

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION 16-2014

A RESOLUTION OF THE NORTH BEACH WATER DISTRICT OF PACIFIC COUNTY, WASHINGTON, APPROVING A CONTRACT FOR ARCHITECTURAL SERVICES WITH THE DRIFTMIER ARCHITECTS, PS.

WHEREAS, the Board of Commissioners of North Beach Water District has determined to build a business office and equipment building on District property located at 2306 272nd Street Ocean Park, WA 98640; and

WHEREAS, the District, in accordance with chapter 39.80 RCW, requested statements of qualifications from architects and engineers to provide plans, drawings, specifications, and other professional services related to the construction of the above referenced business office and equipment building; and

WHEREAS, the District's received and reviewed four statements of qualifications from interested firms and using selection criteria established by the District determined The Driftmier Architects, PS was the most qualified firm to provide architectural services for this project ; and

WHEREAS, the District was able to negotiate a contract with The Driftmier Architects PS at a price the District deems fair and reasonable; now, therefore

BE IT RESOLVED by the Board of Commissioners of North Beach Water District, Pacific County, Washington, to approve the Contract for

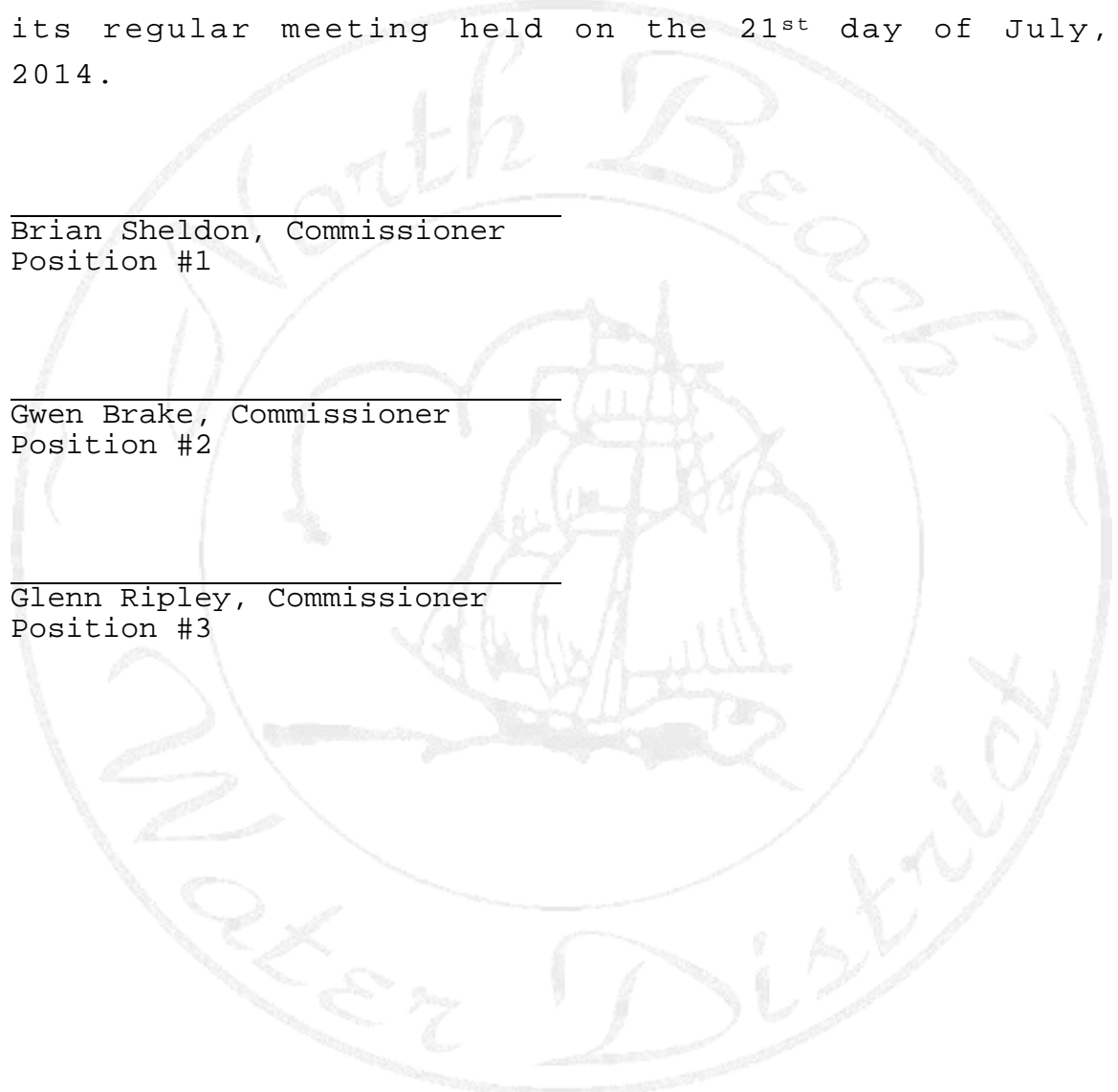
Architectural Services with The Driftmier Architects, PS attached hereto and incorporated herein as Exhibit A.

