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Design Development level drawings for engineering items including structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and specialty equipment as described in the OFM Guidelines.



- Updated Color and Material Board showing main materials for review and approval. Comments from the CITY are requested within one week in order to stay on schedule.
- Three-dimensional Interior architectural design graphics showing design, materials, and colors (1-2 images) (Additional Services)
- For new materials, if any, outline specification using product Cutsheets to establish design intent for review and approval. Comments from the CITY are requested within one week in order to stay on schedule.
- DD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.
- 50% DD Coordination Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% DD Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.

### **CONSTRUCTION DOCUMENTS (CD)**

1. **CD Phase:** Based upon the CITY's written approval of the Design Development documents' updated cost estimate, and confirmed Base Bid Scope and any Alternate Bid items and Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall move into the Construction Document phase. The Construction Documents will include preparation of drawings and specifications, setting forth in detail the requirements for the Project bidding, permitting, and construction.
2. **Permit Coordination:** Including those items listed in the OFM Guidelines for basic services, the SERVICE PROVIDER shall coordinate the plan review and permit process including the submittal of required documents to the AHJ, and will be the primary point of contact for permitting agencies. The CITY, as the Owner, shall be responsible for signing all applicable permit documents as required by the AHJ, unless the SERVICE PROVIDER can sign on behalf of the CITY.

Permit Fees: The CITY shall be responsible for direct payment of all permit and plan review fees to all governing/permitting agencies.

Submittal Documents: The SERVICE PROVIDER shall provide completed permit application(s), site and building design drawings, specifications, structural calculations, energy code compliance calculations, storm water management report and geotechnical reports as indicated in the scope of Services. Per previous conversations with the AHJ there are no special permits needed for the project.

Comment Response: The SERVICE PROVIDER shall provide written responses to agency plan review comments, and revise documents as needed for permit acquisition. The CITY shall provide other documents if required by the AHJ.

3. **Cost Estimating:** An updated CD level parametric estimate for the Cost of the Work shall be prepared, reflecting the scope of the Project indicated in the CD Documents and organized by Base Bid and Alternate Bid items. The SERVICE PROVIDER shall advise the CITY of any final adjustments to the MACC, and provide recommendations as appropriate to meet the CITY's Project goals and budget.



4. **Project Manual / Specifications:** Update and provide new technical specification sections as needed.
5. **Bid Document Distribution:** The SERVICE PROVIDER shall provide all Bidding Documents to an electronic plan center for uploading to an on-line document distribution service such as ARC plan center or Builders Exchange etc. The CITY will be responsible for direct payment to the plan center.
6. **Consultants:** See sub-consultants' scope of work including basic and additional services and OFM guidelines.

**Deliverables:** Including those items listed in the OFM Guidelines for basic services, the Construction Documents will include,

- Construction Document level, two-dimensional architectural drawings for each structure, generally including floor plans, wall and building sections, elevations, details, and other two-dimensional images as appropriate to convey the design intent.
- Construction Document level drawings for all buildings for structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems
- Fully compiled Project Manual / technical specifications book. Comments from the CITY are requested within one week in order to stay on schedule.
- CD level parametric MACC Cost Estimate, excluding soft costs and other City required expenses. Comments from the CITY are requested within one week in order to stay on schedule.
- 80% CD Coordination, Cost Estimating, and Building Permit Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.
- 100% CD/Bid Documents Set (.pdf documents by transfer file). Comments from the CITY are requested within one week in order to stay on schedule.

**BIDDING PHASE** - See original proposal

**CONSTRUCTION ADMINISTRATION** – See original agreement

#### **BUILDING A REDESIGN PRELIMINARY SCHEDULE**

1. As noted in our discussions TCF can start redesign services of building A redesign as soon as October, 2025. Below is an approximate schedule that is anticipated for design. This schedule will be updated at each phase and throughout the project as necessary.
 

○ <b>Project NTP</b>	<b>TBD</b>
○ Schematic Design:	2 months
○ Design Development:	2 months
○ Construction Documents:	2 months



**ADDITIONAL SERVICES – HOURLY NTE (TCF)**

1. **AS-.01: Bldg. A Redesign Site Adjustments and Coordination:** SD phase redesign of affected site areas including around building A and the east parking lot. Review and coordination of revised site items completed by civil and landscape. Site impacts code review and coordination.
2. **AS-.02: Bldg. A Redesign Conformed Drawings:** Provide building A conformed drawings to include a full drawing and specification set of all adjustments made during bidding phase for use by the City, GC and TCF during construction.
3. **S-.03: Bldg. A Redesign Record Drawings:** Provide architectural building A PDF and CAD files to the City to include adjustments made during construction.
4. **AS-.04: Bldg. A Redesign Renderings / Special Graphics:** During SD provide up to (2) 3D renderings illustrating exterior mass and basic materiality to aid in the selection of colors and understanding of building form. During DD provide up to (2) 3D renderings to generally illustrate interior mass and basic materiality to aid in the selection of colors and materials.
5. **S-.05: Bldg. A Redesign Permitting during CA for all Buildings and Site:** Includes permit submittal of the site and each building, excluding Building A. This did not occur during the original contract because it was decided to submit during the construction phase. This is intended to cover that scope that did not occur during the original contract.
6. **AS-.06: Bldg. A Redesign Post Permit/Prior to Biding Phase:** This will cover any discussions/ coordination that occurs between TCF and the City after design is complete and before the bidding phase begins.

Note:  
On 1-23-25 a meeting with Brandon Hicks, Dan Smith, Bill Lindauer, Don Carney, and Steve Craig. We determined Option 1 was not the preferred option. We will select Option 2 with some minor revisions. See changes recommended.

