

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract Amendment with TCF Architecture, Inc. in the Amount of \$905,417 for Services During Design and Construction of the City Maintenance Facility Phase 1 Improvements
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke
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:

Staff is requesting that Council authorize the City Manager to execute a contract amendment with TCF Architecture to complete Phase I design and construction services for the City Maintenance Facility (CMF) Project. The amendment includes additional scope and fee to finalize design and permitting of the Ballinger Maintenance Facility (formally referred to as Brightwater Portal Site), provide services during construction of the Ballinger Maintenance Facility including construction management and inspection, and completion of schematic design of both the Hamlin Yard and North Maintenance Facility sites.

RESOURCE/FINANCIAL IMPACT:

This amendment has three components totaling \$905,417. The first adds \$34,940 to fund unaccounted for expenses to complete design and permitting for the Ballinger Maintenance Facility. The second part adds \$328,098 for services during construction, including construction management, administration, and construction inspection. The third part adds \$542,379 to complete schematic design of the Hamlin Yard and North Maintenance Facilities.

On June 17, 2019, Council adopted Ordinance No. 861, 2019-2020 Biennial Budget Amendment Amending Ordinance No. 855 for Phase 1 Improvements of the City Maintenance Facility. That ordinance appropriated additional funds for the CMF Project to bring the 2019-2020 Biennial appropriated total to \$1,747,197 for the Phase 1 Improvements comprised of General Fund and Surface Water Fund Contributions. That Ordinance also set aside General Fund balance up to a total of \$6 million if needed toward completion of the project.

The proposed 2021-2022 Biennial Budget update allocates additional funding towards Phase 1 of the City Maintenance Facility. The new totals are listed in the revenue portion of the table below.

Project Expenditures:

Program Management & Distributed Facilities Study	\$ 68,017
North Maintenance Facility Early Works Design & Construction	\$ 738,268
Ballinger Maintenance Facility Design by TCF (per Amendment 2 to 9582)	\$ 617,264
Remaining Phase 1 Services during Design & Construction – This Amendment	\$ 905,417
Ballinger Maintenance Facility Construction & Equipment	\$4,038,030
Total Project Expenditures	\$6,366,996

Project Revenue

Limited Tax General Obligation Bond	\$ 132,185
Surface Water Utility Fund	\$1,229,959
General Capital Fund	\$ 311,049
General Fund Contribution	\$4,203,803
State Appropriation	\$ 490,000
Total Available Revenue	\$6,366,996

Council has set aside \$6 million, to date, of the General Fund for use in the delivery of the Combined Maintenance Facility. Based on the summary above, \$1,796,197 remains of this set aside for future phases of the project.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract amendment with TCF Architecture, PLLC, in the amount of \$905,417 for services during design and construction of Phase 1 of the City Maintenance Facility.

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

BACKGROUND

On June 17, 2019, the City Council authorized funding for Phase 1 of the City Maintenance Facility (CMF) Project. Phase 1 includes early works at the North Maintenance Facility (NMF) site, final design and construction of the Brightwater site (now Ballinger Maintenance Facility) and, schematic design of the NMF and Hamlin Yard (vicinity map included in Attachment A). The staff report for this discussion is available at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/StaffReports/2019/staffreport061719-7d.pdf>.

On February 24, 2020, Council authorized the City Manager to execute a Contract with TCF Architecture to design the Ballinger Maintenance Facility for \$407,687. Design of the site is nearing completion and the construction phase is scheduled to begin in early 2022. The staff report for this discussion is available at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/StaffReports/2020/staffreport022420-7f.pdf>.

ALTERNATIVES ANALYSIS

Staff is now requesting that Council authorize the City Manager to execute a contract amendment (Attachment B) with TCF Architecture to complete Phase I design and construction services for the CMF Project. The amendment includes additional scope and fee to finalize design and permitting of the Ballinger Maintenance Facility (formally referred to as Brightwater Portal Site), provide services during construction of the Ballinger Maintenance Facility including construction management and inspection, and completion of schematic design of both the Hamlin Yard and North Maintenance Facility sites.

As noted above, on February 24, 2020, Council authorized the City Manager to execute an agreement with TCF Architecture to complete design of the Ballinger Maintenance Facility. At that time, TCF was granted an RFQ waiver for the work due to their deep understanding of the multiple sites obtained from previous pre-design efforts for the City. Staff recommends continuing to utilize TCF's familiarity and deep understanding of the project to complete the remaining pieces of Phase 1 work.

