

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute a Contract for Professional Services with TCF Architecture for Design and Construction Management Services for Phase 1 of the North Maintenance Facility in an Amount not to Exceed \$246,781.70
DEPARTMENT:	Public Works
PRESENTED BY:	Dan Repp, Utilities and Operations Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Since incorporation, the City has used the Hamlin Park Maintenance Facility to house both Parks and Public Works maintenance operations. Over time, the City has moved many of the maintenance functions from contracted King County services to an in-house service delivery model. This has resulted in the Hamlin site reaching its maximum capacity and creating inefficient and crowded working conditions for both Parks and Public Works Maintenance staff. As well, with the assumption of the Ronald Wastewater District in 2017, and the possible future acquisition of a water system, additional maintenance facility space is required beyond the capacity of Hamlin Yard.

In recognition of this space limitation, the City Council authorized the purchase of the North Maintenance Facility (NMF), which was known as the Brugger's Bog Maintenance Facility, from King County in November 2013. The intent of the purchase was to acquire a site suitable for redevelopment into an operations and maintenance facility to support City functions.

The action before the City Council tonight is approval of the authorization for the City Manager to award a professional services contract to TCF Architecture to begin the planning, design and cost estimation process to build a new operations and maintenance facility at NMF. The scope of work of the contract with TCF Architecture for Phase 1 of this project is attached to the staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

TCF Architecture will provide design and construction oversight services from project commencement through project completion. The Phase 1 fee for services will be \$246,781.70. The fee schedule for Phase 1 is attached as Attachment B. This cost will be paid for out of available project funds. Future phases of the contract will include final design, bidding assistance construction management and commissioning, and staff will come back to Council for authorization of these phases. Staff's planning level estimate

for the total project cost is \$6 to \$8 million. The project cost and budget summary for Phase 1 is as follows:

COST

Phase 1 Pre-design: <i>TCF Architecture</i>	\$246,781.70
Total Phase Cost	\$246,781.70

BUDGET

General Capital Fund	567,912.00
Total Budget	\$567,912.00

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a contract for professional services running through 2018 with TCF Architecture for planning, design and construction management services related to building a new operations and maintenance facility in an amount not to exceed \$246,781.70.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

Since incorporation, the City has used the Hamlin Park Maintenance Facility to house both Parks and Public Works maintenance operations. Over time, the City has moved many of the maintenance functions from contracted King County services to an in-house service delivery model. This has resulted in the Hamlin site reaching its maximum capacity and creating inefficient and crowded working conditions for both Parks and Public Works Maintenance staff. As well, with the assumption of the Ronald Wastewater District in 2017 and the possible future acquisition of a water system, additional maintenance facility space is required beyond the capacity of Hamlin Yard.

In response to these needs the City Council authorized the purchase the North Maintenance Facility (NMF), which was known as the Brugger's Bog Maintenance Facility, in November 2013. The NMF is a former King County maintenance yard that was declared surplus by the County. The August 12, 2013 Staff Report which discussed the purchase of the site and requisite bond financing is linked here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2013/staffreport081213-7e.pdf>

Since the purchase, staff has been working on several tasks to prepare for site redevelopment, as well as interim site use by various City Departments. Currently the site is functioning as the City's fueling and equipment storage facility. The table below highlights the development tasks that have been completed to date and are in progress:

Task	Completed
Phase 1 site assessment	September 2013
Site survey with setback data and utility locate data	September 2013
Wetland and critical area delineation	September 2013
Initial site clean-up and preparation	November 2013
Fuelling system and fueling card reader activation	December 2013
Electronic gate and gate card reader installation and activation	In progress

DISCUSSION

Consultant Selection Process

The City solicited consultants to provide their qualifications for design and construction management services for the NMF project. Staff formed a review committee consisting of the Assistant City Manager, Public Works Director, Parks Director, Facilities Manager, Capital Project Engineer, and the Utilities and Operations Manager to review firm qualifications and experience. Ten consultant teams submitted materials in response to the Request for Qualifications (RFQ) and of those, the review team selected four for interviews. The top four consultant teams were as follows:

Consultant Team
Studio Meng-Strazzara
Wagner Architects
TCF Architecture
Driftmier Architects

Once the top four firms were identified, the review committee conducted in-person interviews and scored each consultant team against five criteria. Based on these criteria, TCF Architecture scored the highest, followed by Studio Meng-Strazzara. Based on the scoring, follow-up discussion, and reference checks, the review committee selected TCF Architecture as the most qualified firm to complete the NMF project.

Project Design and Construction Process

Completing a project like the NMF is a complex undertaking requiring space planning, public outreach, creation of conceptual layouts, environmental assessment, permitting, site and building design, construction administration, and commissioning. Because of this complexity, staff is proposing a phased approach to the project. The general description of the project phases are provided below. Given the sequential nature of the work, earlier project phases will inform later phases as work progresses. As a result, developing a detailed scope of services and fee schedule for the entire project is not possible.

