



**The
Driftmier
Architects, P.S.**

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October 1, 2013

Board of Commissioners
c/o Mr. Bill Neal, General Manager
North Beach Water District
PO Box 618
Ocean Park, WA 98640

Re: Feasibility Study related to Development of Office and Equipment Facilities

Dear Commissioners and Mr. Neal:

This proposal is provided at your request in relation to retaining professional services to help ascertain the District's needs over the next 5, 10 and 20 years, and determine the feasibility of developing an equipment building at the North Wellfield site and the comparative feasibility of creating 2,400 sf of office space at the site or purchase of an existing office building in Ocean Park.

Based on the information we have received and on our understanding of the project, we anticipate the work to proceed as follows:

Phase IA: Needs Analysis

1. Initial Meeting:

Meet in Ocean Park with you and representatives of the District to verify requirements and determine functional relationships, procedures, public contact points, paper flow, appearance preferences, budget requirements and project schedule.

2. Observe District Operation:

Visit the existing office and operation facilities of the District and observe District staff, working conditions, tasks, and procedures.

3. District Data:

Review data related to operations and procedures of the District. This would include the District's current Water Comprehensive Plan, demographic data, and other related information. We will also review any available drawings of the building you are considering purchasing and survey information.

4. Vehicle and Storage Requirements:

From the District, receive lists of current and anticipated vehicles, equipment and stored items including dimensions and quantities to be stored. This may include equipment, tools, small parts, structures, piping, etc. For vehicles and equipment we need available information related to length, width, height and turning radius.

5. Growth:

Review growth potential including infill and population growth projections in the Water Comprehensive Plan, and potential changes in District size due to annexation or potential mergers.

6. Draft Written Needs Report:

From the information gained in items 1 - 5, develop a written needs report which outlines our understanding of the needs and design requirements of the District. Furnish to District for review and comments.

7. Revise Needs Report:

From information gained from District review, revise needs report to reflect project requirements.

Phase IB: Site Evaluation – Potential Office Building

8. Site Inspection:

Visit the identified available building and site to assess its strong points and drawbacks. Review available survey data, existing building plans, and other information. Observe general building condition.

9. Research:

Research city zoning codes and other requirements related to the site for design constraints. Check for setbacks and other requirements that would limit future expansion of the building. Research any special approvals processes necessary.

10. Review:

By telephone, review with District representatives findings related to repurposing, and if necessary, remodeling the existing building.

Phase IC: Site Evaluation – North Wellfield Site

11. Site Inspection:

Visit the site to assess its strong points and drawbacks. Review available data. This might include survey data, utility locations, soils report, existing building plans, and other data. Communicate with District civil consultant related to options for storm drainage and general site improvements.

12. Research:

Research city zoning codes and other requirements related to the site for design constraints. Check for setbacks and other requirements that would limit development of the site. Research any special approvals processes necessary.

13. Site Constraints:

Based on site observations and zoning requirements, develop a site constraints plan illustrating the available area for development and the ability to accommodate new buildings on the site.

14. Review:

By telephone, review with District representatives findings related to the site and site constraints.

Phase ID: North Wellfield Site Concept Plan

15. Preliminary Development Concept:

Based on the needs analysis, site evaluation, site constraints plan, and other input, develop a concept plan illustrating the layout of the site with an equipment building and an equipment building and office building with parking, lighting, security, and stormwater detention.

16. Wellhead Impact Mitigation:

Work with you and your civil engineer to identify the area necessary to provide appropriate mitigation to impacts on the sanitary control area of the well heads. Reserve this area in the concept plans.

17. Review:

Review the preliminary concept with District representatives by telephone.

18. Additional Concepts:

From the information gathered through concept review, prepare final concept. This includes up to 4 hours of concept revision. Additional concepts or revision time beyond 4 hours will be provided as an additional service.

