TO: Mayor and City Council
FROM: Eric Holmes, City Manager
DATE: 5/15/2017

Subject: Operations Center Redevelopment Project – Phase 1: Master Planning Services – Professional Services Contract Award

Key Points:
- The existing Operations Center was built by Clark Public Utilites in the 1950s and repurposed by the City in 1978. Many of the buildings are at the end of, or past, their usable life and/or do not meet current seismic code or operational needs.
- The goals of the overall project would be to modernize the Operations Center, improve efficiency of operations, ensure continued operation in the event of a large seismic event, and to relocate several work groups, consolidating Public Works all while contributing to the positive development of the Fourth Plain corridor.
- A competitive process yielded three (3) qualified design firms. Mackenzie Engineering Inc. was unanimously selected as the most qualified firm.
- This project will be executed in two phases. Phase 1 to master plan the site and determine the scope and budget for redevelopment. Phase 2 to design, permit, and construct the selected master plan.
- City Council approval is requested to execute this professional service agreement for the Phase 1 services. Once phase 2 pricing is known, negotiated, and if the project is recommended to move forward, City Council’s approval will again be requested to amend this professional service agreement to include the Phase 2 services.

Objective: The award of a professional services contract to Mackenzie Engineering of Vancouver, WA and to authorize Eric Holmes, City Manager, or his designee to execute a contract for design and engineering services associated with the Operations Center Redevelopment Project. This action supports Goal 1, Objective 1.2 of the Strategic Plan: Ensure our infrastructure, including buildings and utilities, is safe, environmentally responsible and well maintained.

Present Situation: The Public Works Operations Center is located at 4711 E. 4th Plain Blvd. It is home to more than 200 employees and approximately 500 vehicles, trailers, and pieces of equipment all vital to the operation and maintenance of City-owned utilities, streets, equipment, facilities, and grounds. Built in the 1950s for Clark Public Utilities, it was remodeled and put into use as a City facility in 1978. The main building and many satellite buildings are at the end of or past their useful lives. Findings from studies conducted in the mid-2000s determined that the existing buildings do not meet current seismic codes and would be severely damaged in the event of a large seismic event. The effort to replace the Operations Center, which was active in the mid-2000s was put on hold with the event of the Great Recession.
RFQ # 29-16 “Vancouver Operations Center” was issued in November of 2016. Three design firms responded with proposals, which were evaluated by the selection committee. The committee unanimously selected Mackenzie Engineering Inc. as the most qualified firm. Mackenzie Engineering is a large multi-disciplined full service design firm and has been the lead designer on more than 80 Public facilities throughout the Pacific Northwest. They are well versed in long range planning, campus master planning, design, permitting, and construction support. Additionally, Mackenzie understands the operational needs of the City based upon their experience as the lead designer for the current Vancouver Fire Department Replacement Station 1 & 2 Project, Vancouver Police Department East Precinct Project, and Vancouver Department Police West Precinct Project.

The contract with Mackenzie Engineering is proposed to be executed in two phases as outlined below. The first Phase will have a contract value of $569,500.00. The value of the second Phase will not be known until the completion of Phase 1. City Council’s approval to execute this professional service agreement for the Phase 1 services is requested herein. Once Phase 2 pricing is known, negotiated, and if the project is recommended to move forward, City Council’s approval will again be requested to amend this professional service agreement to include the Phase 2 services.

Phase 1 Master Planning Services:
Mackenzie Engineering will conduct a comprehensive study to develop up to three fully designed concept master plans for the redevelopment of the Operations Center campus. This includes evaluating existing conditions, developing design programming, developing conceptual site and building designs, and providing comprehensive cost and time estimates. Detailed scope of services for Phase 1 can be found in the attached proposal from Mackenzie Engineering. Phase 1 is expected to take up to a year to complete.

Phase 1 Objectives:
- Develop up to 3 master plan scenarios in order to select the best design based upon layout, cost, and schedule. With the goal to modernize, improve functionality, and ensure all buildings meet current seismic codes for essential facilities while contributing to the overall redevelopment of the Fourth Plain corridor.
- Gather information from stakeholders and the City’s similar recently completed facilities to determine best practices and incorporate them into the design.
- Plan for the consolidation of several Public Works groups not currently housed at the Operations Center.
- Use findings to determine best design, develop funding strategies, and to develop detailed budgets for use by the City in funding strategies.
- Work with surrounding neighbors through public outreach to develop a design that compliments the character of the surrounding businesses and neighborhoods.

Phase 2 Design, Permitting, and Construction Support Services:
The City will evaluate the Phase 1 masterplans, present the findings, develop a project budget, develop funding strategies, and provide recommendations. If a determination is made to move forward with the project, Mackenzie Engineering will be engaged to provide design, permitting,
and Construction support to further the selected master plan. Phase 2 will be a multi-year effort. Design and permitting is expected to take more than a year to complete with a multi-year construction effort following.

**Phase 2 Objectives:**
- Further the selected master plan through full design, permitting, and construction
- Solicit and award a construction contract
- Build a replacement Operations Center

**Advantage(s):**
1. Master planning provides the City with a clearly defined scope and estimates for Phase 2.
2. Redevelops the aging Operations Center campus.
3. Improved site layout and allows for the implementation for industry best practices.
4. Replaces or upgrades buildings to meet current seismic design standards.
5. Improved efficiency of both buildings and operations resulting from a highly functional modernized operations complex.
6. Consolidation of several Public Works work groups not currently at the Operations Center.
7. Operations Center redevelopment would comply with and further the goals set forth in the Fourth Plain Corridor Overlay District.

**Disadvantage(s):** Construction activities would temporarily impact operations.

**Budget Impact:** The 2017-2018 budget includes sufficient appropriation across multiple funds for the Phase 1. Completion of design and construction is expected to occur in future biennia and will be addressed in preparation of those budgets.

**Prior Council Review:**
1. Facilities Investment Initiative workshop - September 15, 2014
2. Project was included in the 2017-2022 Capital Improvement Plan – August 2016

**Action Requested:** Award a professional services contract to Mackenzie Engineering of Vancouver, WA, and authorize the city manager or his designee to execute a contract in the amount of $569,500.00 for design and engineering services associated with Phase 1 of the Vancouver Public Works Operations Center Redevelopment Project.

Attachment(s):
- Professional Services Agreement between the City of Vancouver and Mackenzie Engineering, LLC.
- Pricing Proposal Dated 4-20-17 from Mackenzie Engineering
This Agreement by and between the City of Vancouver, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City" and Mackenzie Engineering hereinafter referred to as "Contractor", whose address is 101 E 6th St #200 Vancouver WA 98660.

WHEREAS, the City desires to engage the Contractor to (1) prepare a facility master plan; (2) design the new buildings and alterations; (3) provide assistance during the permit process; and (4) provide construction management services for the new Operations Center campus and other related services. Contractor has agreed to offer its professional services to perform said work per City issued Request for Qualifications (RFQu) No. 29-16, Contractor’s response to said RFQu dated December 22, 2016, the Contractors detailed scoping and pricing proposal dated April 20, 2017, and City Council’s approval on ______________ of Staff Report No. ______; and

WHEREAS, the Contractor has represented by entering into this Agreement that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, and to the standards required by City.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by the City, the services hereafter set forth in connection with this Agreement:

1. **Scope of Work.**

   The project consists of two distinct phases. In Phase 1 the Contractor agrees to provide services for the investigation, development, and completion of campus and building master planning for the City of Vancouver Public Works Operation Center. Detailed scope for Phase 1 is detailed below. In Phase 2 the Contractor will provide design services to further the design of the selected master plan, provide permitting services, provide bidding assistance, and to provide construction support services through completion of the Center. Phase 2 will be added to the contract, if the City’s chooses to proceed, through an amendment to this Agreement. A detailed scope of work for Phase 2 will be outlined in the amendment. RFQu No. 29-16, the Contractors response to RFQu 29-16, and the Contractors detailed scoping and pricing proposal dated April 20, 2017 on file in City of Vancouver Procurement Services are made part of this agreement by this reference.

**Detailed Phase 1 Statement of Work – Base Services**

Contractor agrees to deliver and/or complete the following services:

**Task 1 – Project Startup**

- Contractor will prepare material for, and meet with key staff to kick off project services and define overall project goals, objectives, budget, work scope, team roles/responsibilities, schedule, project milestones and identify key stakeholders.
Contractor will facilitate this meeting. Contractor will take minutes of each meeting and provide a copy to the Project Team.