ADOPTED BY the Board of Commissioners of North Beach Water District, Pacific County, Washington at its regular meeting held on the 21st day of July, 2014.

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

Glenn Ripley, Commissioner
Position #3



Attachment A

Scope of Work

Architect shall perform the services described in this scope of work for the construction of a building at 2306 272nd Street Ocean Park, WA 98640.

Phase I Programming & Information Verification

In Phase I the Architect will:

- 1st. Create a base site drawing and rough building layout based on a survey and drawing provided by the District's general manager.
- 2nd. Gather all relevant documentation of site conditions (i.e. surveys, wetland delineations, soils studies, etc.) available through the District and verify Pacific County zoning requirements.
- 3rd. Visit 2306 272nd Street, with the District's general manager or designee, to evaluate site conditions and gather intrinsic and extrinsic data on the existing buildings and other site specific features.
- 4th. Meet with District commissioners, general manager and other staff to gather information about project goals, needs and expectations.
 - a. The meetings with commissioners can be conducted individually to avoid the need for public meetings.
 - b. Meetings with the general manager and staff can be held at separate times to encourage candid expressions.

Deliverables:

Phase I will be complete when Architect delivers to the District the following:

1. Revised base site drawing including a Site Constraints Plan that will identify any additional required studies or zoning approvals that will be necessary prior to building permit application.
2. Updated Needs Report and Program Area Requirements from the Feasibility Study.

Inclusions:

1. The Architect will spend up to two days on site conducting interviews and gathering site data described in phase 1.
2. The Architect will provide the District with draft deliverables, and via telephone conference will review the draft deliverables with the commissioners and general manager prior to submitting final deliverables to the District.

Optional Item: None

Estimated number of days to complete Phase I:

21 days + 7 Review

Phase II Schematic Design

In Phase II the Architect will:

- 1st. Based on information from Phase I:
 - a. Prepare two site concepts for District review. The site concepts will include the location of the District's existing treatment plant, booster station, water reservoirs, maintenance building, 270th Street and 272nd Street for reference.
 - b. Prepare two concept floor plans that will show the office layout, public meeting room, storage areas (including storage above office), and equipment bays.
- 2nd. Meet with District representatives in Ocean Park to review concept site and floor plans and create a single layout that will optimize staff effectiveness and efficiency.
- 3rd. Based on requirements identified in phase I, solicit and review with District proposals for sub-consultant work of structural engineer, soils engineer, and/or other professional sub-consultants as required for the project.
- 4th. Based on requirements identified in phase I, assist the District in preparation of a scope of work for a surveyor and civil engineer-

Deliverables:

Phase II will be complete when the Architect delivers to the District the following:

1. Site drawings and building layout drawings as approved by the District.
2. A rough construction budget for the project that includes potential cost savings options.

Inclusions:

1. The Architect will provide the District with draft deliverables and via telephone conference will review the draft deliverables with the commissioners and general manager prior to submitting final deliverables to the District.