The alternative would be to advertise for Request for Qualifications for the construction services and remaining schematic design work and obtain new consultants for each piece. This alternative would add cost and time to the project and would cause the project to lose the benefit of TCF's expertise and familiarity with this rather complex distributed maintenance facility program. This would delay the construction schedule until a contract is executed for construction services. Given these reasons, this alternative is not recommended by staff.

COUNCIL GOALS ADDRESSED

This project addresses Goal 2: *Continue to deliver highly-valued public services through management of the City's infrastructure and stewardship of the environment.* Ballinger Maintenance Facility design and construction, along with schematic design of Hamlin

Yard and the NMF, are the final pieces of the first phase of the comprehensive City Maintenance Facility and satisfies Action Step #6 of Goal 2: *Implement Phase One of the City Maintenance Facility project, which includes construction and maintenance facilities at the Brightwater property and preliminary design of the Hamlin and North Maintenance Facilities.*

RESOURCE/FINANCIAL IMPACT

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RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract amendment with TCF Architecture, PLLC, in the amount of \$905,417 for services during design and construction of Phase 1 of the City Maintenance Facility.

ATTACHMENTS

Attachment A – City Maintenance Facility Project Vicinity Map

Attachment B – TCF Architecture, PLLC. Professional Services Amendment #4

VICINITY MAP

CITY MAINTENANCE FACILITY PROJECT

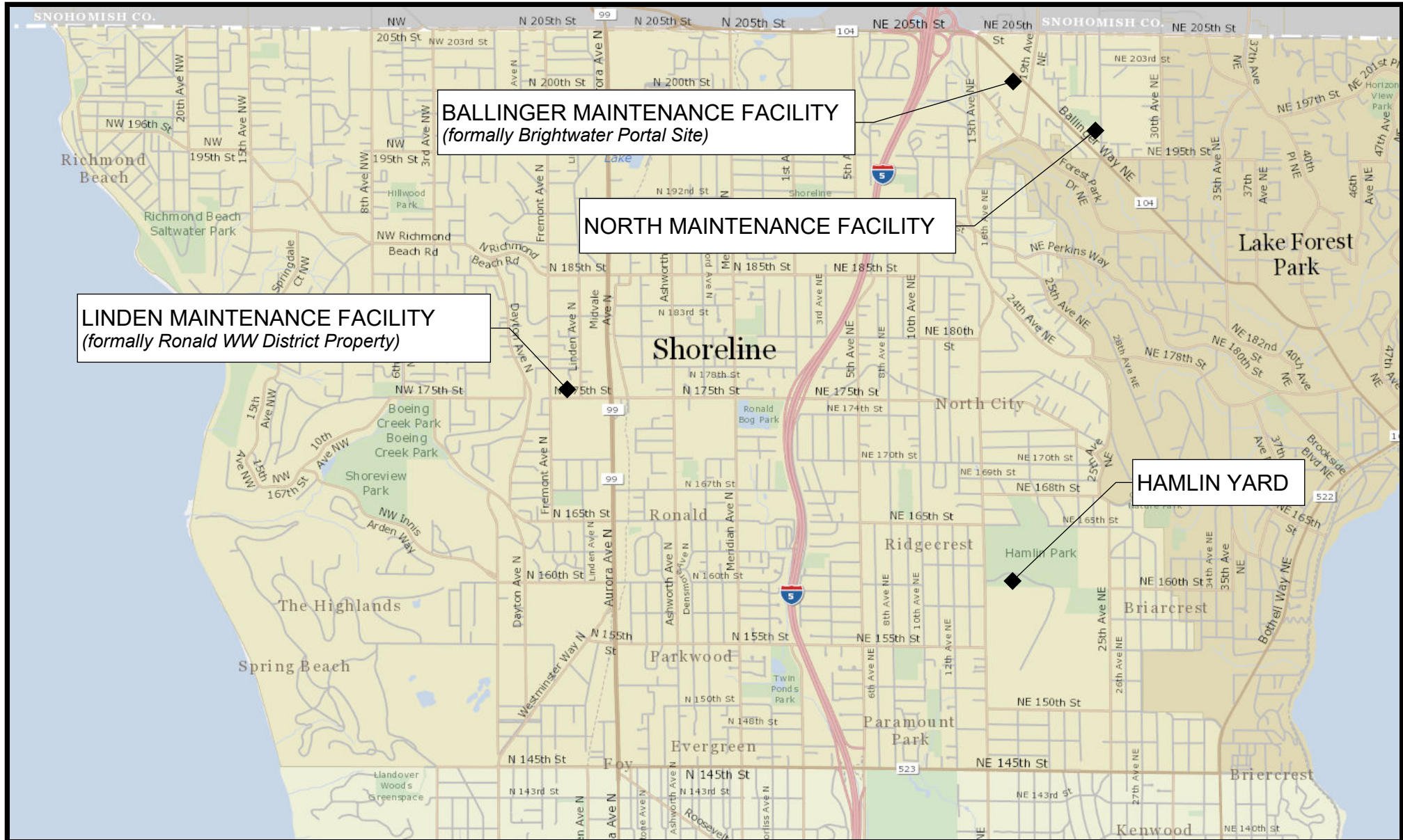


EXHIBIT A3

SCOPE OF SERVICES SUMMARY

CITY OF SHROELINE

City Maintenance Facility: Remaining Phase 1 Services

Statement of Understanding

The City of Shoreline City Maintenance Facility project proposes to build a distributed maintenance facility program across four sites: the North Maintenance Facility (NMF), the Hamlin Yard Site, the Ballinger Maintenance Facility (BMF), and the Linden Ave Facility (formally Ronald WW District property). Phase 1 of this project focuses on designing and building the BMF site, schematic design of the Hamlin Yard and NMF sites, and adding temporary capacity at NMF for Grounds Maintenance operations referred to as the NMF Early Works. Phase 1 work. TCF Architecture has provided design services to complete a Pre-Design report for this project, design and construct the NMF Early Works Phase 1, and design the BMF site.

Scope Summary

This amendment adds additional scope and services to TCF's current contract to complete the remaining CMF Phase 1 components, including:

- \$34,940 for Construction Document Phase Design, Additional Services for BMF (Exhibit A3.a)
- \$328,098 for Construction Administration Services for BMF (Exhibit A3.b)
- \$542,379 for Schematic Design of the Hamlin Yard and NMF sites (Exhibit A3.c)

The total amount of scope additions in this amendment is **\$905,417**. See the following scope and fee proposals for each of the three components on the following pages.

CD PHASE / PERMIT COORDINATION CONTINUATION

EXHIBIT A3.a

CITY OF SHORELINE BALLINGER MAINTENANCE FACILITY

Zach Evans, PE
Engineer II – Capital Improvements
City of Shoreline

Dear Zach,

We are requesting additional fees to finalize and complete the design documents and finalize the permit process. These fee's will be billed on an hourly basis. See the following for a breakdown;

Task 1.1 – Supplementary fee for adjustments to the decant design and finalization of CD level documents for bidding. This includes wrapping up several building details as well final coordination of the specifications with the City.

Task 1.2 – Supplementary fee for continued building permit coordination and submittal as well as expected permit comments and responses.

With the additional scope we are requesting additional fees to cover the added work required to document at a total of **\$34,940**. Let me know if you have questions.

	Ballinger Maintenance Facility - CD Continuation Additional Services	Principal-in- Charge	Architect	Production	Project Coordinator	Admin Support	TCF HOURS
1 - CD CONTINUATION							
1.1	CD Drawing / Spec Finalization	8	80	60	20		168
1.2	Permit Submittal / Responses	4	24	40	10		78
	ESTIMATED HOURS OR FEES	12	104	100	30	0	246
	HOURLY RATE	\$250	\$160	\$120	\$110	\$90	
	ESTIMATED FEES	\$3,000	\$16,640	\$12,000	\$3,300	\$0	
	SUBTOTALS			\$34,940			

Thank you,



Mark Hurley
TCF Architecture
Principal

SCOPE OF SERVICES

CONSTRUCTION ADMINISTRATION

EXHIBIT A3.b

TO PROFESSIONAL SERVICES AGREEMENT FOR

CITY OF SHORELINE

BALLINGER MAINTENANCE FACILITY

1. **Project Description:** **City of Shoreline Ballinger Maintenance Facility**, hereafter the “Project”, includes a new PEMB canopy structures for vehicle fueling, washing and material storage along with an enclosed building for storage and people space, as well as new site development, asphalt, and concrete, fencing, stormwater systems, and utility systems, tying into the existing development to the east of the site. See the Bid drawings for full building and site scope.
2. **Scope of Services:** The Scope of Services described below, along with the attached Exhibits, describe the professional services to be provided by the CONSULTANT for **CONSTRUCTION ADMINISTRATION** for the Project. Should any provision herein be found in conflict with the Prime Agreement, the Prime Agreement shall prevail.