The consultant agreement is structured to accommodate the phased nature of the project with each phase having a separate scope of services and fee schedule. Staff will bring the scope of services and fee for each phase to City Council for approval. Only the Phase 1 scope of work and fee will be authorized by this action. Staff will bring Phase 2 and Phase 3 scopes and fees as amendments for City Council authorization as they are developed.

Phase 1 - Master Planning and Preliminary Design (Current Phase Authorization):

This phase involves the development of space requirements, preparation of conceptual layouts, preparation of a facility master plan, management of a public input process, and completion of a preliminary design and cost estimates for the NMF. In addition, the master planning and space requirement work will consider the City's existing Hamlin Maintenance Facility and how it could be used in combination with the proposed NMF. Having a new NMF will change how personal, equipment, and material are distributed between Hamlin and the NMF. Including space planning and conceptual layout for Hamlin will help the City determine how best to use both sites.

Of particular importance will be the preliminary cost estimates developed in Phase 1. The preliminary cost estimates will provide the first look at the total project costs based on actual site designs. Staff's planning level estimate for the project is \$6 – 8 million. The planning level estimate was based on unit costs for similar type projects. The preliminary cost estimates will be used to develop a financing plan for the project. Staff will bring the cost estimates and financing plan to the City Council as a separate discussion item.

Phase 2 - Final Design and Project Bidding:

In Phase 2, the final project design will be completed, project specifications will be prepared, all necessary permits will be obtained, which will include the environmental review process, critical area mitigation plans will be prepared, and project bidding using State of Washington and City of Shoreline public works procurement criteria will be conducted.

Phase 3 - Construction and Commissioning:

Phase 3 will include construction administration, inspection and material testing, facility commissioning, system testing, facility operation and maintenance training, and warranty compliance. The construction contract will proceed through the normal bidding process with the City Council authorizing the agreement with a construction contractor.

Preliminary Project Schedule

The goal of the project is to design and build the NMF in time to accommodate Ronald Wastewater District operations staff joining the City on October 23, 2017. The preliminary schedule indicates occupancy should happen in February 2018. The preliminary schedule by project phase is as follows:

Project Phase	Duration
Phase 1 - Preliminary Design	November 2015 - March 2016
Phase 2 - Final Design and Permitting	March 2016 - April 2017
Phase 3 - Construction and Commissioning	April 2017 – March 2018 (occupancy February 2018)

Depending on how the construction contract is structured there may be an opportunity to shorten the overall project schedule by two to three months. Dividing the project construction into separate site work and building contracts could allow the site work to begin sooner, which thus would accelerate project completion. Staff will be exploring this option with TCF as the project progresses.

RESOURCE/FINANCIAL IMPACT

TCF Architecture will provide design and construction oversight services from project commencement through project completion. The Phase 1 fee for services will be \$246,781.70. The fee schedule for Phase 1 is attached as Attachment B. This cost will be paid for out of available project funds. Future phases of the contract will include final design, bidding assistance construction management and commissioning, and staff will come back to Council for authorization of these phases. Staff’s planning level estimate for the total project cost is \$6 to \$8 million. The project cost and budget summary for Phase 1 is as follows:

COST

Phase 1 Pre-design: <i>TCF Architecture</i>	\$246,781.70
Total Phase Cost	\$246,781.70

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RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a contract for professional services running through 2018 with TCF Architecture for planning, design and construction management services related to building a new operations and maintenance facility in an amount not to exceed \$246,781.70.

ATTACHMENTS

Attachment A: TCF Architecture Scope of Services

Attachment B: TCF Architecture Phase 1 Fee Schedule

EXHIBIT A

CITY OF SHORELINE NORTH MAINTENANCE FACILITY

SCOPE OF SERVICES FOR PHASE 1 - PREDESIGN

CONSULTING SERVICES SCOPE PHASES

Given the sequential nature of the work, and that earlier project phases will inform later phases, developing a detailed scope of services and fee schedule for final design through construction is not feasible at the outset of the project. Therefore, each project phase will have a separate scope of services and fee schedule. The scope of services for Phase 1, Pre-design, is contained herein, with a fee schedule for Phase 1 attached as Exhibit B. Scopes of services and fee schedules for Phase 2 (Final Design through Bidding) and Phase 3 (Construction Phase) will be developed by TCF and authorized by the City separately as each preceding phase is completed.

SUBSEQUENT PROJECT PHASES

Phase 2 - Final Design, Bid Documents, Permitting and Project Bidding:

Following the completion and approval of the Phase 1 consulting work, TCF will prepare a scope of services and fee proposal to complete final architectural design and engineering (Schematic Design Development), prepare Construction/Bid Documents (drawings and technical specifications), obtain all necessary permits, prepare any critical area mitigation plans, and perform project bidding using State of Washington and City of Shoreline public works procurement criteria.