Optional items:

1. Certified Cost Estimate.
2. Value Engineering.

Estimated number of days to complete Phase II:

21 days + 7 Review

Phase III Design Development

In Phase III the Architect will:

- 1st. Using approved drawings from Phase II develop the final design, which will include architectural and structural considerations and include information on architectural drawings for bidder designed mechanical and electrical systems.
- 2nd. Identify the design and differential cost of including a four-foot high above grade concrete stem wall foundation and providing flood proofing of administration and crew areas to four feet above adjacent grade.
- 3rd. Coordinate with structural engineer for structural design of the new building and connections to exiting structure, if required.
- 4th. Coordinate with civil engineer for site development work.
- 5th. Complete State Environmental Protection Act (SEPA) checklist and assist District in processing SEPA for the project.

Deliverables:

Phase III will be complete when the Architect delivers to the District the following:

1. Development design drawing that includes structural, mechanical and electrical drawings.
2. Completed SEPA Checklist (timeline overlaps Phases).
3. Cost estimate from professional cost estimator.

Inclusions:

1. The Architect will provide the District with draft deliverables and via telephone conference will review the draft delivers with the commissioners and general manager prior to submitting final deliverables to the District.

Optional item: Processing for SEPA review.

Estimated number of days to complete Phase III: **21 day + 7 day Review**

Phase IV Construction Documentation

In Phase IV the Architect will:

- 1st. Prepare construction drawings and specifications for the demolition of the existing garage and construction of the building, breezeway, and covered storage. Drawings will be appropriate for permit submittal, bidding, and construction.
- 2nd. Coordinate with structural engineer for structural work, if required.
- 3rd. Coordinate with civil engineer to finalize site development and utility connection drawings.
- 4th. Note - Mechanical and electrical work will be bidder designed based on general layout and fixture specifications included in the construction documents.

Deliverables:

Phase IV will be complete when the Architect delivers to the District the following:

1. Construction drawings, and specifications (Construction Documents). It is assumed that Architect's typical front end specifications will be used, subject to District approval.

Inclusions:

1. The Architect will provide the District with draft deliverables and via telephone conference will review the draft deliverables with the commissioners and general manager prior to submitting final deliverables to the District.

Optional items:

1. Architectural, structural and envelope consultant flood waterproofing design

Estimated number of days to complete Phase IV: 80 day (Includes Phase V)

Phase V Permits

In Phase V the Architect will:

- 1st. Represent the District in the application of all required permits including a building permit and plans review.
- 2nd. Represent the project during the permit review period.
- 3rd. Respond to Pacific County review comments.

Deliverables:

Phase V will be complete when the Architect delivers to the District the following:

1. All required permits to complete the project.

Inclusions:

1. The Architect will deliver the application and plans to the Pacific County building department in Pacific County.
2. The Architect will attend one project review meeting in Pacific County and will respond to Pacific County during the review period via telephone as needed.
3. The Architect will respond to Pacific County, in writing, to one round of review comments.

Optional items: Response to additional rounds of review comments from county.

Estimated number of days to complete Phase V: (Included in Phase IV)

Phase VI Bidding

In Phase VI the Architect will:

- 1st. Prepare bid documents and advertisements.
- 2nd. Schedule and attend one Pre-Bid meeting on site.
- 3rd. Respond to bidders inquiries and
 - a. Respond to no more than five request for substitutions from bidders; and
 - b. Issue no more than three addenda to the bid documents
- 4th. Administer bid opening in Ocean Park.
- 5th. Analyze bids, research bidders and assist District in award.
- 6th. Assist District in negotiation of the Owner/Contractor Agreement.

Deliverables:

Phase VI will be complete when the Architect delivers to the District the following:

1. A complete set of bid documents and advertisement of bid.
2. Report on bid results with recommendation for award or no award.
3. A recommended Owner/Contractor Agreement with the awarded bidder for the Boards consideration, if awarded.

Inclusions:

1. The Architect will administer the bid process including management of the Pre-bid meeting and communication with bidders during the bidding process.

Optional items:

1. More than five request for substitutions and more than three bid addenda

Estimated number of days to complete Phase VI:

45 days

Overall inclusion:

The not to exceed fee for phases I through VI includes an estimated 840 hours of staff time.

Optional Phase Construction:

The scope of work described in Optional Phase Construction is not included in the not to exceed estimated hours. Architect agrees to perform this work, if requested by the District, by amendment to the Contract. The Architect will provide the District with an estimated hours for Optional Phase Construction upon request but not before the completion of Phase VI. The Architect agrees to perform the work identified in Optional Phase Construction at the same hourly rates as Phases I through Phase VI.