EXHIBIT A.1



Project Title

O&M FACILITY

7842 TRAILS END DR SE  
TUMWATER, WA 98501

Project Numbers  
2023-012

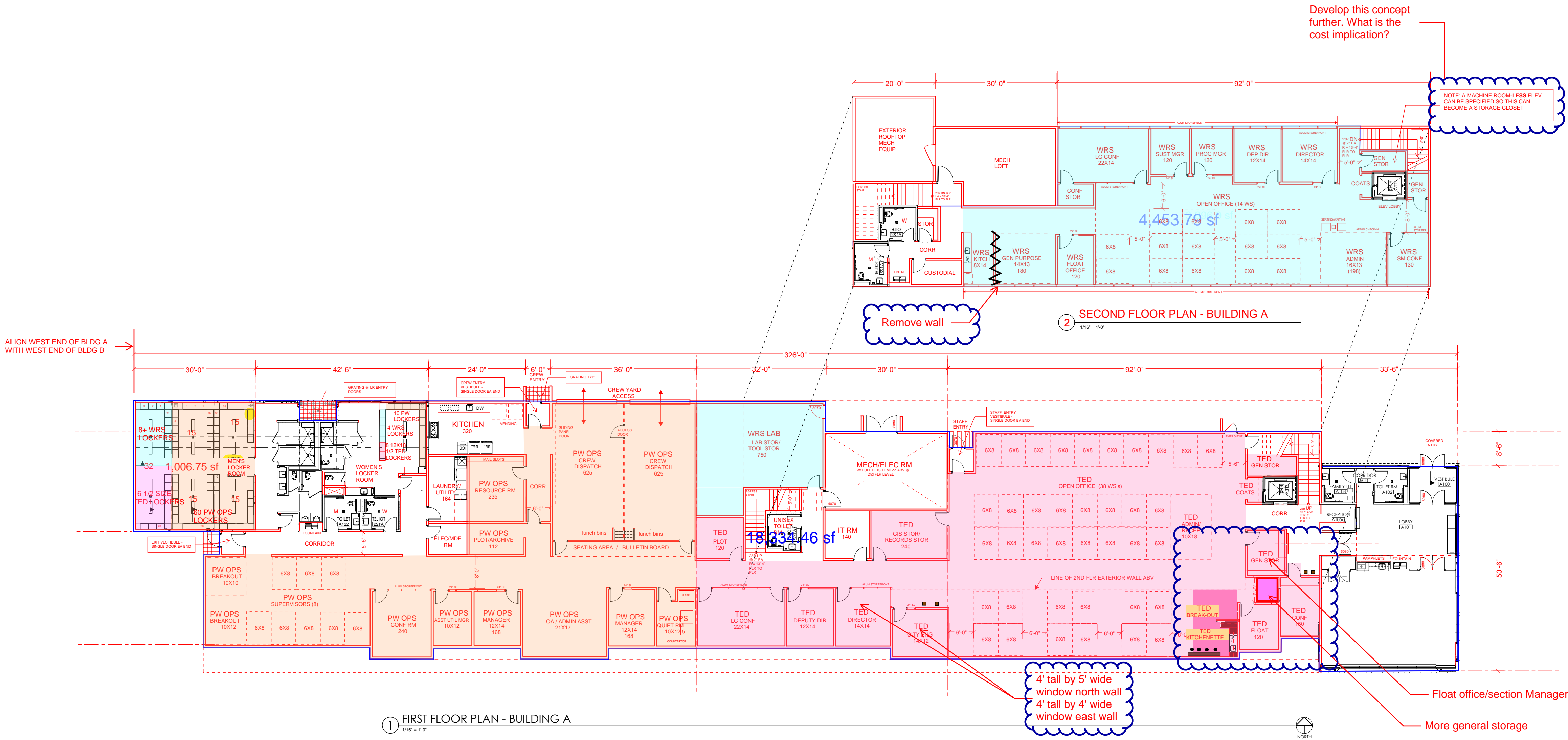
Issue & Revision Dates

100% SD	September 28, 2023
100% DD	December 22, 2023
50% CD	February 12, 2024
75% CD	March 1, 2024
AGENCY SET	April 26, 2024

BLDG A REDESIGN January 17, 2025

BUILDING A REDESIGN

EXHIBIT A.1



Sheet Title

FLOOR PLAN

OPTION 2

(ALTERNATE LAYOUT  
AT ELEVATOR/MAIN  
STAIR)

Drawn By

MP

Checked By

MP

Sheet Number

A2.10

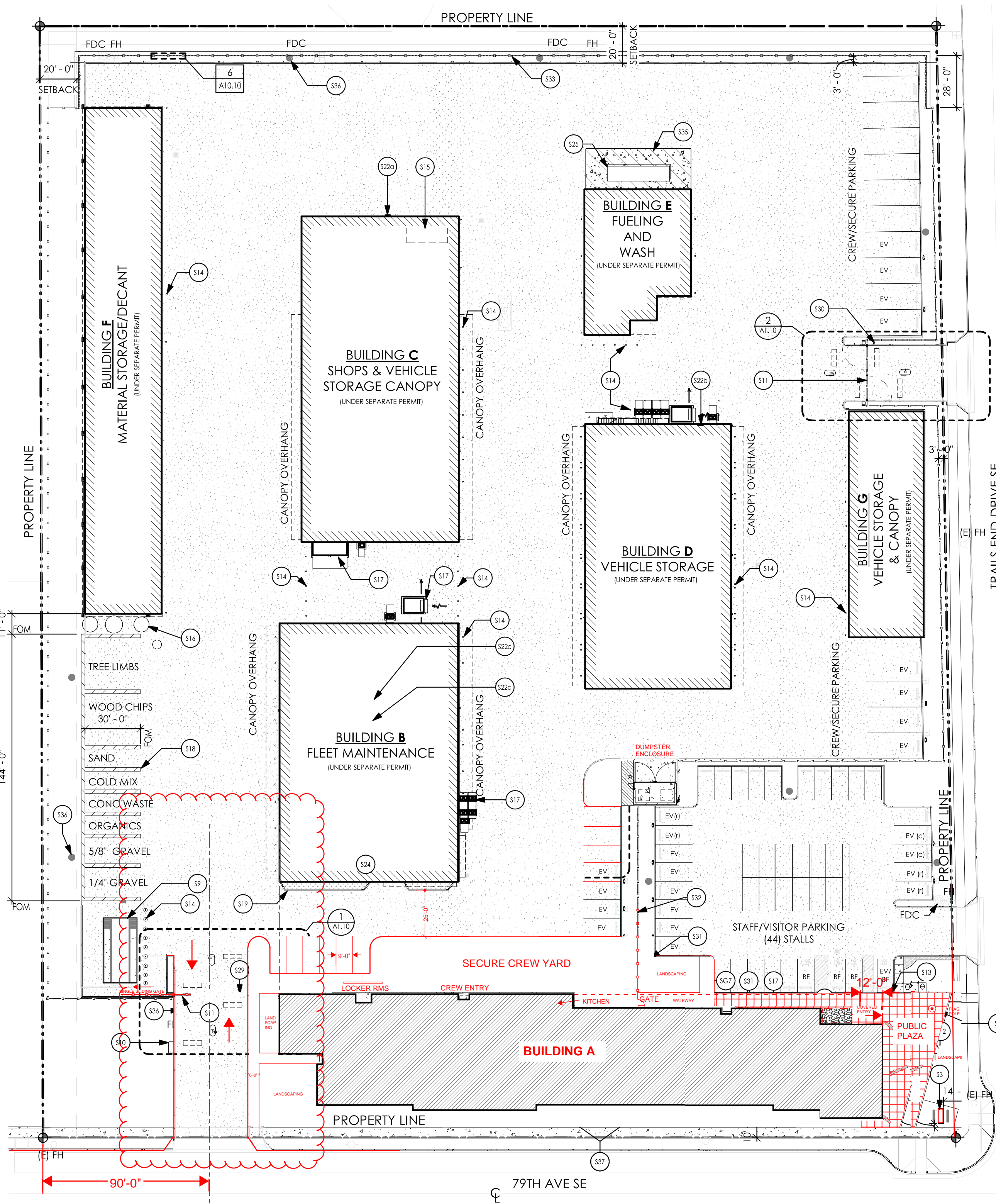
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# 1 SITE PLAN

1" = 40'-0"