Phase 3 - Construction and Commissioning:

Following the completion of Phase 2, TCF will prepare a scope and fee proposal for Construction Phase Services including construction administration/management, field observations, facility commissioning, and warranty period compliance. The City will contract separately for Special Inspections and Testing services.

CONSULTING TEAM MEMBERS

The following firms are part of the TCF Team for the project:

- Architecture/Project Management: TCF Architecture (Hereafter "TCF").
- Equipment / Operations: Pinnacle Consulting Group, Inc.
- Civil Engineering: Perteet
- Geotechnical/Environmental Terracon
- Cost Estimating The Robinson Company
- Structural Engineering AHBL Engineers
- MEP Engineering BCE Engineers
- Landscape Architecture Berger Partnership

FACILITIES

The following sites and facilities are included in the Scope Package:

- North Maintenance Facility (NMF) Property
- Hamlin Maintenance Facility Property (Limited work scope)

PHASE 1 SCOPE OF SERVICES

Task 1 – Project Administration

1.01 Project Administration Contract management, consultant management & coordination, schedule development and management, development of communication plan and City participant organization plan, and on-going communication and correspondence between TCF and the City.

Deliverables:

- Prepare an overall project schedule showing primary project milestones and other key project activities from Predesign through Construction. More detail will be included in Predesign, with later phases showing major milestones only. Subsequent schedules will show greater detail for future phases as the project progresses through approvals.
- Provide monthly summary status updates of work completed.
- Assist the City in establishing an Organization Plan, including a Core Management Team (CMT), and Program Management Teams (PMT) representing each of the primary programmatic areas to be included in the facilities.

1.02 Project Information Management System Provide a Project Information Management System using the Newforma software program to manage project documentation and communication throughout the course of the Project. City and Team participants will be provided access within a “Project Portal”.

Deliverables:

- Access to the Project Information Management site for City participants.
- Retrievable project documents in .pdf format stored in the Project Information Management System.

Task 2 – Community Outreach

2.01 Community Outreach Plan TCF will assist the City in developing an overall project Community Outreach Plan specific to the NMF project, consistent with and in support of City policies and goals for community involvement and communication.

Deliverables:

- Community Outreach Plan providing an overall approach summary for engaging with the Shoreline community. The plan is anticipated to include a summary of the City’s goals for community outreach, a general schedule of community outreach activities, a general list of tasks consistent with the City’s outreach process.

2.02 Community Open House Events TCF will assist the City in conducting up to two open house events during the Predesign Phase, inviting the local neighborhood and other interested citizens to better understand the City’s intentions for development of the North Base property, and soliciting feedback. The content and approach to each event will be determined with the City.

Deliverables:

- Graphics for use at up to two open house events and the City’s web site.
- Participation in two open house events, assumed to be evening events.
- Summary of community feedback.

Task 3 – Existing Conditions Assessments and Site Investigations

The TCF Team will gather existing documentation provided by the City, as well City development standards, and prepare existing conditions documentation for the site and facilities at the two project sites

3.01 Data Gathering, Review and Organization

TCF will review the various documents and data provided by the City for the existing property in preparation for the planning work.

The City will provide the following documents to the Design Team: (Note: Some of these documents were provided during the Consultant Selection process).

- Site Survey: City will provide electronic CAD files in addition to .pdf version provided during Consultant Selection process. (See 3.02 below).
- Geotechnical Report: Geoengineers Report provided during Consultant Selection process.
- Environmental Phase 1 Survey: Report provided during Consultant Selection process.
- Equipment Inventory: Comprehensive inventory of all vehicles and equipment owned by the City and intended to be domiciled at the properties. (See Pinnacle work scope)
- Structure As-Builts: Any drawings of the existing structures at both properties.
- Other Reports or Studies: Any other documentation relevant to the existing properties for which the City has knowledge and access.

3.02 Site Survey

TCF will contract with Perteet Engineers to review the existing survey provided by the City, and provide supplemental survey information for design.

Deliverables:

- Determine finished floor elevations and clear span heights for existing buildings.
- Establish locations of existing structures on adjacent properties within 100 feet of the property using field survey or non-reflective survey methods.
- Verify boundary information.
- Review existing easements and encumbrances as referenced in a current and complete title report. The City will provide a current Title Report.
- Survey control research, recovery and establishment.
- Survey miscellaneous site features as requested by other design team members. Assume one (1) field day for a two man survey crew. Right of Entry will be provided by the City.

3.03 Existing Conditions Assessments

TCF will provide existing conditions assessments of the existing sites and structures at the NMF site, establishing a baseline understanding of the useful remaining life of facilities, general code compliance considerations, and potential for reuse depending on the overall site development concept work described under Task 5.

Deliverables:

Architectural Systems (TCF)

- Review existing buildings at the NMF site for general architectural functionality and remaining useful life.
- Prepare a memorandum providing general evaluation observations as appropriate to the future usage of the site for facilities.