Phase IE: Project Budgets

19. Prepare Rough Outline Budgets:

Based on the needs, evaluations, and concepts outlined above, develop rough outline budgets for the development of the equipment building on the North Wellfield site, equipment building and office on the North Wellfield site, and separate cost to remodel the existing identified Ocean Park building into a District office. These will be rough calculations of cost based on square footage calculations and experience.

20. Final Feasibility Report to Board:

From information gathered, make final report to Board including District needs, building and site evaluations, development concept and cost information. Include recommendations for continuation of the project.

SCOPE OF PROJECT

This scope of work specifically includes those items listed above that take the project through the initial needs analysis, site evaluation and site concept development.

The current scope of this project is to evaluate the needs and requirements of the District and how those needs might be met at the identified locations.

Under base compensation, this proposal does not provide for an exhaustive evaluation of the existing buildings or removing them. Those services can be provided as an additional service, if requested. It is expected that professional services related to implementation of the decisions made during this initial portion of the work, including but not limited to schematic design, design development, construction documents, permitting, bidding and construction contract administration services, will be provided under a separate agreement.

COMPENSATION

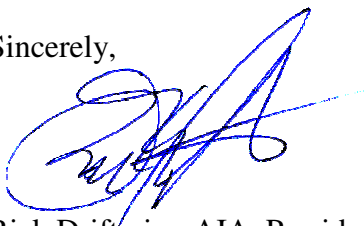
Compensation for the first 60 hours of staff time included in Phase IA, IB, 1C, 1D and IE Items 1 through 20, will be provided on a fixed fee basis plus reimbursable items as shown on the attached Fee and Billing Schedule. The fixed fee for these services will be \$4,500.00.

Compensation for authorized additional services and for basic services beyond 60 hours will be provided on a time and materials basis as shown on the attached Fee and Billing Schedule.

A statement for services rendered will be provided monthly in proportion to the services performed during the billing period. Should the District choose to terminate our services at any point, our fees would then be due and payable, but only for the work actually carried out up to that time.

Thank you for the opportunity to present this proposal. If this approach meets with your approval, please sign one copy of this letter and return it to us. Upon receipt of the signed agreement, work will commence. If for any reason this approach is not as you would like, please let us know so that changes can be discussed.

Sincerely,



Rick Driftmier, AIA, President
The Driftmier Architects, P.S.

Attachment

North Beach Water District agrees to the terms of service as outlined above and requests that The Driftmier Architects proceed with the work.

Bill Neal, General Manager

Date

THE DRIFTMIER ARCHITECTS, P.S.
PROFESSIONAL FEE & BILLING SCHEDULE

A. Professional Fees

<u>Job Title</u>	
Principal Architect	\$ 165.00/hour
Associate Architect	\$ 140.00/hour
Senior Project Manager	\$ 125.00/hour
Project Manager	\$ 110.00/hour
Senior Designer	\$ 95.00/hour
Designer	\$ 85.00/hour
CADD Operator	\$ 75.00/hour
Administrative Coordinator	\$ 85.00/hour

B. Job Incurred Expenses

The following expenses will be direct reimbursable items x 1.15:

1. Expenses incurred in reproduction of documents, photography, typing/clerical (billed at \$80.00 per hour), necessary travel, telephone, telegraphic, courier services, and subsistence.
2. Consultant fees such as civil, structural, mechanical, electrical, soils and solar engineers, surveyors, cost estimators, and specification writers, when not specifically included in the agreement, with Client's prior written consent.
3. Travel by private automobile at current IRS standard mileage rate.

- C. Our billing periods extend from the 26th of the month through the 25th of the following month. You may expect to receive your monthly statement on or about the first of each month. Interim special statement formats are available on request.
- D. All statement amounts for undisputed amounts that remain unpaid 20 days from the date of the original billing (the "Due Date") will be service charged at 1% per month (12% per annum). Service charges will accrue after the due date.
- E. Billing rates set forth above are fixed for 12 months from execution of agreement. After 12 months the rates shall be adjusted in accordance with the normal salary review practices of The Driftmier Architects, P.S.