- Following this meeting, Meeting Minutes and a Contact List will be distributed to the Project Team by Contractor. Contractor will produce a refined project schedule to the Project Team at the completion of the kick-off meeting.

Deliverable: Meeting minutes and refined project schedule.

**Task 2 – Existing Conditions Evaluation**

- Contractor will coordinate and facilitate a tour of the existing buildings and grounds with COV and OPS staff. Upon completion of the tour, Contractor will meet with COV and OPS staff to summarize items of note observed during the tour(s). Any items noted as a concern will be documented and photographed, if necessary, by Contractor and provided to the Project Team.

- Contractor will tour existing facilities of departments anticipated to relocate to the proposed development. Contractor will document, and photograph, if necessary, the existing items of note, conditions or concerns of departments relocating to the proposed as well as specific department needs in the proposed development and provide this to the Project Team. Upon completion of tour, Contractor will meet with COV and OPS staff to summarize items of note observed during the tour(s).

- Contractor will develop a rough inventory of major equipment to be considered with the programming effort in the following task.

- Contractor will provide criteria to the City of Vancouver for the development of a site survey and geotechnical analysis.

Deliverable: Draft Existing Condition report section, updated photo and text summary of tour and existing conditions findings (if necessary). Develop rough inventory of necessary major equipment. Existing Condition report shall include criteria for the development of a site survey and geotechnical analysis.

**Task 3 – Programming**

- Contractor will develop preliminary programming questionnaires for review by City Project Manager and Operations Manager.

- Contractor will update and refine programming questionnaire as appropriate to reflect comments received.

- Contractor will conduct approximately ten (10) meetings with OPS facility staff for workshops to gather information on space and program needs. It is anticipated that Contractor will attend a minimum of one initial meeting with all supervisors and leads from each department within OPS to discuss process, schedule and hand out questionnaires. Contractor agrees to attend additional meetings as needed.

- Contractor will conduct sufficient onsite observation of work activities occurring for each department for purposes of understanding needed space and program needs.
- Contractor will conduct at least one follow-up meeting with supervisors and leads to review information developed as a result of the programming questionnaires. Contractor will be prepared to address questions at the meeting. If need be, Contractor will return for follow-up meetings.

- Contractor will develop a draft program based on input gathered from completion of workshop questionnaire with OPS department staff. The program will include information on facility space needs, yard operation space needs, and staffing, and project these for growth over 20-, 30-, and 50-year periods.

- Contractor will meet once more with each individual department to review the draft program and discuss specific departmental space and operational needs.

- Contractor will edit and refine draft program incorporating necessary review comments received during meetings with individual departments.

- Contractor will meet with key OPS staff to review final draft program for each department, identify opportunities, challenges, and overlap that will need to be addressed in the final draft program.

- Contractor will incorporate comments received from key OPS staff into program for final review/approval by OPS.

- Contractor will review final program with COV Project Manager and Operations Manager for approval.

- Upon conclusion of the task, Contractor will provide high-level ROM project costs based on approved site and building programs. This cost forecast is anticipated to consist of both preliminary hard cost, soft costs and contingencies. Contractor will work with COV to identify and project the anticipated soft costs and contingencies.

Deliverables: Meeting Minutes, Draft Programming report section, Programming Questionnaires, Draft Program Summary, Approved Program, ROM project costs including preliminary hard costs, soft costs and contingencies.

Task 4 – Facility Tours

- Upon completion of the programming task above, Contractor will identify up to three (3) recently completed Operations Facilities within the local region, that contain similar programmatic requirements. Contractor will tour these facilities with COV and OPS staff, if requested.

- The intent of each tour is to observe recently completed facilities, learn how those agencies developed the design to meet their specific needs, gain insight on the results of those design decisions, and challenge assumptions that were made during the program development phase.

- During each tour, Contractor 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.

- Each tour is estimated to occur over the course of one day; for a combined total of
roughly three (3) days of tours.
Deliverable: Draft Facility Tour report section.

Task 5 – Site Analysis

- Contractor will secure a site survey and preliminary soils report, to be provided by the City of Vancouver.
- Contractor will provide executive summary language of GIS mapping results for main report and meet with key OPS staff via conference call to review report.
- Contractor will review City of Vancouver zoning and development code to determine the appropriate development process(es) for lots that comprise the development property.
- Contractor will review and provide input on requirements needed to comply with the Fourth Plain Overlay standards.
- Contractor will provide a Development Feasibility Report (DFR) for each of the lots that comprise the development property to identify development requirements. Such criteria may include, but is not limited to, the following:
  - Zone/Jurisdiction
  - Allowable Use and land use approval process(es)
  - Requirements of overlay zones or comprehensive corridor plans which may impact the project
  - Maximum lot coverage
  - Minimum landscape percentage
  - Required frontage improvements
  - Required offsite improvements
  - Slopes/Trees
  - Minimum/maximum parking ratio
  - Maximum building height/FAR
  - Building setbacks
  - Wetlands/sensitive areas
  - Traffic impact review as it pertains to access

- Contractor will provide draft Site Evaluation report section inclusive of executive summary and DFR for review by COV and OPS.
- Contractor will meet with COV and OPS staff to review draft Site Evaluation report section and present final findings.
- Contractor will update Site Evaluation report section based on COV and OPS review comments.


Task 6 – Conceptual Site Master Planning
Contractor will develop a site master plan (test fit) for up to three (3) different development scenarios.

1. Each scenario shall identify general building size, number of stories, use, placement and area(s) for potential expansion; surface and/or possible structured parking, access ways and drive aisles; yard storage and laydown areas; and the strategy for managing onsite utilities and stormwater quality facilities.

2. For each scenario, develop a conceptual construction phasing strategy that describes how the full campus will be developed over a series of phases to allow for operations to remain active during construction.

3. Develop preliminary schedule based on proposed construction phasing strategy.

4. Identify possible recommendations for relocation of select operations during construction to support phasing strategy.

5. Each scenario shall be accompanied by a draft summary analysis and report, as well as a zoning compliance summary, to identify any issues related to zoning requirements that a particular scenario may need to address.

6. Each scenario is aimed at achieving a well thought out “Campus-Style” feel that is designed to prevent potential safety issues.

- Contractor will meet initially with COV and OPS to develop high-level preliminary master plan concept site plan ideas, Contractor agrees to attend all meetings needed to accomplish this task.

- Contractor will meet weekly with COV and OPS to review progress on conceptual site master plans and draft summary reports.

- Contractor will refine test fit site plans based on review comments received from COV and OPS Staff. Contractor shall email refined plans to COV and OPS staff for approval.

- COV and OPS staff will meet with Contractor planning staff to analyze and review options for master plan approval process based on preliminary site test fit options.

- Contractor upon approval of the conceptual site master plan schemes will develop more refined conceptual site plans with additional detail and refinement that better describe the required site and building components of the project.

- Contractor will meet with Executive Steering Team to present final conceptual site diagram.

- Contractor will conduct an early assistance review meeting with City of Vancouver planning staff to review scope of the project, preferred land use process and discuss any critical issues that require resolution as part of this scope of work.

- Upon conclusion of the task, Contractor will provide high-level ROM project costs based on approved concept site master plans and building programs. This cost forecast is anticipated to consist of both preliminary hard cost, soft costs and contingencies. Contractor will work with COV to identify and project the anticipated soft costs and contingencies.

- Contractor will prepare material for and present Conceptual Site Master Plan schemes to City Council, as needed.
Deliverable: Three (3) Conceptual Site Master Plan options with summary analysis and reports for the existing site.

Task 7 – Conceptual Building Design(s)

- Based on the results of Tasks 3 – Programming, and Task 6 – Conceptual Site Master Planning, Contractor will develop a series of room adjacency diagrams that begin to define the primary internal organization of each structure contained within the proposed master plan. Contractor’s diagrams will illustrate the general size and relationship between spaces contained within the building program that support the desired operational flow of each department contained within the structure.

- Contractor will meet with COV and OPS staff to review progress, and provide comment on, each adjacency diagram option, as needed.

- Contractor will refine the preferred adjacency diagram option for each development scenario into a series of block diagrams that better define the orientation and geometry of, as well as the circulation in and around, each space.

- Contractor will meet with COV and OPS staff to discuss the primary building systems (i.e., structure, mechanical, electrical, plumbing, communications, etc.) and integrate any additional space needs into the initial adjacency diagrams.