Civil Systems (Perteet)

- Review City provided survey and facility documentation for incorporation into planning and preliminary design process.
- Review and compile City civil design standards and standard plans.
- Review and summarize project stormwater and utility requirements from agencies other than the City of Shoreline.
- Review Special Use Permit requirements and collect required information for preliminary consultation on Special Use Permit. Elements required are: Water and Sewer Availability letters, Fire flow verification, proof of legal lot, and needed input to the SEPA Checklist.
- Prepare a summary assessment of existing civil systems (sewer, water, and storm) conditions and required standards.
- Prepare pavement conditions and make recommendations for reuse in conjunction with geotech engineer.

Structural Conditions (AHBL)

- Review existing buildings at the NMF for general structural evaluation. The field review will be limited to areas that are easily accessible or visible.
- Provide a brief written summary of structural engineering findings for the buildings. The memo will include a list of potential structural deficiencies, along with general recommendations for addressing each of these deficiencies.
- Review proposed preliminary architectural recommendations for new buildings as well as modifications / upgrades to the existing buildings, and develop preliminary structural recommendations.

MEP/FP Systems Conditions

- Review the existing buildings at the NMF site for general mechanical, electrical, plumbing and fire protection evaluation. The field review will be limited to areas that are easily accessible or visible.
- Provide a brief written summary of MEP/FP engineering findings for the buildings and site electrical systems.

**3.04
Geotechnical and
Environmental**

TCF will provide, through its sub-consultant, Terracon, geotechnical and environmental information as needed to understand the existing conditions of the NMF site. Terracon will review existing environmental information provided by the City, conduct an environmental limited site investigation (LSI), and prepare an LSI report. Terracon will also review existing geotechnical information for the area, perform geotechnical field investigations (concurrent with and in conjunction with the environmental LSI), and prepare a preliminary geotechnical report.

Deliverables:

Environmental Site Investigation

The LSI report will include the following:

- Documentation of field activities;
- Site plan showing pertinent site features;
- Analytical laboratory results;
- Data evaluation and presentation of pertinent findings; and
- Recommendations concerning further action, if necessary.

Preliminary Geotechnical Engineering Services

The preliminary geotechnical engineering design report will include following:

- Site plan showing the exploration locations;
- Description of field exploration and laboratory procedures;
- Logs of the explorations with soil stratification and groundwater observations;
- Results of the laboratory testing program;
- Summary of soil and groundwater conditions encountered and how they may impact design and construction;
- Earthwork construction recommendations (e.g., site preparation including wet weather considerations, and structural fill placement and compaction including reuse of site soils);
- Preliminary assessment of feasibility of infiltration;
- Preliminary design and construction recommendations for shallow foundations including allowable bearing pressure and estimated settlement;
- Lateral earth pressures for conventional retaining wall design;
- Preliminary pavement design recommendations;
- Seismic design considerations per the International Building Code including fault rupture, strong ground shaking, soil liquefaction, and earthquake-induced landslides;
- Recommendations for post-report and construction observation services.

**3.05
Landuse
Permitting &
Code
Research**

TCF will provide services to research the requirements of the Special Use Permitting process, preparing for actual landuse permit related work that will occur under Phase 2, and prepare a preliminary code summary for buildings.

Deliverables:

- Landuse permit requirements / process summary
- Building Code and Building Permit summary
- Attendance at one, preliminary pre-application meeting with City Planning.

Task 4 – Programming and Design Criteria

The TCF Team will collect and document comprehensive program information, identifying and quantifying the physical facility space necessary to support the functions and operations associated with the City’s program needs at each of the properties, and establishing functional design criteria from which site and building systems will be designed.

The work under this Task will produce a “Programmatic Design Criteria” document providing quantitative data (room/space area) for the established planning horizon (30 years minimum), preferred space and function adjacencies, work flow analysis, inventory management, potential assignment of space and functions to specific building or area groupings, (as relevant to potential site development scenarios), and projected growth assumptions. Additionally, the documentation will provide Room Area Summaries illustrating diagrammatic space configurations and minimum technical design criteria.

**4.01
Facility
Tours**

Prior to the programming process, TCF will facilitate tours of several existing municipal maintenance facilities of similar size and complexity to the Shoreline operations. These tours are intended to assist the City’s project participants in better understanding a range of alternatives for facility design and organization, and to provide an initial basis for project program elements.

Deliverables:

- Summary of discussions with photographs for each area of Discipline, providing key

design criteria for use in planning and design.