## GROSS BUILDING AREAS

BUILDING A	
EXTERIOR COVERED AREA	2,997 SF
GROUP A-2	805 SF
GROUP B	8,353 SF
	12,155 SF
BUILDING B	
GROUP B	1,171 SF
GROUP S-1	12,022 SF
	13,193 SF
BUILDING C	
GROUP S-2	4,218 SF
GROUP S-1	9,739 SF
GROUP S-1	123 SF
	14,080 SF
BUILDING D	
GROUP S-2	10,964 SF
GROUP S-2	10,964 SF
BUILDING E	
GROUP B	456 SF
GROUP S-1	1,374 SF
GROUP S-2	2,103 SF
GROUP S-2	3,933 SF
BUILDING F	
GROUP S-1	11,284 SF
	11,284 SF
BUILDING G	
GROUP S-2	4,720 SF
	4,720 SF
GRAND TOTAL	70,329 SF

## GENERAL PERMIT SUBMITTAL NOTES:

1. ALL SITEWORK INCLUDED IN THIS AGENCY SET IS TO BE REVIEWED AND APPROVED AS PART OF THIS PERMIT SUBMITTAL. BUILDINGS B-G WILL BE PERMITTED SEPARATELY. NO CONSTRUCTION ACTIVITY ASSOCIATED WITH BUILDINGS B-G IS TO OCCUR UNTIL BUILDING PERMITS HAVE BEEN ISSUED.
2. A SEPARATE SITE DEMOLITION PERMIT IS REQUIRED AND WILL BE SUBMITTED SEPARATELY FOR REVIEW AND APPROVAL. NO SITE DEMOLITION IS TO OCCUR UNTIL THE SITE DEMOLITION PERMIT IS ISSUED. A SITE DEMOLITION PLAN IS INCLUDED IN CIVIL DRAWINGS FOR REFERENCE ONLY.
3. BUILDING A, PAVED PUBLIC PLAZA, CREW YARD AND THE TWO PARKING LOTS LOCATED OUTSIDE OF THE SECURE SITE FENCE ARE TO BE INSTALLED IN CONJUNCTION WITH THE CONSTRUCTION OF BUILDING A. THE INSTALLATION OF ASPHALT PAVING WITHIN THE SECURE SITE FENCE WILL OCCUR AS PART OF THE FUTURE CONSTRUCTION OF BUILDINGS B-G PER SEQUENCING ESTABLISHED BY THE GENERAL CONTRACTOR.

## GATE SCHEDULE

SG6	3'-0"x8'-0" SINGLE SWING GATE TO MATCH THE DECORATIVE WROUGHT IRON FENCING, MANUAL OPERATION W/PADLOCKABLE LATCH AND KNOX BOX PER SPECS
SG7	3'-0"x8'-0" SINGLE SWING GATE TO MATCH ADJACENT CUSTOM SCREEN WALL

## KEYNOTES

S1	CONCRETE SIDEWALK, PAVING, SEE CIVIL
S2	30' TALL FLAG POLE WITH DOWNLIGHTING, EXACT LOCATION TBD
S3	CAST-IN-PLACE CONCRETE MONUMENT SIGN WITH ALUMINUM SHROUD PER SITE DETAIL, SHEET 1/A10.11
S9	GENERATOR, SEE ELECTRICAL DRAWINGS
S10	PAD MOUNTED TRANSFORMER, SEE ELECTRICAL PLANS
S11	SEE ENLARGED SITE PLANS FOR SLIDING AND SWING GATE INFORMATION
S12	CUSTOM BENCHES AND PAVING PATTERN PER LANDSCAPE DRAWINGS
S13	VEHICLE CHARGING STATION, SEE CIVIL AND ELECTRICAL DRAWINGS
S14	BOLLARD ADJACENT TO BUILDINGS, OR AS NOTED, SEE DIMENSION FLOOR PLANS FOR LOCATIONS, REFERENCE SITE DETAILS
S15	OWNER-SUPPLIED 40 YARD DUMPSTER
S16	DECANT VAULTS - SEE BLDG F
S17	EXTERIOR MECHANICAL EQUIPMENT - REFER TO MECHANICAL DRAWINGS
S18	STACKED ECO-BLOCKS 6' HIGH FOR MATERIAL STORAGE BAYS, (144 LINEAR FEET OF 6' LONG BLOCKS WITH 30' LONG DIVIDER WALLS)
S19	RAISED PLANTER AND SEATING PER LANDSCAPE DRAWINGS
S22a	DEDICATED PANELBOARD FOR FUTURE (8) EV'S
S22b	DEDICATED PANELBOARD FOR FUTURE (X) EV'S
S22c	(1) DUAL PORT EV CAPABLE FOR FUTURE CHARGING STATION
S22d	(1) SINGLE PORT EV CHARGING STATION
S23	BIKE CANOPY
S24	ENCLOSED LONG TERM BIKE STORAGE LOCATION TBD
S25	ABOVE GROUND FUEL TANK
S26	RUSTY ARTIFACTS PLANTER
S27	PUBLIC ART
S28	DUMPSTER ENCLOSURE
S29	8'H SLIDING GATES TO MATCH DECORATIVE SECURITY FENCING
S30	8'H SWINGING GATES TO MATCH DECORATIVE SECURITY FENCING
S31	8'H CUSTOM SCREEN WALL PER LEGEND
S32	8'H ORNAMENTAL SECURITY FENCING PER LEGEND
S33	5'H SOUND BARRIER WALL PER LEGEND - SEE 6/A10.10
S35	CONCRETE SLAB @ ABOVE-GROUND FUEL TANK
S36	SITE LIGHTING, SEE ELECTRICAL DRAWINGS
S37	RAIN CHAIN BASIN, SEE PLAN AND DETAIL 1/A10.12
S38	ON-GRADE PLANTER PER LANDSCAPE DRAWINGS

## LEGEND

	CONCRETE PAVING AND WALKWAYS, SEE CIVIL & LANDSCAPE DRAWINGS
	BUILDING FOOTPRINT
	ASPHALT, SEE CIVIL DRAWINGS
	STAMPED CONCRETE DESIGN 1
	STAMPED CONCRETE DESIGN 2
	PLANTER
	EV - EV CHARGING PARKING STALL
	EV (r) - EV READY FOR FUTURE PARKING STALL
	EV (c) - EV CAPABLE FOR FUTURE PARKING STALL
	8'H ORNAMENTAL WROUGHT IRON SECURITY FENCING AT STREET-FACE SIDES, TYP. ALL PERIMETER ORNAMENTAL FENCING TO HAVE A 6'-0" WIDE x 12" DEEP CONTINUOUS COMPACTED 1 1/4" ROCK BASE, FENCE CENTERED ON ROCK BASE, TYP.
	5'H SOUND BARRIER WALL
	8'H CUSTOM SCREEN WALL, TYP
	PROPERTY LINE
	DIRECTIONAL TRAFFIC ARROW - SEE CIVIL DRAWINGS
	• CR CARD READER AT POST, SEE ELECTRICAL DRAWINGS
	8" DIA 42" TALL BOLLARD, SEE KEYNOTES
	VEHICULAR SIGNS - SEE CIVIL DRAWINGS
	FH FDC PIV FIRE HYDRANTS, FIRE DEPARTMENT CONNECTION & POST INDICATOR VALVE - SEE CIVIL DRAWINGS, ALSO SEE CIVIL FOR BOLLARDS AROUND FHS, FDC'S & PIV'S
	PL PROPERTY LINE
	SB SET BACK
	ROOF/CANOPY OVERHANG