- Based on the refined block diagram for each master plan scenario, Contractor will develop preliminary building massing and material studies that begin to describe the exterior character of the buildings contained within the master plan.
  - These studies will initially consist of up to two (2) massing models of the master plan accompanied by precedent site, building and material images.
  - Upon review and selection of a preferred scheme, the concept design material for each development scenario will be refined to address comments, as well as apply the selected materials to the proposed massing of each structure.

- Contractor will develop a preliminary project narrative that describes the primary building materials and systems, as well as the specialty equipment and FFE components of the project.

- Contractor will meet with Neighborhood and other outside stakeholder groups to present site master plan and building design concepts.

Deliverable: Three (3) Conceptual Floor Plan Block Diagram options with summary analysis and reports.

Task 8 – Final Conceptual Design Options

- Based on the outcomes of the previous tasks, Contractor will reconcile the proposed site master plan schemes with the proposed building layouts and exterior so that they are in alignment with one another by providing the following:
  - Three (3) final site master plan options with interim phasing diagrams.
  - Final floor plan block diagrams for all buildings associated with each master plan scheme.
Final renderings as appropriate to convey the overall design intent of the project. These renderings may consist of a series of “birds eye” view(s) of the site, and more detail character rendering(s) from a prominent vantage point of the project will be created for each of the three (3) development scenarios.

Final project summary for each master plan option.

Final development schedule for each master plan scenario.

- Contractor will meet with City Executive Steering Team to review and approve material prior to moving on to the next task.

Task 9 – Final Project Cost Estimate

- Upon completion of Task 8, Contractor will send the master plan and supporting material to construction cost estimator (Construction Focus, Inc.) for developing an opinion of probable construction cost estimate. The estimate will cover a detailed projection of all hard construction costs, general contractor margins, cost escalation for up to seven (7) years from the master plan, state sales tax for each phase of each of the three (3) development scenarios and construction cost contingencies.

- Contractor will reasonably forecast costs associated with a phased development, such as temporary onsite and offsite facilities, etc., needed to allow for phasing to occur.

- Contractor will forecast soft costs to include furniture, fixtures, and equipment (FF&E), permit fees, system development charges (SDC), consultant fees and contingencies specific to these items for inclusion into the Opinion of Probable Construction Costs to develop an anticipated overall project cost for each master plan scenario.

- Contractor will provide recommendations on overall project contingency reserve to manage possible risk associated with unknown costs that may arise upon further development of the project.

- Contractor will meet with Executive Steering Team to review and approve material prior to moving on to the next task.

Deliverable: Cost projection summary and supporting detail

Task 10 – Procurement Analysis

- Contractor will research procurement options (Design–Bid–Build; Design-Build; or other) allowed under WAC for a project of this size and complexity. Provide information about each option, how that method may be accomplished, and the pros and cons associated with each procurement method.

Deliverable – Procurement Analysis report.

Task 11 – Final Report and Presentation of Findings

- Contractor will format documents from tasks into a final draft report. The draft report will include the following sections.
- Overview/Scope/Executive Summary
- Existing Conditions
- Program
- Site Selection
- Site Layout
  - Existing Conditions
  - Site Development Schemes (two)
- Cost Forecast
- Projected Development Schedule
- Next Steps

- Contractor will issue draft report to COV Project Manager and Operations Manager for review and comment. Receive one copy of consolidated comments from OPS reviewers.
- Contractor will incorporate comments received from COV Project Manager and Operations Manager into report.
- Contractor will issue final report in PDF format with three printed record copies.
- Contractor will prepare material for, and present final report to, Neighborhood and outside stakeholder groups.
- Contractor will prepare material for, and present final report to, Public Works Operations Staff.
- Contractor will prepare material for, and present final report to, City Council.

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; electronic or board-mounted renderings for presentations.

**Phase 1 Base Services Fee Summary:**

Fixed fees for the disciplines and related design services described above in the Statement of Work are as follows:

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Base Service</th>
<th>Fixed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Project Startup and Ongoing Project Management:</td>
<td>$6,430</td>
</tr>
<tr>
<td>Task 2</td>
<td>Existing Conditions Evaluation:</td>
<td>$32,475</td>
</tr>
<tr>
<td>Task 3</td>
<td>Programming:</td>
<td>$51,550</td>
</tr>
<tr>
<td>Task 4</td>
<td>Facility Tours:</td>
<td>$13,950</td>
</tr>
<tr>
<td>Task 5</td>
<td>Site Analysis:</td>
<td>$7,450</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Fee</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>*Task 6</td>
<td>Conceptual Site Master Planning:</td>
<td>$22,750</td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$22,750</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$22,750</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$22,750</td>
</tr>
<tr>
<td>*Task 7</td>
<td>Conceptual Building Design(s):</td>
<td>$24,200</td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$24,200</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$24,200</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$24,200</td>
</tr>
<tr>
<td>*Task 8</td>
<td>Final Concept Design Options:</td>
<td>$8,800</td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$8,800</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$8,800</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$8,800</td>
</tr>
<tr>
<td>*Task 9</td>
<td>Final Project Cost Estimates:</td>
<td>$17,665</td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$17,665</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$17,665</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$17,665</td>
</tr>
<tr>
<td>Task 10</td>
<td>Procurement Analysis</td>
<td>$4,000</td>
</tr>
<tr>
<td>Task 11</td>
<td>Final Report and Presentation of Findings:</td>
<td>$33,400</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL PHASE 1 BASE SERVICES</strong></td>
<td><strong>$369,500</strong></td>
</tr>
</tbody>
</table>

*At City option it shall have the ability to remove the development of Options Two and Three from Tasks 7, 8 or 9 upon notification to Contractor prior to the commencement of those tasks. Contractor agrees any tasks removed will result in the corresponding fixed fee waiver. Contractor agrees to only be paid for the work completed.

**Phase 1 Additional Services Requiring Supplemental Written Authorization**
The following are Additional Services that the City may elect to authorize based on the outcome(s) of tasks identified under the Base Services Scope. Pre-authorization must be provided by the City’s Project Manager in writing. Additional Services may not exceed the Phase 1 Additional Services Budget of $150,000 without an amendment to this contract.

**Additional Service #1:** Additional Conceptual Site Master Plan: Provide one (1) additional Conceptual Site Master Plan development option in accordance with the process outlined in Task 6 – Conceptual Site Master Planning.

**Additional Service #2:** Additional Conceptual Building Design: Provide one (1) additional Conceptual Building Design package in accordance with the process outlined in Task 7 – Concept Building Design.

**Additional Service #3:** Finalize Additional Concept Design Option: Provide one (1) additional Final Concept Design Option in accordance with the process outlined in Task 8 – Final Concept Design.
**Additional Service #4:** Additional Final Project Cost Estimate: Provide one (1) additional Final Project Cost Estimate in accordance with the process outlined in Task 9 – Final Project Cost Analysis.

**Additional Service #5:** Additional Public Meeting: Prepare material for, and participate in, additional public meetings.

**Additional Service #6:** Additional Services as requested by the city which are not specifically listed in Tasks 1 through 11 or in Additional Services 1 through 5 will be billed as an Additional service under time and materials. Labor will be billed using the rates listed. Materials will be billed at cost plus 12%.

<table>
<thead>
<tr>
<th>Additional Service No.</th>
<th>Additional Service Description</th>
<th>Fee/Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Additional Conceptual Site Master Plan</td>
<td>$22,750/ea.</td>
</tr>
<tr>
<td>3</td>
<td>Finalize Additional Concept Design Option</td>
<td>$8,800/ea</td>
</tr>
<tr>
<td>4</td>
<td>Additional Final Project Cost Estimate</td>
<td>$17,665/ea</td>
</tr>
<tr>
<td>5</td>
<td>Additional Public Meeting</td>
<td>Estimate $5,700</td>
</tr>
<tr>
<td>6</td>
<td>Additional Services as requested – Billed as Time and Materials:</td>
<td>Per Hourly Billing Rate Schedule</td>
</tr>
</tbody>
</table>

Additional Services performed under Time and Materials basis (not identified above) will be billed using the attached billable rates. Reimbursables will be billed at cost plus 12%.

**Phase 1 Reimbursable Expenses**

Reimbursable expenses (printing, copying deliveries, travel expenses, mileage, etc. as listed are not included in the base services fee outlined above.