4.02
Workshop 1
Series:
Programming

TCF will conduct a series of programming and design criteria sessions with the City's various Program Teams and participants, reviewing and confirming all facility program requirements and facility/systems performance requirements. An agenda for each session will be developed and coordinated with the Core Management Team, organized to address and confirm the following:

- City's Goals and Objectives (short and long term) for the facilities, consistent with the City's strategic plan.
- Program requirements and specific design criteria for all maintenance and operations functions to be accommodated at the NMF.
- Growth projection criteria and analysis as related to the NMF.
- Initial Sustainability Goals and Strategies

Deliverables:

- Agendas for workshop sessions
- Preparation for workshop sessions including preliminary program list of spaces
- Conduct/facilitate workshops sessions

4.03
Programmatic
Design Criteria

TCF will prepare a Draft and final Programmatic Design Criteria document summarizing all information generated in the Programming Workshops and resulting from potential follow-up discussions.

Deliverables:

- Summary of City Goals and Objectives to govern the planning, design and implementation of new facilities.
- Programmatic Design Criteria document providing quantitative area summaries and design criteria for all functional spaces and site facilities.
- Work flow and adjacency diagrams addressing both site and building arrangements
- Preliminary Equipment List.
- Vehicle parking analysis.
- Basis of Design Narratives for site and building systems.
- Summary of City Development Standards and Permit Requirements associated with the NMF.

4.04
Sustainability
Goals

TCF will conduct a separate discussion and goal-setting session with the City Participants to explore the range of possible sustainability strategies and determine/confirm the City's goals for sustainability. As the City has stated a goal of LEED Silver for the NMF project, the LEED program will be used as the basis for sustainability analysis and benchmarking. Note: This initial level of LEED analysis is intended for goal sustainability setting purposes only.

Deliverables:

- Preliminary LEED scorecard identifying possible LEED credits to pursue for a minimum LEED Silver rating.
- Preliminary Energy Analysis identifying target "Energy Use Intensity" (EUI) potential.

Task 5 – Conceptual Design

Using the Programmatic Design Criteria, and the preliminary work flow and adjacency diagrams developed under Task 4, TCF will prepare alternative site and building configuration concepts for the NMF site.

- 5.01 Preliminary Site and Building Concepts** TCF will develop Initial, preliminary site and building layout concepts prior to Workshop 2. (The preliminary concepts will be further explored and developed with the City participants under Task 5.02). Preliminary “cost modeling” information will developed for these initial alternatives, sufficient to assist in the determination of a preferred alternative.

Deliverables:

- Site plan concepts over-laid on the site survey to scale, showing possible alternative site usage to meet the program needs.
- Preliminary building configuration plans as appropriate to understand the site flow, building orientation, and primary programmatic adjacencies.

- 5.02 Workshop 2 Conceptual Design** TCF will conduct a workshop focused on exploring alternative site and building configurations concepts. The goal of this workshop is to collectively understand the constraints and opportunities associated with the site, the range of possible solutions, and the preferred approach to site development that meets and supports the City’s goals and objectives, selecting a “Preferred Alternative” to be further developed.

Deliverables:

- Participation at the Workshop by TCF, Pinnacle, and Perteet.
- Follow-up notes to be posted in the Project Information System.

- 5.03 Preferred Alternative Development** Following Workshop 2, TCF and the Design Team will further develop the preferred alternative conceptual design into a final, preliminary layout suitable for final conceptual level cost estimating, total project budgeting, preliminary code analysis, possible phasing and project scheduling, and evaluation of sustainability strategies.

Deliverables:

- Preparation of Preferred Alternative to include an architectural site plan, preliminary civil plan, preliminary landscape plan, preliminary building footprint plans, and other diagrams as needed to convey the anticipated scope elements.
- Preparation of Basis of Design narratives for site and buildings systems.
- Graphics for use in the Community Outreach process.

Task 6 – Economics

A primary purpose of the Predesign phase is to establish a reasonable total Project Budget, incorporating all known project scope elements, (hard costs for site and building construction), soft costs (sales tax, professional services, permitting, etc.), contingencies and escalation. The Predesign Phase, to be followed by a preliminary portion of the Schematic Design phase, is intended to establish the Project Cost Budget to be carried forward into future phases.

- 6.01 Preliminary Cost Model Information** TCF will prepare cost model estimate information for the preliminary site development alternatives noted under Task 5, sufficient to assess relative cost differences between alternatives.

Deliverables:

- Preliminary Cost modeling information as part of the initial alternatives evaluation process.

**6.02
Preferred
Alternative Cost
Estimating /
Budgeting**

TCF will develop Predesign Level cost estimating and project budget development for the Preferred NMF site development alternative as identified under Tasks 5. Cost estimates will be organized into project components such as site (demolition, grading, storm water management, utilities, surfacing, landscaping, etc.), individual buildings, furnishings-fixtures & equipment, (FF&E), soft costs and contingencies.

Deliverables:

- Cost estimate data with sufficient line items to describe and identify costs for project scope elements.
- Overall Project Budget.
- Cost savings analysis for possible phasing or other cost-saving measures.

**6.03
Phasing &
Scheduling**

As part of the process of determining and establishing an overall Project Budget, TCF will work with the City to evaluate potential phasing and scheduling alternatives. As an example, an early site demolition and site preparation phase will be explored and evaluated for the potential to reduce overall project development time and costs.