## PROPERTY DATA

PROPERTY ADDRESS:  
BUILDING A: 1360 79TH AVE SE, TUMWATER, WA 98501  
BUILDING B-G: 1360 79TH AVE SE, BLDG B-G

WEST PARCEL CURRENT ADDRESS:  
7842 TRAILS END DR SE, TUMWATER, WA 98501

WEST PARCEL IDENTIFICATION #: 12712320400

EAST PARCEL CURRENT ADDRESS:  
1500 79TH AVE SE, TUMWATER, WA 98501

EAST PARCEL IDENTIFICATION #: 12712320300  
LOT NUMBER:

WEST PARCEL SIZE: 302,450 SF (6.94 ACRES)  
EAST PARCEL SIZE: 28,460 SF (.65 ACRES)

GENERAL COMMERCIAL ZONE: 18.22  
PERMITTED USE: 18.22.020E

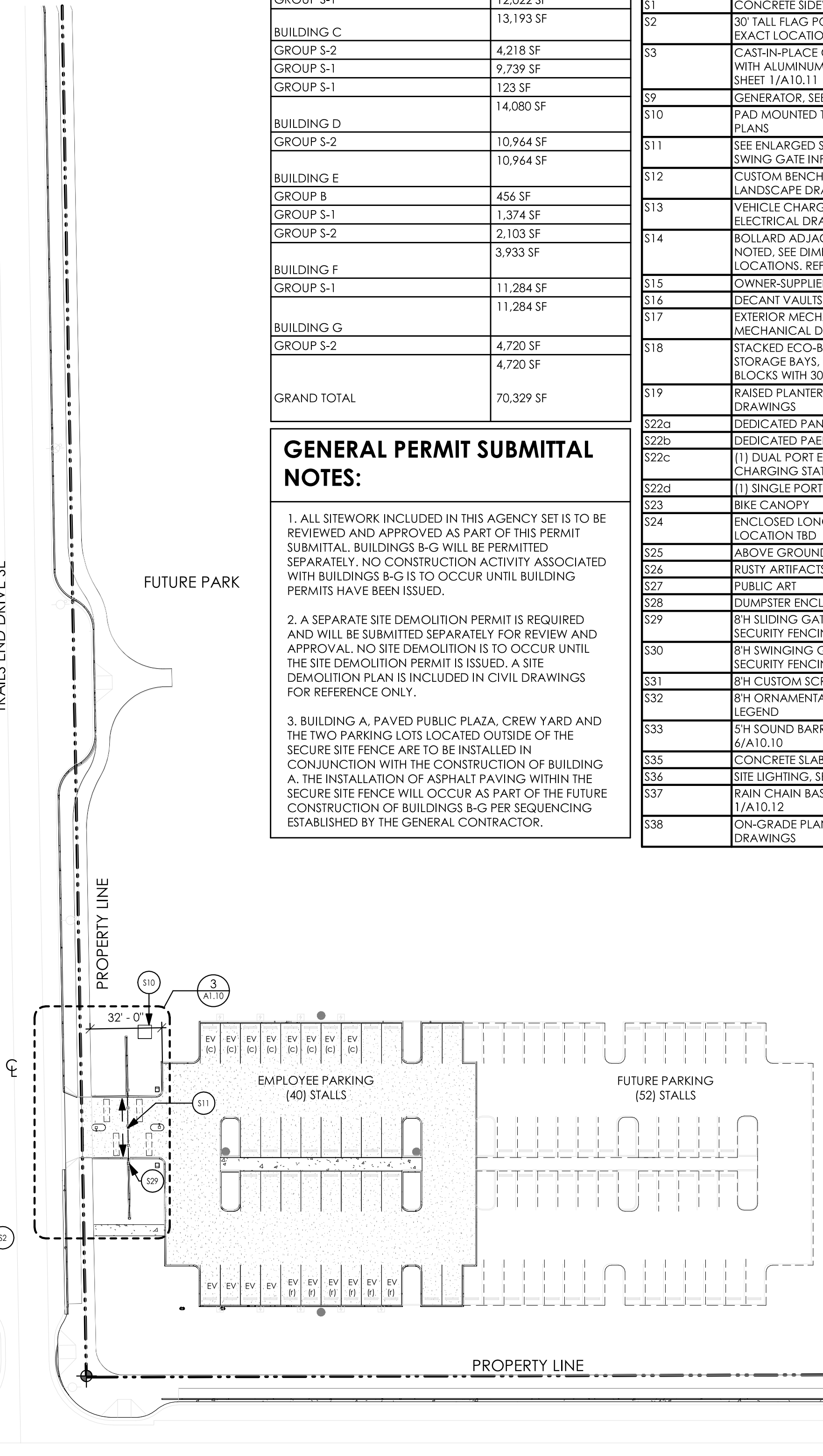
WEST PARCEL TOTAL ACRES: +/- 6.6  
IMPERVIOUS AREA: 5.18 ACRES - 78.5%  
PERVIOUS AREA: 1.42 - 21.5%

EAST PARCEL TOTAL ACRES: +/- 1.21 ACRES  
IMPERVIOUS AREA: .8 ACRES - 66.1%  
PERVIOUS AREA: .41 ACRES - 33.9%

MAXIMUM STRUCTURE HEIGHT: 65'

NEW DEVELOPMENTS WITH NON-RESIDENTIAL USES ON SITES WITH A TOTAL SITE AREA GREATER THAN 1 ACRE MUST PROVIDE OPEN SPACE EQUAL TO AT LEAST 1% OF THE GROUND FLOOR NON-RESIDENTIAL BUILDING FOOTPRINT PLUS 1% OF THE "SITE AREA".

SIGNAGE REQUIRES SEPARATE PERMIT



## EXHIBIT A.2

# A1.01



**BASIC SERVICES - Building A Redesign**

Updated 7-10-25

**Basis of Fee Calculations**

**Fee Methodology:** The fees below are organized into two categories: Basic Services and Additional Services. **Basic Services** are those services provided by the Architect, Structural Engineer, the Mechanical/Electrical Engineer for the primary building normal building systems. Fees for the Basic Services are proposed as a percentage of construction cost, or, the MACC ("Maximum Allowable Construction Cost"). **Additional Services** are in addition to Basic Services and include, but are not limited to, civil engineering, special building system consulting (security, data/comm, audio-visual), and other specialty system services. This fee methodology closely follows the WA State Office of Financial Management (OFM) guidelines for determining Architect/Engineering fees for public works building projects. There is a credit in fee for reuse of specifications and details from the original building A design that are applicable to the building redesign.