Reimbursable expenses will be invoiced at cost plus 12%. Contractor agrees total reimbursable expenses shall not exceed $50,000, and will not be exceeded without the City’s written approval. Contractor will charge the following standard, cost-based rates for in-house reimbursable items listed below:
IN HOUSE PRINTING

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

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)

Bond Copies
Black & White:
8-1/2 x 11: $0.10/sheet
11 x 17: $0.50/sheet
Color:
8-1/2 x 11: $1.00/sheet
11 x 17: $1.65/sheet

Printing – All Sizes
Black & White: $0.16/sq. ft.
Color: $1.00/sq. ft.

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

**HOURLY BILLING RATE SCHEDULE**

**PRINCIPALS**

$ 140 – $ 220

**ARCHITECTURE/LANDSCAPE**

Project Architect I – III
- $ 95 – $ 165

Architectural Designer III-IV
- $ 70 – $ 135

Architectural Designer I –II
- $ 55 – $ 90

Designer/Drafter
- $ 50 – $ 70

Intern
- $ 50 – $ 65

**ENGINEERING**

Project Engineer I – III
- $ 95 – $ 160

Designer I – II
- $ 65 – $ 110

Transportation Analyst I – II
- $ 65 – $ 95

Designer/Drafter
- $ 60 – $ 100

Intern
- $ 50 – $ 65

**PLANNING**

Project Planner I – III
- $ 80 – $ 165

Permit Coordinator
- $ 50 – $ 75

Assistant Planner
- $ 60 – $ 85

Economist
- $ 100 – $ 150

**INTERIOR DESIGN**

Interior Designer III – V
- $ 80 – $ 150

Interior Designer I – II
- $ 50 – $ 100

Intern
- $ 50 – $ 65

**ADMINISTRATION**

Administrator
- $ 55 – $ 140

Word Processor
- $ 70 – $ 90

Graphic Artist
- $ 90 – $ 110
Project rate for Phase 1 work. Rates subject to change for Phase 2 work

<table>
<thead>
<tr>
<th>TOTAL PHASE 1 BASE SERVICES</th>
<th>$369,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDITIONAL SERVICES BUDGET</td>
<td>$150,000</td>
</tr>
<tr>
<td>REIMBURSEABLE EXPENSES BUDGET</td>
<td>$50,000</td>
</tr>
<tr>
<td>GRAND TOTAL PHASE 1 PROJECT BUDGET</td>
<td>$569,500</td>
</tr>
</tbody>
</table>

**ASSUMPTIONS**

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

- Contractor 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 City will approve the documents at the conclusion of each task prior to proceeding with the next task.

- All meetings are assumed to occur at either at City of Vancouver’s Operations Center, Vancouver City Hall, or Contractor’s Vancouver office.

- Both on- and off-site land use entitlements processes, such as site plan or other land use approvals 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. Contractor will assist the City in determining possible undocumented conditions that may be present in an effort to provide contingencies to address them, should they be needed. Beyond that, unforeseen impacts uncovered during the execution of the proposed scope of work will be evaluated at the time of discovery and addressed via additional services if necessary.

- Contractor will reasonably 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 construction 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. It is assumed that existing structures may or may not be retained, and that the evaluation of existing structural systems is 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.

EXCLUSIONS

In addition to any exclusions outlined within the proposal above, the Contractor also excluded the following from the scope of work.

• Additional Services described in the above scope of services unless pre-authorized.
• Reimbursable expenses as indicated above, to be billed at cost plus 12% in addition to the proposed fee.
• Building permit fees, land use 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.
• Soils investigations/testing and related specifications.
• Appeals, variances, public hearings, land use approvals.
• Meetings with public agencies or other meetings other than those specifically identified above.
• Environmental review.
• Sensitive lands and/or wetlands delineation and/or mitigation design/approvals.
• Hazardous materials investigation.
• Interior design, space planning and/or furniture selection other than those specifically identified above.
• Permitting and related coordination and permitting.
• Marketing materials.

Compensation is limited to for each specific task and/or sub-task, unless amended per Section 15 of this Agreement. All deliverables must be acceptable to the City, at the sole discretion of the City.

Travel expenses are limited to airfare, or mileage at the current IRS rate, and lodging at the U.S. General Services Administration rates. Contractor is solely responsible for its staff’s travel time, including travel to and from the City of Vancouver. The City will reimburse all pre-approved miscellaneous expenses at-cost and receipts are required.

This agreement is a purchase of professional services at the rates attached. Payment for these services shall not exceed $569,500 unless authorized in writing by the City, according to Section 7 of this Agreement. If additional time is needed, please refer to Section 6 of this agreement. A written amendment must be attached. Should Contractor perform the services provided for in the Agreement for less than $569,500, Contractor shall only be paid for actual costs of services performed.
2. Order of Precedence.
Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Purchase Orders; Contractor’s submitted proposal to RFQu No. 29-16 and RFQu No. 29-16.

3. Relation of Parties.
The Contractor, its subconsultants, agents and employees are independent contractors performing professional services for City and are not employees of City. The Contractor, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The Contractor, subconsultants, agents and employees shall not have the authority to bind City in any way except as may be specifically provided herein.

4. E-Verify.
Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Agreement. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.

5. Time of Performance.
The service of the Contractor is to commence as of ________________, 20__. It is agreed services hereunder shall be completed by December 31, 2018 unless modified through an amendment.

6. Delays and Extensions of Time.
If the Contractor is delayed at any time in the progress of providing services covered by the Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to City.

7. Compensation and Schedule of Payments.
City shall pay the Contractor at the rates indicated in Section 1 for work performed under the terms of this Agreement. This is the maximum amount to be paid under this Agreement and it shall not be exceeded without City's prior written authorization in the form of a negotiated and executed amendment. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the project as set forth herein. The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to Contractor shall be net 30 days.
The City reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City’s contract/purchase order (PO) number given on the notice to proceed must be referenced on any invoice submitted for payment.

8. Ownership of Records and Documents.
Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor, and any know-how, methodologies or processes used by Contractor to provide the services or project deliverables under this Contract shall remain property of Contractor.

The City, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Agreement is terminated prior to the completion of work, Contractor will only be paid for the hours completed at the time of termination of the Agreement.

10. Evaluation and Compliance with the Law.
The Contractor shall have the authority to control and direct the performance and details of the work described herein. The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

11. City Business and Occupation License.
Contractors will be required to obtain a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/Contractors shall contact the State of Washington Business License Service (BLS) at: http://bls.dor.wa.gov/file.aspx, telephone 800-451-7985, or go to www.bls.dor.wa.gov/cities/vancouver.aspx or www.cityofvancouver.us/businesslicense, to determine whether a business license is required pursuant to VMC Ch. 5.04.

12. Liability and Hold Harmless.
Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent even if Contractor is thus otherwise immune from liability pursuant to the workers’ compensation statute, Title 51 RCW, except to the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared.
between the City and the Contractor in proportion to their relative degrees of negligence. Contractor specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115. Contractor is an independent contractor and responsible for the safety of its employees.

13. Insurance.
Contractor shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or a subcontractor.

a. Liability Insurance. Contractor shall maintain commercial General Liability insurance with a limit of not less than one million dollars ($1,000,000) for each occurrence and not less than one million dollars ($1,000,000) combined single limit automobile liability coverage. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operation and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement. All liability insurance required herein shall be under a comprehensive or commercial general liability and business policies.

b. City Listed as an Additional Insured: The City of Vancouver, its agents, representatives, officers, directors, officials, and employees must be named as an additional insured on the Commercial General Liability policy and shown on the certificate as an additional insured. A copy of the additional insured endorsement CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the certificate of insurance.

c. The commercial general liability policy must be endorsed to include “Washington Stop Gap” insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well. This must be indicated on the certificate.

d. Worker's Compensation. Contractor shall carry workers’ compensation insurance to cover obligations imposed by federal and state statues having jurisdiction of Contractor’s employees engaged in the performance of the work or services; and, Employer’s Liability insurance of not less than one million dollars ($1,000,000) for each accident, five hundred thousand dollars ($500,000) for each disease for each employee, and one million dollars ($1,000,000) for each disease policy limit.

e. Umbrella Liability. The Contractor shall provide Umbrella Liability coverage at limits of not less than five million dollars ($5,000,000) per occurrence and annual aggregate. This umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage. This requirement may be satisfied instead through the Contractor’s primary Commercial General and Automobile Liability coverage, or any combination thereof.
f. Professional Liability. The Contractor shall obtain and keep in force during the entire term of this Agreement, professional liability insurance (errors and omissions) against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or a subcontractor. The amount of coverage provided by such insurance shall be not less than one million dollars ($1,000,000) combined single limit.

g. Employment Security. The Contractor shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.

h. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.

i. Coverage Trigger: The insurance must be written on a “occurrence” basis. This must be indicated on the certificate. Claims made policies will be accepted for professional liability coverage only.