Deliverables:

- Phasing and scheduling data & tools (drawings, schedules, etc.) as needed to convey potential approaches.

Task 7 – Strategic Facilities Plan

TCF will organize all project documentation into a Strategic Facilities Plan for the Phase 1 Work Package.

**7.01
Draft Pre-Design
Report**

TCF will assemble a report consolidating documentation from Tasks 2-7 above, and include an Executive Summary for use in communicating the basic findings of the analysis and next steps. The City will review and provide comments to TCF for inclusion in a final Predesign Report document.

Deliverables:

- A comprehensive assembly of all Predesign level work accomplished under the above tasks, including an Executive Summary, for publication as a hard copy and electronically.
- Two hard copies and .pdf files on CD. Additional hard copies may be printed as reimbursable funds are available or otherwise authorized by the City.

**7.02
Final Pre-Design
Report**

TCF will incorporate City draft review comments and prepare a final version of the Predesign Report. The number of copies will be as determined by the City.

Deliverables:

- A final comprehensive assembly of all Predesign level work accomplished under the above tasks, incorporating City review comments, including an Executive Summary, for publication as a hard copy and electronically.
- Two hard copies and .pdf files on CD. Additional hard copies may be printed as reimbursable funds are available or otherwise authorized by the City.

7.03 Power Point Presentation TCF will assist the City in developing a Power Point presentation for use in presenting the findings of the Predesign Phase work, recommendations, budget and schedule, and next steps.

Deliverables:

- Power Point presentation

7.04 Presentation TCF principal, Randy Cook, will attend meetings, within available fee budgets, as requested by the City present and review the findings of the study and answer questions.

Deliverables:

- Attendance at meetings as requested by the City.

Task 8 - Optional Task – Hamlin Property Preliminary Study

TCF will provide preliminary services for the

8.01 Existing Conditions Assessment TCF will perform an initial assessment of the Hamlin property for its existing conditions, identifying general conditions of the site systems, access, and buildings.

Deliverables:

- Preliminary assessment of environmental and soils conditions using existing documentation as available. This task will include a single site visit by Terracon to generally evaluate the existing visible conditions and make recommendations for any further environmental and geotechnical investigations.
- General visual assessment of site systems including utilities, stormwater systems, landscaping, surfacing, and other features. An assessment of existing site systems summary will be prepared, identifying observations, referencing existing information documentation, and making general recommendations for site redevelopment.
- General visual assessment of existing building conditions for structural, MEP, and architectural considerations.

8.02 Program Potential TCF will evaluate the Hamlin property for its potential usage as a maintenance facility site, working with the City’s project participants to develop a preliminary program of potential functional usage.

Deliverables:

- Meet with City participants to discuss and develop a Preliminary Program of potential functions for the Hamlin site, identifying maintenance, storage, and other operations functions with approximate areas (SF) and general design criteria.

8.03
Site
Development
Alternatives

TCF will explore site development alternatives for the Hamlin property based on the discussions

Deliverables:

- Preliminary site layout alternatives
- Meeting with City participants to review and discuss layouts.
- Preparation of a preferred alternative layout.

8.04
Preliminary
Cost Estimates

TCF will prepare preliminary cost estimates for the preferred alternative layout.

Deliverables:

- Preliminary Cost Estimate

**CITY OF SHORELINE
North Maintenance Facility
Phase 1: Predesign**

**Attachment B
EXHIBIT B - PHASE 1
SCOPE AND FEE MASTER SUMMARY**

TASK NO.	PROJECT TASKS	TCF ARCHITECTURE Prime Consultant					Other Consulting Team Members (Contracted Through TCF)							TOTALS
		Managing Principal (Randy)	Proj Architect/ Associate (Mark H)	Architect Intern II	Architect Intern I / Proj Assist (Daniel)	Admin Support (Kat)	Pinnacle (Equip/Ops)	AHBL (Structural)	Perteet (Civil)	Terracon (Geo/Enviro)	BCE (MEP)	Berger (Landsc.)	Robinson (Cost Est)	

PREDESIGN PHASE

The Task line items below are described in detail in Exhibit A'.