Description	Area Qty	Unit	Unit Cost Per SF	Subtotal MACC	Fee % (Basic Services)	Estimated Fee	Remarks
				Estimate by the City	AE Fee Sched	Basic Services	July 2015 WA State OFM Fee Schedule
<b>BUILDINGS</b>							
Administration & Operations Building Redesign (Building A)	23,362			\$13,660,000	7.70%	<b>\$1,051,820</b>	Schedule B
Site Redesign (as impacted by bldg A redesign)							See additional services below
<b>TOTAL BLDG MACC AND BASIC SERVICES EST.</b>				<b>\$13,660,000</b>		<b>\$1,051,820</b>	

**BASIC SERVICES - Distribution of Fees by Phase**

Credits shown by phase

Schematic Design	18.00%	\$189,328	
Design Development	20.00%	\$210,364	-\$10,000 spec outline, coordination (Arch/MEP)
Construction Documents	31.00%	\$326,064	-\$37,000 specs and details (Arch/MEP)
Bidding	2.00%	\$21,036	-\$7,351 Bldg A original bidding fee
Construction Administration / Close-out	29.00%	\$305,028	-106,585 Bldg A original CA and close out fees
<b>SUBTOTAL BASIC SERVICES FEES</b>	<b>100.00%</b>	<b>\$1,051,820</b>	
Credit back on basic services fees			-\$160,936.00
<b>TOTAL BASIC SERVICES FEES</b>		<b>\$890,884</b>	

**ADDITIONAL SERVICES**

	Consultant Labor Fees	Add'l Services Subtotals	Remarks
<b>EXTRA AND OTHER SERVICES (T &amp; M)</b>			
<b>AS-0 Architecture - TCF Architecture, PLLC</b>	<b>\$166,350</b>	<b>\$166,350.00</b>	
Bldg A Redesign Site Adjustments and coordination	\$27,850		Other Services,
Bldg A Redesign Conformed Drawings Bldg A (optional)	\$5,200		Post Bidding, Extra Services
Bldg A Redesign Record Drawings (optional)	\$8,900		Post Construction, Extra Services
Bldg A Redesign Renderings / Special Graphics (optional)	\$19,000		Assumed to span SD and DD design phases, Extra Services
Permitting during CA for all buildings and site	\$25,200		Other Services
Post Permit/Prior to bid	\$29,900		Extra services, Slush fund for use by the design team
10% Escalation on Original Bid fee	\$3,300		Other Services
10% Escalation on Original CA fee	\$47,000		Other Services
<b>AS-1 Civil Engineering - SCJ Alliance</b>	<b>\$73,766</b>	<b>\$73,766.00</b>	
Schematic Design	\$15,938		Other Services
Design Development	\$21,746		Other Services
Construction Documents	\$36,082		Other Services
<b>AS-2 Landscape Architecture - Lyon</b>	<b>\$8,500</b>	<b>\$8,500.00</b>	
Project Management	\$1,500		Other Services
Schematic Design	\$3,000		Other Services
Design Development	\$1,500		Other Services
Construction Documents	\$2,500		Other Services
<b>SUBTOTAL ADDITIONAL SERVICES</b>	<b>\$248,616</b>	<b>\$248,616</b>	
TCF Mark-up on Consultant Additional Services 10.00%		<b>\$8,227</b>	Does not include mark-up on TCF's additional services
<b>TOTAL DESIGN SERVICES THROUGH CONSTRUCTION</b>		<b>\$1,147,727</b>	
<b>MANAGEMENT RESERVE FUND (MRF)</b>			
Management Reserve Fund		<b>\$100,000</b>	
<b>GRAND TOTAL</b>		<b>\$1,247,727</b>	

**ASSUMPTIONS AND EXCLUSIONS**

**Consultants:** Limited to those included above. Other consultants and services may be added at a future time by amendment as needed unless considered a basic service in the OFM guidelines.

**Plan Review and Permitting Costs/Fees:** Building plan and permitting fees, special use permit fees, agency legal costs, and other agency-related fees/costs are NOT included.

**Consultant Exclusions:** Refer to separate consultant proposals for specific exclusions. OFM guidelines will control in the event exclusions conflict.

**Sustainability Certification:** The project is not pursuing LEED certification or other environmental stewardship certifications.

**Bid Document Printing and Distribution:** Costs for printing Bid Documents (drawings, project manuals, addenda), are not included aligning with OFM guidelines.

**Furniture:** Furniture design, layout and procurement is not part of this scope but can be added as an additional service if requested by the City

**Commissioning:** Not included as part of this scope. TCF would prefer the City brings this on. We can coordinate as we get closer to construction.

**Environmental Study:** Previous environmental studies have been completed by the City, it is assumed these are still valid. No environmental studies are included with this scope.

AS NO.	ADDITIONAL SERVICES PROJECT TASKS	TCF ARCHITECTURE		
		Principal	Sr. Architect	Architect
AS-0.1 Bldg A Redesign Site Adjustments and Coordination				
	ESTIMATED HOURS	8	60	90
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$2,800.00	\$12,000.00	\$13,050.00
	SUBTOTAL	\$27,850.00		
AS-0.2 Bldg A Redesign Conformed Drawings Bldg A (Optional)				
	ESTIMATED HOURS	2	8	20
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$700.00	\$1,600.00	\$2,900.00
	SUBTOTAL	\$5,200.00		
AS-0.3 Bldg A Redesign Record Drawings (optional)				
	ESTIMATED HOURS	2	12	40
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$700.00	\$2,400.00	\$5,800.00
	SUBTOTAL	\$8,900.00		
AS-0.4 Bldg A Redesign Renderings / Special Graphics (optional)				
	ESTIMATED HOURS	4	30	80
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$1,400.00	\$6,000.00	\$11,600.00
	SUBTOTAL	\$19,000.00		
AS-0.5 Permitting during CA for all buildings and site				
	ESTIMATED HOURS	16	40	80
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$5,600.00	\$8,000.00	\$11,600.00
	SUBTOTAL	\$25,200.00		
AS-0.6 Post Permit/Prior to bid				
	ESTIMATED HOURS	20	100	20
	HOURLY RATE	\$350.00	\$200.00	\$145.00
	ESTIMATED FEES	\$7,000.00	\$20,000.00	\$2,900.00
	SUBTOTAL	\$29,900.00		



**Amendment #5**  
**Building A Redesign**  
**Tumwater Public Works Facility Design**  
**Tumwater, WA**

**Prepared For:** TCF Architecture  
**Prepared By:** Whitney Holm, PE.  
**Date Prepared:** May 28, 2025

## Understanding

This Amendment covers the effort to update the plans to reflect the site plan changes of Building A as well as the adjacent parking areas.

## Phase 1 Schematic Design

This phase includes updating the site plan to a schematic level.

- 1) Attend up to two (2) owner/design virtual team coordination meetings.
- 2) Update Stormwater model for Building A.
- 3) Review parking requirements and update analysis.
- 4) Coordinate employee parking lot layout.
- 5) Update following plans to reflect the new site plan.
  - Site Plan
  - Stormwater Plan
  - Water Plan
  - Sewer Plan
  - Employee Parking Lot
- 6) Coordinate with HDR regarding updated stormwater basins. (4 hours have been assumed)
- 7) Update conceptual level cost estimate for civil engineering related elements.
- 8) Perform quality control of plans.

## Phase 1 Deliverables

- ◆ Conceptual Cost Estimate
- ◆ Updated Schematic Plans

**Phase 1 T&M Fee: \$15,938**

## Phase 2 Design Development

This phase includes the continued development of the schematic design documents.