Contractor shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the City on a standard “ACORD” or comparable form.

All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed postage paid as follows:

City: Contractor:
Kevin Yin Jeffrey R Humphreys
City of Vancouver Mackenzie Engineering
415 W 6th Street 101 E 6th St #200
P O Box 1995 Vancouver WA 98660
Vancouver WA 98668-1995

15. Amendments.
All changes to this Agreement, including changes to the statement of work and compensation, must be made by written amendment and signed by all parties to this Agreement.

16. Scope of Agreement.
This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.

17. Ratification.
Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.
18. **Governing Law/Venue.**
This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The contractor shall have legal authority to enter into this agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

19. **Cooperative Purchasing:**
The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

20. **Public Disclosure Compliance.**
The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Ch 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor, the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Ch.42.17 RCW for withholding or delaying public disclosure of such information.

DATED this________ day of ______________________, 20__

**SIGNATURES ARE LOCATED ON THE NEXT PAGE**
CITY OF VANCOUVER,  
A municipal corporation

CONTRACTOR:  
Mackenzie Engineering

__________________________________  ____________________________________
Eric Holmes, City Manager  Signature:

Attest:  __________________________________
By: Printed Name / Title

__________________________________
Lloyd Tyler, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

__________________________________
E. Bronson Potter, City Attorney
April 17, 2017 *(Revised April 19 and April 20, 2017)*

City of Vancouver  
Attention: Jonathan Sears  
415 W. 6th Street  
Vancouver, WA 98660  

Re: **Vancouver Operations Center**  
*Master Planning*  
Project Number 2160446.00

Dear Jon:

Thank you for giving Mackenzie the opportunity to present the following scope and fee proposal for the development of up to three (3) Master Plan Options for the proposed Operations Center (OPS) for the City of Vancouver (COV). We are very excited about 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, landscape architects, land use planners, civil and structural engineers; as well as our partner, Maintenance Design Group, all have specialized expertise in the development of similar Operations Facilities, having completed a number of similar master plan projects for other public agencies throughout the Pacific Northwest, including facilities for the cities of Portland, Gresham and Canby, Oregon; Kent, Washington; and the Port of Portland. 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 architectural, civil engineering and land use planning services for the above project. In addition, Mackenzie will hire Interface Engineering to develop the preliminary Mechanical, Electrical, Plumbing and Communications systems; and Construction Focus, Inc. to develop construction cost forecasts to complete the team. We propose to utilize the following key staff for the project:

- Jeff Humphreys, Principal in Charge  
- Scott Moore, Architecture, Project Manager  
- Adam Olsen, Architecture, Assistant Project Manager  
- Ken Booth, Architecture, Maintenance Design Group, Lead Facility Planner  
- Mark Person, AICP, Land Use Planning  
- Bob Frentress, Civil Engineering  
- Steven Tuttle, Landscape Architecture  
- Brent Ahrend, Transportation Engineer  
- Steve Gunn, Construction Focus, Inc., Cost Estimating  
- Steve Dacus, Interface Engineering, Mechanical Engineering  
- Michael Nelson, Interface Engineering, Electrical Designer

Our Basis of Design along with our detailed scope of services by phase is as follows:
BASIS OF DESIGN

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

▪ The City of Vancouver has selected Mackenzie through RFQ #29-16, to provide professional A/E services to develop a master plan for the proposed Operations Center located at 4711 E. Fourth Plain Boulevard in Vancouver, Washington.

▪ Based on a preliminary scoping document (see Exhibit A), provided by Jon Sears with the City of Vancouver, the proposed master plan process will aim to develop three (3) master plan options for consideration that account for the following:
  □ All existing departments as well as the following are assumed to be included in the project: Public Works Director, Construction Services, and Transportation Design.
  □ Accommodate roughly 220 – 250 current employees (seasonally adjusted), as well as an additional 29 employees from other work groups that are anticipated to relocate to the site as part of the proposed project.
  □ Accommodate a rough combined total of 511 Public Works and City vehicles and equipment, as well as parking for roughly 280 personal vehicles.
  □ Be master planned for an anticipated 50-year usable lifespan.
  □ Provide for a high-performing project in both operations, as well as energy efficiency (not LEED certified).
  □ The facility shall be designed to essential facility standards in order to remain operational in the event of a natural disaster or similar disaster.
  □ The facility design should propose a modern approach to Operation Center design and function.

▪ Develop phasing plans for each master plan development option that identifies the strategy to deliver each scheme, while maintaining a reasonable level of operations onsite during construction.

▪ Based on the three (3) developed master plans, provide a comprehensive project budget inclusive of anticipated construction costs, soft costs, sales tax and contingencies based on the forecasted timeframe for each construction phase to occur.

▪ Ongoing project management will be provided. This includes email coordination or telephone phone conversations with team members, City Project Manager and the Operations Center Representative(s) to discuss current activities, ongoing action items, and next steps or upcoming action items for the Task.

Below is a detailed description of Mackenzie’s proposed Base Services and Fee Proposal. Additional services have been identified beyond these Base Services and, if required, can be authorized by the City.

BASE SERVICES SCOPE

Task 1 – Project Startup  

Mackenzie will prepare material for, and meet with key staff to kick off project services and define overall project goals, objectives, budget, work scope, team roles/responsibilities, schedule, project milestones and identify key stakeholders.
Following this meeting, Meeting Minutes and a Contact List will be distributed to the Project Team.

**Participants:** Mackenzie, COV and OPS Staff

**Deliverable:** Meeting minutes and refined project schedule.

### Task 2 – Existing Conditions Evaluation

**Approx. Time Duration: 2 weeks**

- Tour existing buildings and grounds of existing facilities with COV and OPS staff. Upon completion of tour, meet with COV and OPS staff to summarize items of note observed during the tour(s).
- Tour existing facilities of departments anticipated to relocate to the proposed development and document their condition. Upon completion of tour, meet with COV and OPS staff to summarize items of note observed during the tour(s).
- Develop a rough inventory of major equipment to be considered with the programming effort in the following task.
- Provide criteria to the City of Vancouver for the development of a site survey and geotechnical analysis.

**Participants:** Mackenzie, COV and OPS Staff

**Deliverable:** Draft Existing Condition report section, updated photo and text summary of tour and existing conditions findings (if necessary).

### Task 3 – Programming

**Approx. Time Duration: 3 weeks**

- Develop preliminary programming questionnaires for review by City Project Manager and Operations Manager.
- Refine programming questionnaire as appropriate to reflect comments received.
- Conduct approximately ten (10) meetings with OPS facility staff for workshops to gather information on space and program needs. It is anticipated that there will be one initial meeting with all supervisors and leads from each department within OPS to discuss process, schedule and hand out questionnaires.
- Conduct onsite observation of work activities occurring for each department.
- Conduct a follow-up meeting with supervisors and leads to review information developed as a result of the programming questionnaires.
- Develop a draft program based on input gathered from completion of workshop questionnaire with OPS department staff. The program will include information on facility space needs, yard operation space needs, and staffing, and project these for growth over 20-, 30-, and 50-year periods.
- Meet once more with each individual department to review the draft program and discuss specific departmental space and operational needs.
- Refine draft program based on review comments received during meeting with individual departments.
- Meet with key OPS staff to review final draft program for each department, identify opportunities, challenges, and overlap that will need to be addressed in the final draft program.
- Incorporate comments received from key OPS staff into program for final review/approval by OPS.
- Review final program with COV Project Manager and Operations Manager for approval.
Upon conclusion of the task, provide high-level ROM project costs based on approved site and building programs. This cost forecast is anticipated to consist of both preliminary hard cost, soft costs and contingencies. Mackenzie will work with COV to identify and project the anticipated soft costs and contingencies.

Participants: Mackenzie, Maintenance Design Group, COV and OPS Staff

Deliverable: Meeting Minutes, Draft Programming report section, Programming Questionnaire, Draft Program Summary, Approved Program, ROM project costs.