TASK 1 - PROJECT ADMINISTRATION / GENERAL (TCF ONLY)														
1.01	Project Administration	50	16		24	12								
1.02	Information Management System / Process	8	24											
1.03	Consultant Project Management													
	ESTIMATED HOURS OR FEES	58	40	0	24	12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$14,210.00	\$4,600.00	\$0.00	\$2,040.00	\$660.00								
	SUBTOTAL				\$21,510.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,510.00

TASK 2 - COMMUNITY OUTREACH (TCF ONLY)														
2.01	Community Outreach Plan	6	12											
2.02	Public / Neighborhood Open House Events	16	24		16									
	ESTIMATED HOURS OR FEES	22	36	0	16	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$5,390.00	\$4,140.00	\$0.00	\$1,360.00	\$0.00								
	SUBTOTAL				\$10,890.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,890.00

TASK 3 - EXISTING CONDITIONS ASSESSMENT / SITE INVESTIGATIONS														
3.01	Data Gathering	2	12		12		\$1,920.00		\$3,920.00			\$700.00		
3.02	Site Survey								\$3,610.00					
3.03	Existing Conditions Assessments	2	16		12			\$2,000.00	\$1,960.00		\$4,270.00			
3.04	Geotech / Environmental Studies - NMF Site									\$37,615.00				
3.05	Landuse Permitting Research / Pre-Pre Application Meeting	4	24		16				\$2,500.00					
	ESTIMATED HOURS OR FEES	8	52	0	40	0	\$1,920.00	\$2,000.00	\$11,990.00	\$37,615.00	\$4,270.00	\$700.00	\$0.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$1,960.00	\$5,980.00	\$0.00	\$3,400.00	\$0.00								
	SUBTOTAL				\$11,340.00		\$1,920.00	\$2,000.00	\$11,990.00	\$37,615.00	\$4,270.00	\$700.00	\$0.00	\$69,835.00

TASK 4 - PROGRAMMING AND DESIGN CRITERIA														
4.01	Facility Tours	8	12											
4.02	Workshop 1 Series - Programming	16	24				\$4,140.00		\$1,520.00		\$4,600.00			
4.03	Draft Programmatic Design Criteria / Basis of Design	8	24		16		\$600.00		\$1,900.00		\$3,640.00			
4.04	Preliminary Sustainability Strategies	8	12		8				\$1,360.00		\$5,120.00			
	ESTIMATED HOURS OR FEES	40	72	0	24	0	\$4,740.00	\$0.00	\$4,780.00	\$0.00	\$13,360.00	\$0.00	\$0.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$9,800.00	\$8,280.00	\$0.00	\$2,040.00	\$0.00								
	SUBTOTAL				\$20,120.00		\$4,740.00	\$0.00	\$4,780.00	\$0.00	\$13,360.00	\$0.00	\$0.00	\$43,000.00

**CITY OF SHORELINE
North Maintenance Facility
Phase 1: Predesign**

**Attachment B
EXHIBIT B - PHASE 1
SCOPE AND FEE MASTER SUMMARY**

TASK NO.	PROJECT TASKS	TCF ARCHITECTURE Prime Consultant					Other Consulting Team Members (Contracted Through TCF)							TOTALS
		Managing Principal (Randy)	Proj Architect/ Associate (Mark H)	Architect Intern II	Architect Intern I / Proj Assist (Daniel)	Admin Support (Kat)	Pinnacle (Equip/Ops)	AHBL (Structural)	Perteet (Civil)	Terracon (Geo/Enviro)	BCE (MEP)	Berger (Landsc.)	Robinson (Cost Est)	
TASK 5 - CONCEPTUAL DESIGN - NORTH BASE SITE														
5.01	Preliminary Site Conceptual Alternatives	8	24		32		\$1,200.00		\$4,800.00		\$1,080.00	\$1,500.00		
5.02	Workshop 2: Conceptual Design Alternatives	8	16		16		\$1,200.00	\$1,000.00	\$2,720.00					
5.03	Preferred Alternative Development	8	32		40				\$6,080.00			\$2,000.00		
	ESTIMATED HOURS OR FEES	24	72	0	88	0	\$2,400.00	\$1,000.00	\$13,600.00	\$0.00	\$1,080.00	\$3,500.00	\$0.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$5,880.00	\$8,280.00	\$0.00	\$7,480.00	\$0.00								
	SUBTOTAL				\$21,640.00		\$2,400.00	\$1,000.00	\$13,600.00	\$0.00	\$1,080.00	\$3,500.00	\$0.00	\$43,220.00
TASK 6 - PROJECT ECONOMICS														
6.01	Preliminary Cost Evaluation of Alternatives	4	12				\$1,560.00		\$1,450.00		\$1,440.00	\$400.00	\$3,500.00	
6.02	Predesign Level Estimate for Preferred Alternative	4	8				\$1,560.00		\$2,110.00		\$1,440.00	\$800.00	\$5,000.00	
6.03	Phasing and Scheduling	4	8						\$1,060.00		\$720.00			
	ESTIMATED HOURS OR FEES	12	28	0	0	0	\$3,120.00	\$0.00	\$4,620.00	\$0.00	\$3,600.00	\$1,200.00	\$8,500.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$2,940.00	\$3,220.00	\$0.00	\$0.00	\$0.00								
	SUBTOTAL				\$6,160.00		\$3,120.00	\$0.00	\$4,620.00	\$0.00	\$3,600.00	\$1,200.00	\$8,500.00	\$27,200.00
TASK 7 - STRATEGIC PLAN DOCUMENTATION														
7.01	Draft Predesign Report	10	32		20									
7.02	Final Predesign Report	8	16		8	12								
7.03	Power Point Presentation	8	8											
	ESTIMATED HOURS OR FEES	26	56	0	28	12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$6,370.00	\$6,440.00	\$0.00	\$2,380.00	\$660.00								
	SUBTOTAL				\$15,850.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,850.00
SUBTOTAL PER TEAM MEMBER - ALL TASKS					\$107,510.00		\$12,180.00	\$3,000.00	\$34,990.00	\$37,615.00	\$22,310.00	\$5,400.00	\$8,500.00	\$231,505.00
REIMBURSABLE EXPENSES BUDGET (To be invoiced for actual expenses per rate sch)					\$1,500.00		\$427.00	\$100.00	\$375.00		\$150.00	\$200.00		\$2,752.00
SUBTOTAL PER TEAM MEMBER - INCL. REIMB EXPENSES ESTIMATE					\$109,010.00		\$12,607.00	\$3,100.00	\$35,365.00	\$37,615.00	\$22,460.00	\$5,600.00	\$8,500.00	\$234,257.00
TCFA MARK-UP ON CONSULTANT SERVICES (10%)					N/A		\$1,260.70	\$310.00	\$3,536.50	\$3,761.50	\$2,246.00	\$560.00	\$850.00	\$12,524.70
TOTAL PER TEAM MEMBER - ALL TASKS (Incl. Mark-ups)					\$109,010.00		\$13,867.70	\$3,410.00	\$38,901.50	\$41,376.50	\$24,706.00	\$6,160.00	\$9,350.00	\$246,781.70
TOTAL ESTIMATED A&E PROJECT FEES and REIMBURSABLE EXPENSES (TASKS 1-7)													\$246,781.70	