### *Task 1 Design Development Plans*

- 1) Attend up to two (2) coordination meetings (virtual or online meetings assumed).
- 2) Coordinate with the Architect regarding parking lot layout. Prepare turn template exhibits to ensure the appropriate drive aisle and turning radii are provided.
- 3) Update the design development engineering plans including:
  - ◆ Demolition and Temporary Erosion and Sedimentation Control Plan
  - ◆ Site Improvement Plan
  - ◆ Employee Parking Lot
  - ◆ Grading Plan
  - ◆ Drainage Plan
  - ◆ Drainage Details
  - ◆ Water Plan
  - ◆ Sewer Plan
- 4) Update preliminary drainage report.
- 5) Coordinate, prepare for and attend up to 1 (one) meeting with the City to discuss site layout changes and necessary permitting requirements.
- 6) Perform quality control.
- 7) Update cost estimate.
- 8) Update specifications in CSI format.

### Phase 2 Deliverables

- ◆ Design Development Plans
- ◆ Updated Drainage Report
- ◆ Specification outline in CSI format

**Phase 2 T&M Fee: \$21,746**

## Phase 3 Construction Documents and Permitting

This phase includes updating the construction documents and permitting coordination. SCJ will perform the following tasks:

### *Task 1 Construction Documents*

- 1) Attend up to two (2) coordination meetings (virtual or online meetings assumed).
- 2) Incorporate any changes from Phase 2.
- 3) Update the following civil engineering construction plan sheets:
  - ◆ Temporary Erosion Control Notes and Details
  - ◆ Site Improvement Plan (4 sheets)
  - ◆ Employee Parking Lot (2 Sheets)
  - ◆ Grading Plan (4 sheets)
  - ◆ Grading Details (1 sheet)
  - ◆ Drainage Plan (2 sheets)
  - ◆ Drainage Details (2 sheets)
  - ◆ Water and Sewer Plan (2 sheets)
  - ◆ Water and Sewer Profiles (2 sheets)
- 4) Update final drainage report.
- 5) Coordinate with HDR regarding frontage improvements as well as stormwater changes due to employee parking lot changes. (12 hours are assumed)
- 6) Finalize specifications for civil design elements in CSI format.
- 7) Perform quality control of the construction documents prior to submittal.
- 8) Update cost estimate.

*Task 1 T&M Fee: \$25,450*

### *Task 2 Permitting Coordination*

- 1) Prepare applications for submittal to Tumwater via the online portal.
- 2) Update design to address City comments. For this task up to two (2) rounds of comments and responses have been assumed. Approximately 40 hours of cumulative effort have been assumed in the included fee to address and respond to the comments. Additional efforts may require additional fees.

*Task 2 T&M Fee: \$7,610*

### *Task 3 Utility Coordination*

This task includes coordination efforts in support of the Electrical Engineer relating to the utility coordination/undergrounding, building service connections, and parking lot lighting service connections.

- 1) Prepare and provide CAD files in support of the utility undergrounding coordination, service connection locations, parking lot lighting design and electrical charging stations (if any) layout to the electrical engineer for coordination with PSE.
- 2) Coordinate underground utility routing with the Electrical Engineer to avoid impacts to existing and proposed utilities.



- 3) Coordinate parking light pole locations, EV charging station locations and reference locations and required pads on the Civil Site Plan.

*Task 3 T&M Fee: \$3,022*

### Phase 3 Deliverables

- ◆ Civil Engineering Plans
- ◆ Civil Specifications (CSI Format)
- ◆ Drainage Report
- ◆ Civil CAD Files

**Phase 3 T&M Fee: \$36,082**

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:

TCF Architects

Template Version:

1/15/2025

Project:

Tumwater Public Works Facility Design Additiona

Billing Rate Schedule

Job #:

23-000908

File Name:

2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
PHASE 01 Schematic Design										
Task 01	Schematic Design						\$ 15,938.00	0%	\$ -	\$ 15,938.00
1	Attend up to two (2) owner/design virtual team coordination meetings.	2.0		2.0	1.0	5.0	\$ 960.00		\$ -	\$ 960.00
2	Update Stormwater model for Building A.	1.0	2.0	2.0		5.0	\$ 849.00		\$ -	\$ 849.00
3	Praking Requirements	4.0		2.0		6.0	\$ 1,324.00		\$ -	\$ 1,324.00
X	Parking Layout	8.0		4.0		12.0	\$ 2,648.00		\$ -	\$ 2,648.00
X	Update plans to reflect the new site plan	6.0	22.0	18.0		46.0	\$ 7,450.00		\$ -	\$ 7,450.00
4	Coordinate with HDR regarding updated stormwater basins. (4 hours have been assumed)	2.0		2.0		4.0	\$ 818.00		\$ -	\$ 818.00
5	Update conceptual level cost estimate for civil engineering related elements.	1.0		4.0		5.0	\$ 877.00		\$ -	\$ 877.00
6	Perform quality control of plans.	4.0				4.0	\$ 1,012.00		\$ -	\$ 1,012.00
Subtotal Hours:		28.0	24.0	34.0	1.0	87.0	\$ 15,938.00			
Total Phase Hours:		28.0	24.0	34.0	1.0	87.0	87.0			
Total Phase Direct Labor:		\$7,084.00	\$3,408.00	\$5,304.00	\$142.00	\$15,938.00	\$ 15,938.00	0%	\$ -	\$ 15,938.00
PHASE 02 Design Development										
Task 01	Design Development Plans						\$ 21,746.00	0%	\$ -	\$ 21,746.00
1	Attend up to two (2) coordination meetings (virtual or online meetings assumed).	2.0		2.0		4.0	\$ 818.00		\$ -	\$ 818.00
2	Coordinate with the Architect regarding parking lot layout. Prepare turn template exhibits to ensure the appropriate drive aisle and turning radii are provided.		2.0	2.0		4.0	\$ 596.00		\$ -	\$ 596.00
3	Update the design development engineering plans	10.0	32.0	32.0		74.0	\$ 12,066.00		\$ -	\$ 12,066.00
4	Update prepare preliminary drainage report.	4.0	2.0	4.0		10.0	\$ 1,920.00		\$ -	\$ 1,920.00