Task 4 – Facility Tours

Upon completion of the programming task above, Mackenzie will identify up to three (3) recently completed Operations Facilities that contain similar programmatic requirements to tour with, or by, COV and OPS staff.

The intent of each tour is to observe recently completed facilities, learn how those agencies developed the design to meet their specific needs, gain insight on the results of those design decisions, and challenge assumptions that were made during the program development phase.

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.

Each tour is estimated to occur over the course of one day; for a combined total of roughly three (3) days of tours.

Participants: Mackenzie, Maintenance Design Group, COV and OPS Staff

Deliverable: Draft Facility Tour report section.

Task 5 – Site Analysis

Secure a site survey and preliminary soils report, provided by the City of Vancouver.

Provide executive summary language of GIS mapping results for main report. Meet with key OPS staff via conference call to review report.

Review City of Vancouver zoning and development code to determine the appropriate development process(es) for lots that comprise the development property.

Review and provide input on requirements needed to comply with the Fourth Plain Overlay standards.

Mackenzie will provide a Development Feasibility Report (DFR) for each of the lots that comprise the development property to identify development requirements. Such criteria may include, but is not limited to, the following:

- Zone/Jurisdiction
- Allowable Use and land use approval process(es)
- Requirements of overlay zones or comprehensive corridor plans which may impact the project
- Maximum lot coverage
- Minimum landscape percentage
- Required frontage improvements
- Required offsite improvements
- Slopes/Trees
- Minimum/maximum parking ratio
- Maximum building height/FAR
- Building setbacks
Wetlands/sensitive areas
Traffic impact review as it pertains to access

- Provide draft Site Evaluation report section inclusive of executive summary and DFR for review by COV and OPS.
- Meet with COV and OPS staff to review draft Site Evaluation report section and present final findings.
- Update Site Evaluation report section based on COV and OPS review comments.

Participants: Mackenzie, COV and OPS Staff

**Task 6 – Conceptual Site Master Planning**

- Develop a site master plan (test fit) for up to three (3) different development scenarios (See Exhibit B for sample Deliverable).
  1. Each scenario would identify general building size, number of stories, use, placement and area(s) for potential expansion; surface and/or possible structured parking, access ways and drive aisles; yard storage and laydown areas; and the strategy for managing onsite utilities and stormwater quality facilities.
  2. For each scenario, develop a conceptual construction phasing strategy that describes how the full campus will be developed over a series of phases to allow for operations to remain active during construction.
  3. Develop preliminary schedule based on proposed construction phasing strategy.
  4. Identify possible recommendations for relocation of select operations during construction to support phasing strategy.
  5. Each scenario shall be accompanied by a draft summary report, as well as a zoning compliance summary, to identify any issues related to zoning requirements that a particular scenario may need to address.
  6. Each scenario is aimed at achieving a well thought out “Campus-Style” feel that is designed to limit potential safety issues.

- Meet initially with COV and OPS to develop high-level preliminary master plan concept site plan ideas. This step may be a series of meetings.
- Meet weekly with COV and OPS to review progress on conceptual site master plans and draft summary reports.
- Refine test fit site plans based on review comments received from COV and OPS Staff. Email refined plans to COV and OPS staff for approval.
- Meet with Mackenzie planning staff to review options for master plan approval process based on preliminary site test fit options.
- Upon approval of the conceptual site master plan schemes, develop more refined conceptual site plans with additional detail and refinement that better describe the required site and building components of the project.
- Meet with Executive Steering Team to present final conceptual site diagram.
- Conduct an early assistance review meeting with City of Vancouver planning staff to review scope of the project, preferred land use process and discuss any critical issues that require resolution as part of this scope of work.
- Upon conclusion of the task, provide high-level ROM project costs based on approved concept site master plans and building programs. This cost forecast is anticipated to consist of both preliminary hard cost, soft costs and contingencies. Mackenzie will work with COV to identify and project the anticipated soft costs and contingencies.
Prepare material for, and present Conceptual Site Master Plan schemes to, City Council.

Participants: Mackenzie, Maintenance Design Group, Interface Engineering, COV and OPS Staff

Deliverable: Three (3) Conceptual Site Master Plan options with summary reports for the existing site.

Task 7 – Conceptual Building Design(s)  
Approx. Time Duration: 5 weeks

- Based on the results of Tasks 3 – Programming, and Task 6 – Conceptual Site Master Planning, Mackenzie will develop a series of room adjacency diagrams that begin to define the primary internal organization of each structure contained within the proposed master plan. These diagrams are aimed at illustrating the general size and relationship between spaces contained within the building program that support the desired operational flow of each department contained within the structure.

- Meet with COV and OPS staff to review progress, and provide comment on, each adjacency diagram option.

- Refine the preferred adjacency diagram option for each development scenario into a series of block diagrams that better define the orientation and geometry of, as well as the circulation in and around, each space. (See Exhibit C for sample Deliverable).

- Meet with COV and OPS staff to discuss the primary building systems (i.e., structure, mechanical, electrical, plumbing, communications, etc.) and integrate any additional space needs into the initial adjacency diagrams.

- Based on the refined block diagram for each master plan scenario, develop preliminary building massing and material studies that begin to describe the exterior character of the buildings contained within the master plan.
  - These studies will initially consist of up to two (2) massing models of the master plan accompanied by precedent site, building and material images.
  - Upon review and selection of a preferred scheme, the concept design material for each development scenario will be refined to address comments, as well as apply the selected materials to the proposed massing of each structure.

- Develop a preliminary project narrative that describes the primary building materials and systems, as well as the specialty equipment and FFE components of the project.

- Meet with Neighborhood and other outside stakeholder groups to present site master plan and building design concepts.

Participants: Mackenzie, Maintenance Design Group, Interface Engineering, COV and OPS Staff

Deliverable: Three (3) Conceptual Floor Plan Block Diagram options with summary reports.

Task 8 – Final Conceptual Design Options  
Approx. Time Duration: 4 weeks

- Based on the outcomes of the previous tasks, Mackenzie will reconcile the proposed site master plan schemes with the proposed building layouts and exterior so that they are in alignment with one another by providing the following:
  - Three (3) final site master plan options with interim phasing diagrams.
  - Final floor plan block diagrams for all buildings associated with each master plan scheme.
  - Final renderings as appropriate to convey the overall design intent of the project. These renderings may consist of a series of “birds eye” view(s) of the site, and more detail character rendering(s) from a prominent vantage point of the project will be created for each of the three (3) development scenarios.
  - Final project summary for each master plan option.
Final development schedule for each master plan scenario.

- Meet with Executive Steering Team to review and approve material prior to moving on to the next task.

**Task 9 – Final Project Cost Estimate**  
*Approx. Time Duration: 6 weeks*

- Upon completion of Task 8, Mackenzie will send the master plan and supporting material to our construction cost estimator (Construction Focus, Inc.) for developing an opinion of probable construction cost estimate. The estimate will cover a detailed projection of all hard construction costs, general contractor margins, cost escalation for up to seven (7) years from the master plan, state sales tax for each phase of each of the three (3) development scenarios and construction cost contingencies.

- Forecast costs associated with a phased development, such as temporary onsite and offsite facilities, etc., needed to allow for phasing to occur.

- Forecast soft costs to include furniture, fixtures, and equipment (FF&E), permit fees, system development charges (SDC), consultant fees and contingencies specific to these items for inclusion into the Opinion of Probable Construction Costs to develop an anticipated overall project cost for each master plan scenario.

- Provide recommendations on overall project contingency reserve to manage possible risk associated with unknown costs that may arise upon further development of the project.

- Meet with Executive Steering Team to review and approve material prior to moving on to the next task.

**Participants:** Mackenzie, Maintenance Design Group, Interface Engineering, Construction Focus, Inc., COV and OPS Staff

**Deliverable:** Cost projection summary and supporting detail

**Task 10 – Procurement Analysis**  
*Approx. Time Duration: 2 weeks*

- Research procurement options (Design–Bid–Build; Design–Build; or other) allowed under WAC for a project of this size and complexity. Provide information about each option, how that method may be accomplished, and the pros and cons associated with each procurement method.

**Task 11 – Final Report and Presentation of Findings**  
*Approx. Time Duration: 2 weeks*

- Format documents from tasks into a final draft report. The draft report will include the following sections.

