

September 25, 2020

Doug Carey
Project Manager
Lewis County
Chehalis Washington, WA 98105

Re: Lewis County Animal Shelter

Dear Doug,

We are pleased to submit our proposal for Architectural Services for the Lewis County Animal Shelter Project. Included with this proposal are fees for basic and additional services based on our conversation on July 22, 2020 and our understanding of the project requirements.

PROJECT UNDERSTANDING:

Services for the design of the Lewis County Animal Shelter include Pre-Design Services and Design Services for design of the shelter on a site to be selected. Pre-Design Services include; 1) Programming, 2) Site Assessment and 3) Community Meetings. Design Services include; 1) Architecture, 2) Civil Engineering, 3) Landscape Architecture, 4) Structural Engineering, 5) Mechanical Engineering, 6) Electrical Engineering, 7) Acoustic Design, 8) Cost Consulting, 9) HVAC Commissioning Support and 10) Record Documents. Services are proposed on an hourly basis to an estimated maximum fee and will be provided in accordance with the Agreement provided by Lewis County with modifications as mutually agreed. The Maximum Allowable Construction Cost (MACC) for the Shelter is assumed to be \$1,500,000 but may increase subject to fundraising. The following is our fee proposal:

PRE-DESIGN SERVICES:

Pre-Design Programming (SHKS Architects):

Fees for Programming services provided on an hourly basis to a guaranteed maximum fee include working with the Owner and Shelter staff to develop program requirements for the Shelter. Deliverables include preparation of a summary program document including executive summary, exterior and interior space needs analysis, adjacency diagrams and room data sheets. Fees include a maximum of (3) meetings with the Owner and Shelter Staff and a single day of job shadow and operational observations to identify, document, review and confirm the program.

Pre-Design Site Assessment (SHKS Architects and Consultants):

Fees for Site Assessment Services provided on an hourly basis to a guaranteed maximum fee include code analysis, site analysis, site test fit diagrams, site civil engineering analysis and concept cost planning identifying anticipated building and site development costs for up to three sites. Fees include a single day to visit to all three sites to confirm existing conditions.

Community Meetings (SHKS Architects):

Services include meeting preparation and attendance at up to two community meetings. Estimated fees include up to forty hours of SHKS time including Principal and staff. Time in excess of forty hours will be charged against the Design Services contingency. The cost for presentation materials will be charged as a reimbursable expense.

DESIGN SERVICES:

Architecture (SHKS):

Fees for Architecture Services include consulting services to design, document, specify and coordinate the design of the Lewis County Animal Shelter project in accordance with our Contract with the County. Meetings are limited to (3) meetings per phase during 30% Design, 60% Design and 90% Design. One meeting is included for Bid Documents.

Each meeting is budgeted for five hours including travel time. All meetings are scheduled to occur in Chehalis. All other meetings not specifically identified are an additional service. Basic service deliverables outlined below will be in accordance with Attachment A of the Agreement modified to suit the conditions of this project:

30% Design: (w/ cost estimate)
60% Design: (permit submittal and cost estimate)
90% Design (w/ cost estimate)
Bid Documents

The estimated fee includes twenty hours for Permit Submittal and Permit coordination time with the authority having jurisdiction (AHJ). Time in excess of 20 hours will be billed on hourly basis against the Design Services contingency.

Civil Engineering (AHBL):

Fees for Civil Engineering Services include consulting services to design, document, specify and coordinate site improvements meeting the requirements of the program. Fees include one meeting-per phase. Street Improvement (SIP) documentation is excluded but may be added as an additional service.

Landscape Architecture (AHBL):

Fees for services to design, document, specify and coordinate landscape improvements meeting the requirements of the program. Fees include up to one meeting per phase.

Structural Engineering (AHBL):

Fees for Structural Engineering Services include consulting services to design, document, specify and coordinate the structural design meeting the requirements of the program. Fees include one meeting-per phase.

Mechanical Engineering (FSi):

Fees for Mechanical Engineering Services include consulting services to design, document, specify and coordinate the mechanical design including HVAC and plumbing systems meeting the requirements of the program. Fees include one meeting-per phase. Fire Protection design is excluded but can be added as an additional service.

Electrical Engineering (Case Engineering):

Fees for Electrical Engineering Services include consulting services to design, document, specify and coordinate the electrical design including power, lighting, digital communications and security systems meeting the requirements of the program. Fees include one meeting-per phase.

Acoustics (A3 Acoustics):

Fees for Acoustics provided on an hourly basis to a guaranteed maximum fee include consultant services to review, recommend and specify acoustic treatments meeting the program requirement for acoustic performance. Fees include two meetings with the design team.

Cost Consulting (Haley):

Fees for Cost and Construction Scheduling Services include preparation of a construction cost plan at the completion of Site Assessment, 30% Design, 60% Design, and 90% Design. Cost consulting fees exclude reconciliation of cost estimates with those of a General Contractor or other party. Fees include up to two meetings per phase at SHKS offices.

HVAC Commissioning Engineer Support (FSi)

This fee includes MEP team attendance at eight commissioning meetings, coordination and collaboration with the commissioning agent and controls engineer.

Record Documents (SHKS Architects):

Fees for record documents include services to incorporate the Contractor's record drawing information into a digital record set for the Owner's record and use.

REIMBURSABLES/MARK-UPS AND CONTINGENCY:

Reimbursable Expenses:

Expense costs to be reimbursed including a 10% mark-up may include but are not limited to the following: mileage, reproductions for Owner's use, presentation materials, models, drawing sets for Owner's use, visualizations, and photography. The Architect shall seek prior authorization from the Owner for these expense costs.

Consultant Mark-up (SHKS Architects):

Fee is calculated at 10% of the Consultants Services and covers taxes, insurance, bookkeeping, billing and risk.

Design Service Contingency

5% of the overall fee is indicated as design service contingency to be used to address design service changes requested by the Owner but not known at this time. Utilization of the contingency is with the mutual agreement in writing by SHKS Architects and the Owner.

SUMMARY OF FEES:

Pre-Design/Programming Fees:	\$50,000
Design Service Fees:	\$304,339
Reimbursables (Including mark-up)	\$10,000
<u>Consultant Mark-up @ 10%:</u>	<u>\$18,684</u>
Sub-total:	\$383,023
 <u>Design Service Contingency @5%</u>	 <u>\$19,151</u>
Total Fee Proposal:	\$402,174

Lewis County Animal Shelter
Fee Proposal Letter
August, 2020

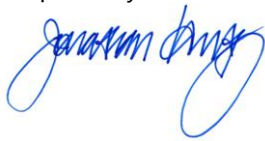
The fees proposed are the estimated minimum fee for a project with a MACC of \$1,500,000 to 1,650,000. In the event that the County allocates additional funds and increases the MACC above \$1,650,000 SHKS understands that the County will equitably adjust the fees to reflect the increase in scope of service related to the larger project. If the MACC falls below \$1,500,000 the estimated fee will remain unchanged.

SCHEDULE FOR SERVICES

We can begin immediately upon receipt of notice to proceed. We will perform services in accordance with a mutually agreed to schedule.

We hope this proposal meets with the County's approval and will be happy to answer any questions you may have. We look forward to getting started.

Respectfully,



Jonathan Hartung, Principal
Cc: Adam Hutschreider and file.
Encl: Fee Summary dated August 31, 2020