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: TCF Architects

Template Version: 1/15/2025

Project: Tumwater Public Works Facility Design Additiona

Billing Rate Schedule

Job #: 23-000908

File Name: 2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
5	Coordinate, prepare for and attend up to 1 (one) meeting with the City to discuss site layout changes and necessary permitting requirements	1.0		1.0		2.0	\$ 409.00		\$ -	\$ 409.00
6	Perform quality control	4.0				4.0	\$ 1,012.00		\$ -	\$ 1,012.00
7	Update cost estimate.	1.0		4.0		5.0	\$ 877.00		\$ -	\$ 877.00
8	Update specifications in CSI format.	16.0				16.0	\$ 4,048.00		\$ -	\$ 4,048.00
Subtotal Hours:		38.0	36.0	45.0	0.0	119.0	\$ 21,746.00			
Total Phase Hours:							\$ 119.0			
Total Phase Direct Labor:		\$9,614.00	\$5,112.00	\$7,020.00	\$0.00	\$21,746.00	\$ 21,746.00	0%	\$ -	\$ 21,746.00
PHASE 03 Construction Documents and Permitting										
Task 01	Construction Documents						\$ 25,450.00	0%	\$ -	\$ 25,450.00
1	Attend up to two (2) coordination meetings (virtual or online meetings assumed).	2.0		2.0	4.0	8.0	\$ 1,386.00		\$ -	\$ 1,386.00
2	Incorporate any changes from Phase 2.	2.0	20.0	16.0		38.0	\$ 5,842.00		\$ -	\$ 5,842.00
3	Update the civil engineering construction plan sheets	6.0	32.0	30.0		68.0	\$ 10,742.00		\$ -	\$ 10,742.00
4	Update final drainage report.	2.0		8.0		10.0	\$ 1,754.00		\$ -	\$ 1,754.00
5	Coordination with HDR and frontage improvements (4 hours are assumed)	6.0		6.0		12.0	\$ 2,454.00		\$ -	\$ 2,454.00
6	Finalize specifications for civil design elements in CSI format.	2.0		8.0		10.0	\$ 1,754.00		\$ -	\$ 1,754.00
7	Perform quality control of the construction documents prior to submittal	4.0				4.0	\$ 1,012.00		\$ -	\$ 1,012.00
8	Update cost estimate.	2.0				2.0	\$ 506.00		\$ -	\$ 506.00
Subtotal Hours:		26.0	52.0	70.0	4.0	152.0	\$ 25,450.00			
Task 02	Permitting Coordination						\$ 7,610.00	0%	\$ -	\$ 7,610.00
1	Prepare applications for submittal to Tumwater via the online portal.	2.0		2.0		4.0	\$ 818.00		\$ -	\$ 818.00

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:

TCF Architects

Template Version:

1/15/2025

Project:

Tumwater Public Works Facility Design Additiona

Billing Rate Schedule

Job #:

23-000908

File Name:

2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.      Phase & Task Title		Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
2	Update design to address City comments. Up to two (2) rounds of comments and responses have been assumed.	8.0	16.0	16.0		40.0	\$ 6,792.00		\$ -	\$ 6,792.00
Subtotal Hours:		10.0	16.0	18.0	0.0	44.0	\$ 7,610.00			
Task 03	Utility Coordination						\$ 3,022.00	0%	\$ -	\$ 3,022.00
1	Prepare and provide CAD files in support of the utility undergrounding coordination, service connection locations, parking lot lighting design and electrical charging stations (if any) layout to the electrical engineer for coordination with PSE.	4.0	2.0	4.0		10.0	\$ 1,920.00		\$ -	\$ 1,920.00
2	Coordinate underground utility routing with the Electrical Engineer to avoid impacts to existing and proposed utilities.	2.0	2.0	2.0		6.0	\$ 1,102.00		\$ -	\$ 1,102.00
3	Coordinate parking light pole locations, EV charging station locations and reference locations and required pads on the Civil Site Plan.					0.0	\$ -		\$ -	\$ -
Subtotal Hours:		6.0	4.0	6.0	0.0	212.0	\$ 3,022.00			
Total Phase Hours:		42.0	72.0	94.0	4.0	212.0	\$ 212.0			
Total Phase Direct Labor:		\$10,626.00	\$10,224.00	\$14,664.00	\$568.00	\$36,082.00	\$ 36,082.00	0%	\$ -	\$ 36,082.00
Total Hours All Phases		108.0	132.0	173.0	5.0	418.0	418.0			
Total Direct Labor Estimate All Phases		\$27,324.00	\$18,744.00	\$26,988.00	\$710.00	\$73,766.00	\$ 73,766.00	0%	\$ -	\$ 73,766.00
Indirect Costs										
Subconsultants:										
Subconsultant Subtotal:							\$ -			
Subconsultant Markup:							\$ -			
Subconsultant Total:							\$ -			
Reimbursable Expenses:		Copies, Printing, etc. Mileage								
Expenses Subtotal:							\$ -			
Expenses Markup:							\$ -			

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:

TCF Architects

Template Version:

1/15/2025

Project:

Tumwater Public Works Facility Design Additiona

Billing Rate Schedule

Job #:

23-000908

File Name:

2025 0514 Labor Estimate.xlsm

		Whitney Holm	Kyle Gans	Rikki Martinez	Kim Brown					
Phase & Task No.	Phase & Task Title	Principal	T4 Technician	E3 Engineer	Project Accountant	Total Direct Labor Hours & Cost	Total Cost	Percent Complete	Value to Date	ETC
Expenses Total:							\$ -			
Management Reserve:							\$ -			
Total Indirect Costs:							\$ -			
Total:							\$ 73,766.00			

## Subconsultant Fee Determination Summary



### SCJ Alliance

Client: TCF Architects  
Project: Tumwater Public Works Facility Design Ac  
Job #: 23-000908  
File Name: 2025 0514 Labor Estimate.xlsm

Template Version: 1/15/2025  
Contract Type: Billing Rate Schedule

### Consultant Fee Determination

#### *DIRECT SALARY COST*

<u>Classification</u>	<u>Hours</u>	<u>Fully Burdened Rate</u>	<u>Amount</u>
Principal	108.0	\$253.00	\$27,324.00
T4 Technician	132.0	\$142.00	\$18,744.00
E3 Engineer	173.0	\$156.00	\$26,988.00
Project Accountant	5.0	\$142.00	\$710.00

#### *TOTAL SALARY COST*

Total Salary Cost **\$73,766.00**

#### *SUBCONSULTANTS*

Subconsultant Fee Subtotal:	\$0	<b>\$0.00</b>
Subconsultant Markup:	0%	<b>\$0.00</b>

#### *REIMBURSABLE EXPENSES*

Copies, Printing, etc.	0.0%	of the Total Salary Costs	\$0.00
Mileage	0	miles at \$0.700 per mile	\$0.00
Expenses Subtotal:			<b>\$0.00</b>
Expenses Markup:	0%		<b>\$0.00</b>

#### *SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)*

Subtotal (Salary, Subconsultants and Expenses)	<b>\$73,766.00</b>
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#### *MANAGEMENT RESERVE FUND (MRF)*

Management Reserve:	\$0	<b>\$0.00</b>
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<b>Total Estimated Budget:</b>	<b>\$73,766.00</b>
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May 12, 2025

Mark Hurley, AIA | Principal  
**TCF Architecture PLLC**  
902 N 2<sup>nd</sup> Street  
Tacoma, WA 98403

**RE: City of Tumwater Operation & Maintenance Facility – Additional Services #1**

Dear Mark,

Thank you very much for the opportunity to provide you with a proposal for additional services to our current contract. Based on the latest schematic design drawings for the new Building A configuration, please see the additional scope of work and fee:

**SCOPE OF WORK (ALL WORK AND FEES ARE IN ADDITION TO THE THOSE LISTED IN ORIGINAL CONTRACT)**

**TASK 1 – Project Management**

- A. Obtain CAD Site Plans from Architect and Engineer in each Task listed below. It is anticipated that each Task will include (2) Site Plan Updates
- B. Coordinate with Civil Permitting
- C. General Coordination with Design Team
- D. In-house Quality Assurance. It is anticipated that each Task will include (1) Quality Assurance review by LLA Partner.