  - Overview/Scope/Executive Summary
  - Existing Conditions
  - Program
  - Site Selection
  - Site Layout
    - Existing Conditions
    - Site Development Schemes (two)
  - Cost Forecast
  - Projected Development Schedule
  - Next Steps

- Issue draft report to COV Project Manager and Operations Manager for review and comment. Receive one copy of consolidated comments from OPS reviewers.

- Incorporate comments received from COV Project Manager and Operations Manager into report.
Issue final report in PDF format with three printed record copies.

Prepare material for, and present final report to, Neighborhood and outside stakeholder groups.

Prepare material for, and present final report to, Public Works Operations Staff.

Prepare material for, and present final report to, City Council.

Participants: Mackenzie, Maintenance Design Group, COV and OPS 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; electronic or board-mounted renderings for presentations.

ADDITIONAL SERVICES

The following are Additional Services that the City may elect to authorize based on the outcome(s) of tasks identified under the Base Services Scope.

Additional Service #1: Additional Conceptual Site Master Plan: Provide one (1) additional Conceptual Site Master Plan development option in accordance with the process outlined in Task 6 – Conceptual Site Master Planning.

Additional Service #2: Additional Conceptual Building Design: Provide one (1) additional Conceptual Building Design package in accordance with the process outlined in Task 7 – Concept Building Design.

Additional Service #3: Finalize Additional Concept Design Option: Provide one (1) additional Final Concept Design Option in accordance with the process outlined in Task 8 – Final Concept Design.

Additional Service #4: Additional Final Project Cost Estimate: Provide one (1) additional Final Project Cost Estimate in accordance with the process outlined in Task 9 – Final Project Cost Analysis.

Additional Service #5: Additional Public Meeting: Prepare material for, and participate in, additional public meetings.

Additional Service #6: Additional Services as requested by the city which are not specifically listed in Tasks 1 thought 11 or in Additional Services 1 through 5 will be billed as an Additional service under Tim and materials. Labor will be billed using the rates found in Exhibit E. Materials will be billed at cost plus 12%.
**FEE SUMMARY:**

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

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Base Service</th>
<th>Fixed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Project Startup and Ongoing Project Management:</td>
<td>$6,430</td>
</tr>
<tr>
<td>Task 2</td>
<td>Existing Conditions Evaluation:</td>
<td>$32,475</td>
</tr>
<tr>
<td>Task 3</td>
<td>Programming:</td>
<td>$51,550</td>
</tr>
<tr>
<td>Task 4</td>
<td>Facility Tours:</td>
<td>$13,950</td>
</tr>
<tr>
<td>Task 5</td>
<td>Site Analysis:</td>
<td>$7,450</td>
</tr>
<tr>
<td>Task 6</td>
<td>Conceptual Site Master Planning:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$22,750</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$22,750</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$22,750</td>
</tr>
<tr>
<td>Task 7</td>
<td>Conceptual Building Design(s):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$24,200</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$24,200</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$24,200</td>
</tr>
<tr>
<td>Task 8</td>
<td>Final Concept Design Options:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$8,800</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$8,800</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$8,800</td>
</tr>
<tr>
<td>Task 9</td>
<td>Final Project Cost Estimates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option One:</td>
<td>$17,665</td>
</tr>
<tr>
<td></td>
<td>Option Two:</td>
<td>$17,665</td>
</tr>
<tr>
<td></td>
<td>Option Three:</td>
<td>$17,665</td>
</tr>
<tr>
<td>Task 10</td>
<td>Procurement Analysis</td>
<td>$4,000</td>
</tr>
<tr>
<td>Task 11</td>
<td>Final Report and Presentation of Findings:</td>
<td>$33,400</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL BASE SERVICES</strong></td>
<td><strong>$369,500</strong></td>
</tr>
</tbody>
</table>

*Should they elect to, the City shall have the ability to remove the development of Options Two and Three from Tasks 7, 8 or 9 upon notification to Mackenzie prior to the commencement of those tasks.

Reimbursable expenses (printing, copying deliveries, travel expenses, mileage, etc.) are not included in the fee outlined above. Reimbursable expenses will be invoiced at cost plus 12%, are estimated to be $50,000, and will not be exceeded without the Client’s approval.
FEE SUMMARY (continued):

Our fixed fees for the Additional Services described above are as follows:

<table>
<thead>
<tr>
<th>Additional Service No.</th>
<th>Additional Service Description</th>
<th>Fee/Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Additional Conceptual Site Master Plan:</td>
<td>$22,750/ea.</td>
</tr>
<tr>
<td>3</td>
<td>Finalize Additional Concept Design Option:</td>
<td>$8,800/ea.</td>
</tr>
<tr>
<td>5</td>
<td>Additional Public Meeting:</td>
<td>Hourly Estimate:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,700</td>
</tr>
<tr>
<td>6</td>
<td>Additional Services as requested - Billed as Time and Materials:</td>
<td>Hourly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(see attached</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hourly billing rates)</td>
</tr>
</tbody>
</table>

**TOTAL BASE SERVICES:** $369,500

**REIMBURSABLE BUDGET:** $50,000

**ADDITIONAL SERVICES BUDGET:** $150,000

**TOTAL CONTRACT VALUE:** $569,500

Future Additional Services performed under Time and Materials basis (not identified above) will be billed using the attached billable rates. Reimbursables will be billed at cost plus 12%

ASSUMPTIONS

In addition to the scope of work 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.

- All meetings are assumed to occur at either City of Vancouver’s Operations Center, Vancouver City Hall, or Mackenzie’s Vancouver office.

- Both on- and off-site land use entitlements processes, such as site plan or other land use approvals 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. Mackenzie will assist the City in determining possible undocumented
conditions that may be present in an effort to provide contingencies to address them, should they be needed. Beyond that, unforeseen impacts uncovered during the execution of the proposed scope of work will be evaluated at the time of discovery and addressed via additional services if 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 construction 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. It is assumed that existing structures may or may not be retained, and that the 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.

EXCLUSIONS

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

- Additional Services described in the above scope of services.
- Reimbursable expenses as indicated above, to be billed at cost plus 12% in addition to the proposed fee.
- Building permit fees, land use 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.
- Soils investigations/testing and related specifications.
- Appeals, variances, public hearings, land use approvals.
- Meetings with public agencies or other meetings other than those specifically identified above.
- Environmental review.
- Sensitive lands and/or wetlands delineation and/or mitigation design/approvals.
- Hazardous materials investigation.
- Interior design, space planning and/or furniture selection other than those specifically identified above.
- Permitting and related coordination and permitting.
- Marketing materials.

It is our understanding that the project will start following contract execution by the City of Vancouver, currently anticipated for the week of May 22, 2017. If the proposal is agreeable to you, we can prepare the appropriate contract.
City of Vancouver  
Vancouver Operations Center  
Project Number 2160446.00  
April 17, 2017 (Revised April 19 and April 20, 2017)  
Page 12

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

Sincerely,

Scott Moore  
Project Manager

Enclosures:  
Exhibit A: Scoping Document - Operations Center Master Planning Scope and Deliverables - 3-17-17.pdf  
Exhibit B: Sample Conceptual Site Master Plan  
Exhibit C: Sample Conceptual Building Block Diagram  
Exhibit D: Reimbursable Rates Schedule  
Exhibit E: Hourly Project Rates (Revised)

c:  
Ken Booth – Maintenance Design Group  
Steve Dacus, Michael Nelson – Interface Engineering  
Steve Gunn – Construction Focus, Inc.  
Jeff Humphreys, Adam Olsen, Bob Frentress, Mark Person, Josh McDowell, Alexis Bauer, Brent Ahrend, Steven Tuttle – Mackenzie
COV Public Works Operations Center
Master Planning

Scope / Deliverables

The primary goal of this project is to replace the existing Public Works operation center. The existing center is more than 60 years old, operationally inefficient, and would not meet current seismic standards. The new operations center will need to meet the following primary goals and look to incorporate the secondary goals if possible.