**CITY OF SHORELINE
North Maintenance Facility
Phase 1: Predesign**

**Attachment B
EXHIBIT B - PHASE 1
SCOPE AND FEE MASTER SUMMARY**

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		Managing Principal (Randy)	Proj Architect/ Associate (Mark H)	Architect Intern II	Architect Intern I / Proj Assist (Daniel)	Admin Support (Kat)	Pinnacle (Equip/Ops)	AHBL (Structural)	Perteet (Civil)	Terracon (Geo/Enviro)	BCE (MEP)	Berger (Landsc.)	Robinson (Cost Est)	
TASK 8 - OPTIONAL TASK - HAMLIN PROPERTY PRELIMINARY STUDY														
8.01	Existing Conditions Analysis	2	10		8			\$1,500.00	\$2,500.00	\$3,000.00	\$2,000.00			
8.02	Program Evaluation	2	16		8									
8.03	Site Development Alternatives	2	24		40				\$2,500.00					
8.04	Preliminary Cost Estimate	2	8						\$1,500.00		\$1,000.00		\$1,500.00	
	ESTIMATED HOURS OR FEES	8	58	0	56	0	\$0.00	\$1,500.00	\$6,500.00	\$3,000.00	\$3,000.00	\$0.00	\$1,500.00	
	HOURLY RATE	\$245.00	\$115.00	\$95.00	\$85.00	\$55.00	See Consultant Letters							
	ESTIMATED FEES	\$1,960.00	\$6,670.00	\$0.00	\$4,760.00	\$0.00	\$0.00	\$1,500.00	\$6,500.00	\$3,000.00	\$3,000.00	\$0.00	\$1,500.00	\$28,890.00
	SUBTOTAL				\$13,390.00		\$0.00	\$1,500.00	\$6,500.00	\$3,000.00	\$3,000.00	\$0.00	\$1,500.00	\$28,890.00
	SUBTOTAL PER TEAM MEMBER - ALL TASKS				\$13,390.00		\$0.00	\$1,500.00	\$6,500.00	\$3,000.00	\$3,000.00	\$0.00	\$1,500.00	\$28,890.00
	REIMBURSABLE EXPENSES BUDGET (To be invoiced for actual expenses per rate sch)				\$500.00									\$500.00
	SUBTOTAL PER TEAM MEMBER - INCL. REIMB EXPENSES ESTIMATE				\$13,890.00		\$0.00	\$1,500.00	\$6,500.00	\$3,000.00	\$3,000.00	\$0.00	\$1,500.00	\$29,390.00
	TCFA MARK-UP ON CONSULTANT SERVICES (10%)				N/A		\$0.00	\$150.00	\$650.00	\$300.00	\$300.00	\$0.00	\$150.00	\$1,550.00
	TOTAL PER TEAM MEMBER - ALL TASKS (Incl. Mark-ups)				\$13,890.00		\$0.00	\$1,650.00	\$7,150.00	\$3,300.00	\$3,300.00	\$0.00	\$1,650.00	\$30,940.00
	TOTAL ESTIMATED A&E PROJECT FEES and REIMBURSABLE EXPENSES - TASK 8 (OPTIONAL)													\$30,940.00