**TASK 2 – Schematic Design Phase**

- A. Provide (1) Submittal for the Schematic Design Phase at 100%
- B. Schematic Design Phase will include the following:
  - 1. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
    - a. Layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
    - b. Color photographs of proposed plant palette
  - 2. Updated Schematic Design of the Entry Plaza for Building A
    - a. Layout of concrete paving, include score pattern
    - b. Located site amenities including bike racks, benches, flagpoles, and picnic tables
- C. Provide (1) Construction Cost Estimate at 100% SD submittal

**TASK 3 – Design Development Phase**

- A. Provide (1) Submittal for the Design Development Phase at 100%
- B. Design Development Phase Drawings will include the following:
  - 1. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program. Landscape Planting Plans will include:
    - a. Updated layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
    - b. Updated Color photographs of proposed plant palette

2. Design Development of the Entry Plaza for Building A
  - a. Updated layout of concrete paving, including score pattern
  - b. Provide details of concrete paving, concrete seat walls, and flag poles
  - c. Updated location of site amenities including bike racks, benches, and picnic tables
- C. Provide (1) Construction Cost Estimates at 100% submittal
- D. Provide DD Level Construction Specifications

#### **TASK 4 – Construction Document Phase**

- A. Provide (2) Submittals for the Construction Document Phase, one 95% and the last at 100%
- B. Construction Document Phase will include the following:
  1. 20 Scale Landscape Planting Plans that show planting design for the areas listed in the Design Program.  
Landscape Planting Plans will include:
    - a. Updated layout of trees, shrubs, grasses, and groundcovers, botanical and common names, quantities, and sizes.
    - b. Updated Color photographs of proposed plant palette
  2. Entry Plaza for Building A
    - a. Updated layout of concrete paving, including score pattern
    - b. Updated details of concrete paving, concrete seat walls, and flag poles
    - c. Updated location of site amenities including bike racks, benches, and picnic tables
  3. Irrigation Plans
    - a. Layout of irrigation system including irrigation heads, mainline and lateral line
    - b. Irrigation legend, notes, and zone valve schedule
    - c. Irrigation details including point of connection, double check valve assembly, valve details, and irrigation head details
- C. Provide (1) Construction Cost Estimate at 100% CD Submittal
- D. Provide Construction Specifications in CSI Format

#### **FEE FOR PROFESSIONAL SERVICES**

TASK 1 – Project Management	\$ 1,500
TASK 2 – Schematic Design Phase	\$ 3,000
TASK 2 – Design Development Phase	\$ 1,500
TASK 4 – Construction Document Phase	\$ 2,500

#### **DESIGN FEES**

**\$ 8,500**

*\*Design Fees are Lump Sum, unless otherwise noted*

#### **ADDITIONAL SERVICES**

Additional Services requested by the Owner shall be billed at an agreed upon fixed fee or hourly at our standard billing rates. They may include, but are not limited to the following:

- Any Additional Submittals not Listed Above
- Outdoor Lighting Plans
- Additional or New Details not Shown on Original Plans



**REIMBURSABLE EXPENSES**

Includes mileage, cost of copies, in house plots and other project out of pocket costs, plus 10%.

**BILLING RATES**

Additional services will be billed at \$175/hour or an agreed upon fixed fee.

**PAYMENT**

We shall send invoices at the end of each month for the percentage completed. Payment shall be due within 30 days of receipt of the invoice.

Payment shall be mailed to: Lyon Landscape Architects  
2111 South C Street  
Tacoma, WA 98402

**OWNER/CLIENT RESPONSIBILITIES**

Owner/Client shall provide necessary AutoCAD files and any relevant documents for our work to be completed.

If this is agreeable to you, please sign below and return the signed agreement.

Sincerely yours,



Eric J. Williams, Managing Partner  
Lyon Landscape Architects

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Mark Hurley, AIA | Principal



## 2025 Hourly Rate and Reimbursable Expense Schedule

Effective: January 1, 2025 - December 31, 2025

Rate updates occur on the 1st of January each year

Description	Rates
<b>TCF Personnel:</b>	
Principal-In-Charge	\$350.00 / hour
Interior Design Principal	\$230.00 / hour
Senior Design Director / Spec Writer	\$210.00 / hour
Senior Architect / Senior Project Manager	\$190.00 / hour
Project Architect / Project Manager	\$170.00 / hour
Architect 3	\$150.00 / hour
Designer 3 / Architect 2	\$140.00 / hour
Designer 2 / Architect 1	\$130.00 / hour
Designer 1	\$120.00 / hour
Project Coordinator	\$125.00 / hour
Administrative Support	\$95.00 / hour
<b>Subconsultant Services:</b>	
Subconsultant Services Contracted Through TCF	Direct Cost plus 10%
<b>Reimbursable Expenses:</b>	
Mileage	Current Federal Rate
Other Expenses: (Meals, air travel, per diem, reproductions, shipping, postage, etc.)	Direct Cost plus 10%



SCJ Alliance  
Billing Rate Schedule – 2025

Classification	Hourly Billing Rate
Principal	\$220 - \$430
Senior Consultant	\$200 - \$425
Senior Project Manager	\$190 - \$325
PM3 Project Manager	\$170 - \$285
PM2 Project Manager	\$160 - \$275
PM1 Project Manager	\$135 - \$240
Senior Engineer	\$155 - \$240
E4 Engineer	\$150 - \$220
E3 Engineer	\$130 - \$185
E2 Engineer	\$120 - \$160
E1 Engineer	\$110 - \$155
Senior Landscape Architect	\$135 - \$200
L4 Landscape	\$130 - \$180
L3 Landscape	\$115 - \$165
L2 Landscape	\$105 - \$140
L1 Landscape	\$100 - \$130
Senior Planner	\$180 - \$265
P4 Planner	\$135 - \$190
P3 Planner	\$120 - \$175
P2 Planner	\$105 - \$160
P1 Planner	\$100 - \$145
Senior Technician	\$135 - \$215
T4 Technician	\$115 - \$165
T3 Technician	\$100 - \$150
T2 Technician	\$95 - \$145
T1 Technician	\$80 - \$125
Construction Inspector	\$145 - \$230
Graphic Designer	\$100 - \$180
PC 2 Project Coordinator	\$115 - \$155
PC 1 Project Coordinator	\$100 - \$140
Project Accountant	\$100 - \$200

Direct project expenses are billed at cost plus 10%

August 4, 2025

Mark Hurley, AIA | Principal  
**TCF Architecture PLLC**  
902 N 2<sup>nd</sup> Street  
Tacoma, WA 98403

**RE: City of Tumwater Operation & Maintenance Facility**

Dear Mark,

Please see billing rates for the above project:

**BILLING RATES**

Lead Project Landscape Architect - Eric Williams, Managing Partner	\$175/hr
Project Landscape Architect - Moghan Lyon, Partner	\$175/hr
Project Support Landscape Architect – Eric Streeby, PLA, CPSI	\$150/hr
Project Landscape Design – Zach Andre	\$125/hr

Sincerely yours,



Eric J. Williams, PLA, Assoc. DBIA  
Managing Partner | Lyon Landscape Architects