In Optional Phase Construction the Architect will:

- 1st. Review and recommend to the District approval of the Contractor's:
 - a. Schedule of values.
 - b. Construction schedule.
 - c. Other administrative submittals.
- 2nd. Administer the Contractor's:
 - a. Requests for Information (RFI's).
 - b. Material and equipment submittals.
 - c. Shop drawings.
 - d. Other construction submittals.
- 4th. Schedule and make site observations during construction.
- 5th. Review Construction Change Proposals or Requests and Change Orders and make recommendations to the District for approval, rejection or modification.
- 6th. Review payment requests and make recommendations for such to the District.
- 7th. Perform one Substantial Completion walk through and compile punch list.
- 8th. Perform one final walk through to verify completion of punch list items and to determine if Physical Completion has been achieved.
- 9th. Obtain from Contractor release of liens, warranties and guarantees, O&M manuals, and the Contractor's record set of documents marked-up with any changes that were performed.
- 10th. Notify District that the project is ready for Final Payment and Final Acceptance. Notify District that after these events, the District is required to notify the State to release retainage.

Deliverables:

Optional Phase Construction will be complete when the Architect delivers to the District the following:

1. An occupancy permit from Pacific County for the Building.
2. Lien releases from the contractor, subcontractors, and suppliers.

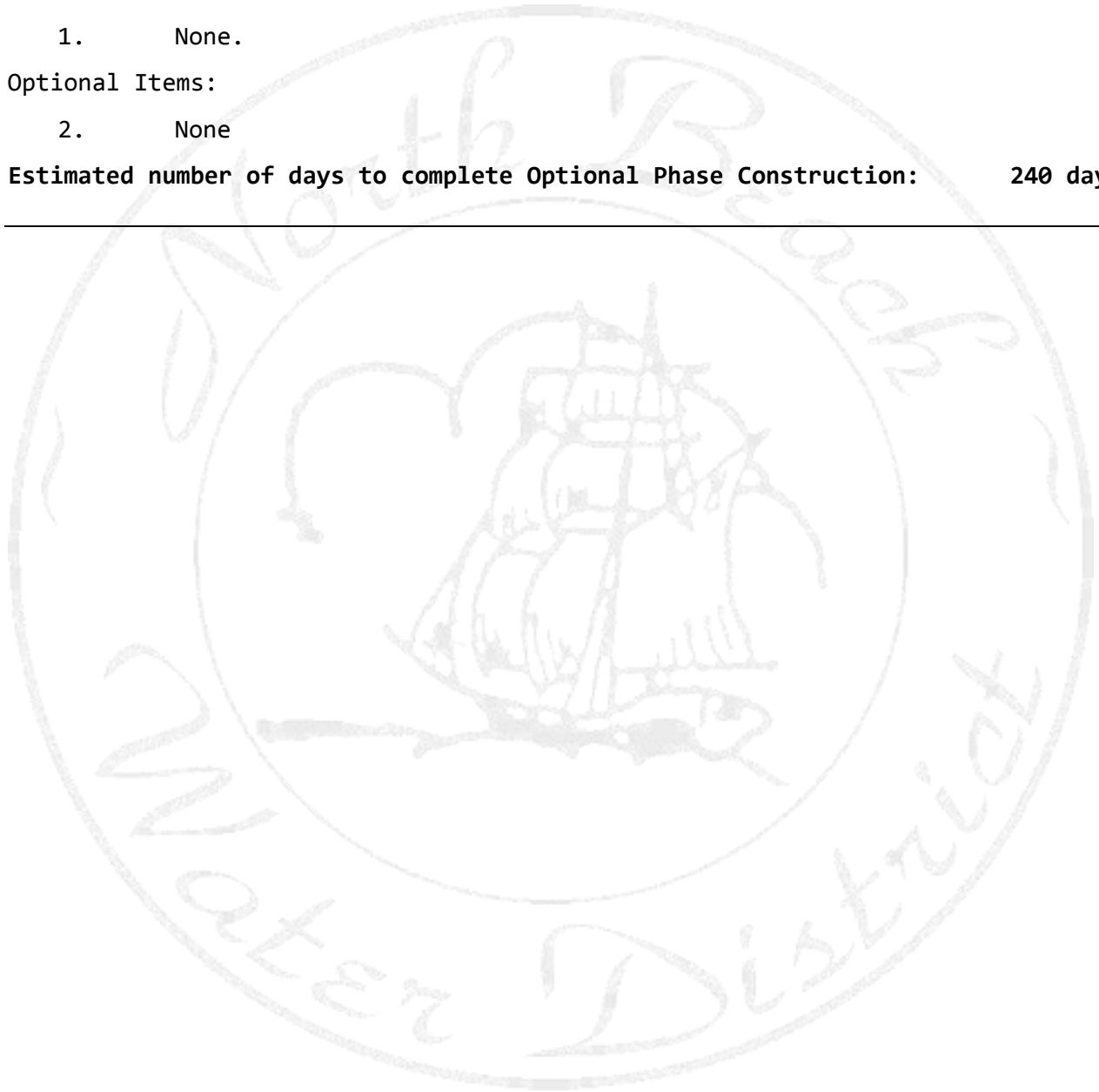
Inclusions:

1. None.

Optional Items:

2. None

Estimated number of days to complete Optional Phase Construction: 240 days



ATTACHMENT B

Design Fee Estimate & Fee Schedule

A. Scope Included in Estimated Fee

The below estimated fee includes all work outlined in Phases I through Phase VI of the attached Attachment A "Scope of Work". The estimated fee does not include items outlined in Optional Phase Construction in the Scope of Work.

B. Compensation for Phase I through VI

Compensation for the items outlined in Phases I through VI includes up to 840 hours of staff time and a 10% allowance for reimbursables is estimated at \$124,124.00. Staff time and reimbursable expenses will be invoiced as shown on the published Professional Fee and Billing Schedule below.

Fee Amount:	\$ 112,840.00
Reimbursable Expense Allowance:	<u>\$ 11,284.00</u>
Total Amount:	<u>\$ 124,124.00</u>

PROFESSIONAL FEE & BILLING SCHEDULE

A. Professional Fees

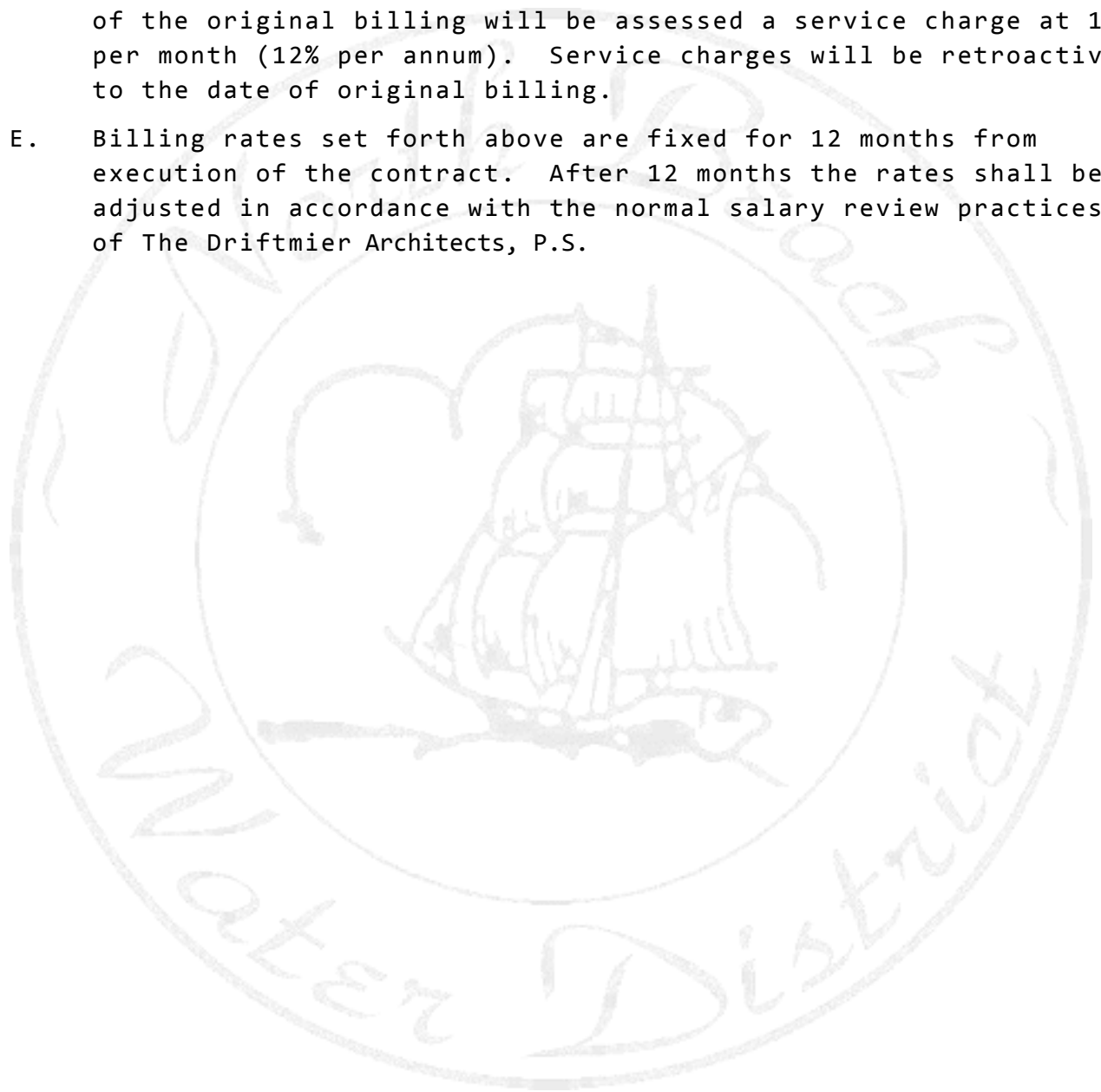
Job Title	
Principal Architect	\$ 165.00/hour
Associate Architect	\$ 140.00/hour
Senior Project Manager	\$ 125.00/hour
Project Manager	\$ 110.00/hour
Senior Designer	\$ 95.00/hour
Designer	\$ 85.00/hour
CADD Operator	\$ 75.00/hour
Administrative Coordinator	\$ 85.00/hour

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 contract.
3. Travel by private automobile at current IRS standard mileage rate.