Primary Goals:

- Designed to house current work groups already at the existing facility
  - Current Operations Center Employees – (222 Employees + 30 Seasonal)
  - Personal Vehicles – Assume 1 per employee
    - 487 Public Works vehicles, trailers, and equipment
      - 241 Motorized vehicles (Light & Heavy Duty)
      - 70 trailers
      - 40 drop boxes
      - 19 mowers
      - 35 snow plows and deicer implements
      - 82 miscellaneous attachments and smaller equipment
- Designed to house the following additional work groups which will be relocated to the new operations center. Current employee counts shown along with the number of CITY vehicles. Plan for each employee to bring a personal vehicle in addition.
  - Public Works Director (1 Employee)
    - Vehicles (1 Personal Vehicle + 1 City vehicle)
  - Construction Services (23 Employees)
    - Vehicles (23 Personal vehicles + 21 City vehicles)
  - Transportation Design (5 Employees)
    - Vehicles (2 personal vehicles + 2 City vehicles)
- Campus to anticipate growth – Projections to be provided by PW
- Campus to anticipate 50 year usable lifespan
- Spaces designed to be both functional and enjoyable (spaces employees want to be in)
- Durable finishes that are low maintenance
- Buildings that complement one another and are pleasing to look at
- Integration into the 4th Plain Overlay
- Energy efficient (not LEED certified)
- Ample parking for both personal and fleet/equipment vehicles (see above count)
  - Potential for parking garage for personal vehicles if space is limited
  - Mix of open, covered, and enclosed parking for fleet/equipment
  - Cost recovery for parking areas through user fees possible.
- Storage to meet current and future needs.
- Vehicle wash – Possible Automation
COV Public Works Operations Center
Master Planning

- Well thought out Campus flow that is designed to limit potential safety issues associated a busy site
- Employee (Pedestrian) friendly walkways throughout the campus and across General Anderson
- The Operations Center is an essential facility and will need to remain operational in the event of a natural disaster or similar disaster
  - Buildings design as essential facilities
  - Disaster command center capability similar to those used by VPD and VFD. Consideration for Ham radio equipment and antenna.
  - Two physical fiber entries from separate tie points back to the telecom/data to facility. Fiber run is in 4th Plain.
  - Adequate space for data/telecom center equipment + Expansion
  - Consideration for Ham radio equipment & antenna
- Utilities will need a public storefront and drive through. Layout should keep public from being routed through the campus.
- Desired needs of the Buildings
  - Mix of traditional office and open office space concepts
  - Lunch Room that can double as a large meeting space
    - Covered/uncovered Outdoor patio space would be desired as well for BBQ and or exterior seating for lunchroom
  - 3 + Conference Rooms (House 20+)
  - Huddle Rooms in various locations (6+) – See City Call Concept
  - Natural Light
  - Offices for Supervisors and above – Needs to be provided by PW
  - Telecommunications and Wi-Fi Capability throughout campus
  - Lockers for 80% + of employee count
  - Locker rooms – We are interested in knowing the best practices here and how current gender issues are being dealt with.
    - Anticipating either traditional locker rooms with individual shower/bathrooms or some variation.
  - Bicycle storage
  - Emergency Power

Secondary Goals:
- Workout Room – Larger than VFD or VPD rooms
  - Ideally located near locker rooms
- Retail space along 4th Plain with public parking.
- Community Room – Look to double as conference room or lunch room. May need Public Parking access
COV Public Works Operations Center
Master Planning

- PV Array – If the opportunity and costs work out incorporation of a PV array into the project may be desired. No specific energy consumption reduction goals are currently in mind.

Master Planning Deliverable:

- 3 Full campus concepts with Estimates
  - Report detailing each concept.
  - Concepts to show both layout, building adjacency diagrams, and renderings
  - Include complete programming for each building
  - Possibly 1 of the concepts involves the assumption of land purchased directly adjacent to the property on the East side of General Anderson. This will require discussion during master planning on feasibility.

- Estimates to include all soft and hard costs. The idea is that this estimate is what the City will use to budget for the project including all contingencies.
  - Estimates should be detailed with Itemized costs these rather than bundled “lump sum” costs.
  - Need to know estimated cost of buildings and campus features
  - Cost Feedback should be provided throughout the master planning so that items can be Value Engineered if needed
  - Provided projection for cost escalation by year for up to 7 years from the master plan.
  - Provide contingency for design in estimate
  - Provide recommended construction contingency

- Best Practices expertise and feedback to be provided by the design team throughout the master planning phase.
- In depth onsite investigation by designer including interviews, observations, surveys, etc...
- Designer to anticipate at least 2 Council presentations
- Designer to anticipate 3 update presentations with Executive Steering Team – Small Group presentation and may be coordinated with design meetings.
- Designer to anticipate at least 1 presentation to Public Works Operations Staff with final Concepts
- Designer to anticipate 1 to 2 Neighborhood and Stakeholder involvement meeting/presentations
- Designer to research procurement options allowed under WAC for a project of this size. Provide information about each option, how that method may be accomplished, and the pros and cons associated with each procurement method. It is anticipated the City's options will be Design, Bid, Build or Design Build (Petition the State). If known, it would be advantageous to know if alternatives to Design, Bid, Build have been successful for the WA State agencies that implemented them.
COV Public Works Operations Center
Master Planning

Assumptions

- Project will be debt financed (bonds).
- Master planning is fully funded
- Phase 2 Funding Appropriations will be secured when Phase 2 is awarded
- No New land will be acquired
  - However will look into the possibility of adjacent land acquisition.
- No existing building is sacred. Reuse or replacement is anticipated. Campus flow and usability is paramount.
- Site will be occupied and operational during construction
  - Possible opportunity to move some work groups offsite during construction if it make sense. Further discussion needed.
- Successful negotiation with Design Consultant
- Successful negotiation with Contractor

Constraints

- Budget – Overall project budget not yet set. Early assumptions are anticipating the project to be between $30 million and $40 million.
- Schedule – Not Yet Set
**SITE PLAN**

**PROGRAM INFORMATION**
- Utility Office: 8,646 SF
- Utility Operations: 9,573 SF
- Public: 2,500 SF
- Mechanics Bays: 2,948 SF
- Warehouse: 12,960 SF
- Covered Storage: 5,828 SF
- Paint Shop: 1,508 SF
- Metal Shop: 1,440 SF
- Wash Bay: 720 SF
- Truck Bays A: 6,480 SF
- Outdoor Covered Storage: 2,880 SF
- Truck Bays B: 8,708 SF

**Grand Total:** 64,192 SF

**SITE INFORMATION**
- Total Site SF: 261,109 SF
- Total Site AC: 5.99 AC
- Total WQ: 25,258 SF (9.7%)

**VEHICULAR PARKING INFORMATION**
- Required Vehicular Office Parking (2 Per 1,000 SF): 41 Spaces
- Required Vehicular Operations Parking (1 Per 1,000 SF): 44 Spaces
- Total Required Vehicular Parking: 85 Spaces
- Total Provided Vehicular Parking: 87 Spaces

**BICYCLE PARKING INFORMATION**
- Required Bicycle Office Parking (1 Per 1,000 SF): 21 Spaces
- Required Bicycle Operations Parking (15 Per 1,000 SF): 7 Spaces
- Total Required Bicycle Parking: 28 Spaces
- Total Provided Bicycle Parking: 28 Spaces
REIMBURSABLE CHARGES

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

**IN-HOUSE PRINTING**

*Fax*
- Local: $1.00/sheet
- Long distance: $1.30/sheet

*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)

*Bond Copies*
- Black & White: 8-1/2 x 11: $0.10/sheet, 11 x 17: $0.50/sheet
- Color: 8-1/2 x 11: $1.00/sheet, 11 x 17: $1.65/sheet

*Printing – All Sizes*
- Black & White: $0.16/sq. ft.
- Color: $1.00/sq. ft.

**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
## HOURLY PROJECT RATE SCHEDULE*

**PRINCIPALS**

- $140 – $220

**ARCHITECTURE/LANDSCAPE**

- Project Architect I – III: $95 – $165
- Architectural Designer III-IV: $70 – $135
- Architectural Designer I –II: $55 – $90
- Designer/Drafter: $50 – $70
- Intern: $50 – $65

**ENGINEERING**

- Project Engineer I – III: $95 – $160
- Designer I – II: $65 – $110
- Transportation Analyst I – II: $65 – $95
- Designer/Drafter: $60 – $100
- Intern: $50 – $65

**PLANNING**

- Project Planner I – III: $80 – $165
- Permit Coordinator: $50 – $75
- Assistant Planner: $60 – $85
- Economist: $100 – $150

**INTERIOR DESIGN**

- Interior Designer III – V: $80 – $150
- Interior Designer I – II: $50 – $100
- Intern: $50 – $65

**ADMINISTRATION**

- Administrator: $55 – $140
- Word Processor: $70 – $90
- Graphic Artist: $90 – $110

*Project Rate Established for Phase I Work
Subject to change for Phase II