- C. The Architect's billing periods extend from the 26th of the month through the 25th of the following month. The District should anticipate receiving the monthly statements on or about the first of each month. Interim special statement formats will be available from the Architect on request.
- D. All statement amounts that remain unpaid 20 days from the date of the original billing will be assessed a service charge at 1% per month (12% per annum). Service charges will be retroactive to the date of original billing.
- E. Billing rates set forth above are fixed for 12 months from execution of the contract. After 12 months the rates shall be adjusted in accordance with the normal salary review practices of The Driftmier Architects, P.S.



The Driftmier Architects, P.S.

ID	Task Name	Duration	Start	Finish	2014	2015	2016
1	PHASE I- PROGRAMMING & INFORMATION	20 days	Mon 8/4/14	Fri 8/29/14	Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb
4	PHASE II- SCHEMATIC DESIGN	20 days	Mon 9/1/14	Fri 9/26/14	8/4: 8/29	9/1 9/26	
7	PHASE III- DESIGN DEVELOPMENT	20 days	Mon 9/29/14	Fri 10/24/14	9/29 10/24		
10	SEPA	30 days	Mon 9/29/14	Fri 11/7/14			
11	PHASE IV- CONTRACT DOCUMENTS	80 days	Mon 10/27/14	Fri 2/13/15	10/27	2/13	
15	PHASE V- CONSTRUCTION PERMITS	40 days	Mon 12/22/14	Fri 2/13/15	12/22	2/13	
17	PHASE VI- BID	44 days	Mon 2/16/15	Thu 4/16/15	2/16	4/16	
21	CONSTRUCTION PERIOD	171 days	Fri 4/17/15	Fri 12/11/15	4/17	12/11	

**North Beach WD
Preliminary Schedule
Office & Equipment Bld.**