General Definitions:

The following definitions are provided for clarity and are not intended to replace any terms that may already be defined or implied in the Prime Agreement.

- **The City:** City of Shoreline (CITY) – also known as the “Owner”.
- **Consultant:** “TCF Architecture” (“CONSULTANT” or “TCF”), located at 902 North 2nd Street, Tacoma, WA 98403. When the term CONSULTANT or TCF is used, it shall also include other subconsulting firms contracted to the CONSULTANT as defined herein.
- **Contract Documents:** The executed agreement between the City and the CONTRACTOR, General Conditions and Supplemental Conditions, Addenda and all Drawings and Specifications.
- **Subconsultants:** Professional service firms under contract with the CONSULTANT.
- **Prime Agreement:** The Prime Agreement is the “Agreement for Professional Services” executed between the CONSULTANT and the CITY, and any executed amendments to the Agreement.
- **The Project:** The redevelopment of the Ballinger Maintenance Facility Site to include site development and the addition of several canopy and an enclosed structure as describe at the outset of this Exhibit.

- **Owner-Provided Services:** All professional services not specifically defined within the Consultant's Scope of Work, which will be provided under separate contract to the CITY or performed by the CITY's own personnel or another consultant hired by the CITY.
- **TCF Principal-In-Charge (PIC)/ Project Manager (PM):** Mark Hurley, TCF Principal. Oversight and project continuum advisor.
- **Construction Administrator:** the CONSULTANT will provide a Construction Administrator, for the duration of the construction of the Work. See additional information below.
- **CITY Project Manager:** The CITY will assign a Project Manager for the duration of the Work. The Project Manager will act on behalf of the CITY to administer and coordinate the Project and provide day to day communication with the CONSULTANT. See additional information below.
- **Authority Having Jurisdiction (AHJ):** City of Shoreline is the AHJ for the project.
- **Other Definitions:** See the Professional Services Agreement.

Summary of Subconsultants: Subconsultants contracted through the CONSULTANT shall provide specific services within each phase as described in each attached Exhibit and as authorized in the approved Fee Schedule:

Structural Engineering – AHBL Engineers, Inc.

MEP Engineering – BCE Engineers, Inc.

Equipment Planning – Pinnacle Consulting Group, Inc

Civil Engineering – Perteet Consulting Services

Geotechnical – Terracon

Coatings Consulting – TM Coatings

Hardware Consulting – Adams Consulting & Estimating

Landscape Architecture – Berger Partnership

Other Consultants: Other consultants that are determined to be needed during the course of the project may be added by amendment as mutually negotiated between the CITY and the CONSULTANT.

TASK 6 - CONSTRUCTION ADMINISTRATION**A. GENERAL**

1. **Terms & Definitions:** The following terms and definitions are set forth for this contract agreement and shall be consistent with the terms and definitions set forth in the Contract Documents, including the General Conditions, and the Division 01 Specifications. In the event of a discrepancy, the Contract Document terms and definitions shall take precedence.
 - a. **Construction Administrator:** TCF will provide a Construction Administrator, representing TCF, for the duration of the construction of the Work. In general, the Construction Administrator will be responsible for weekly site visits (and other visits as needed or requested) to observe and monitor the progress of the Work; scheduling and conducting regular (typically weekly) progress meetings and other meetings as required with the CITY and Contractor; preparing meeting agendas and minutes; reviewing and responding to properly prepared Requests for Information (RFIs) from the Contractor; reviewing and making appropriate revisions to applications for payment from the Contractor; preparing and facilitating Proposal Requests (PR's) and Architect's Supplemental Instructions (ASI's); reviewing and preparing Change Order Proposals (COPs) and Change Orders (CO's) consistent with the CITY policies and procedures; facilitating the process of changes to the Work onsite; reviewing, commenting, and processing Submittals from the Contractor; and other responsibilities as required to fulfill the scope of services described herein. (Note: TCF will provide, at its discretion, other qualified personnel (subconsultants) in assistance roles supporting the Construction Administrator, for the duration of the construction Work). The Construction Administrator will be provided with workspace in the CITY's portable site office (provided by the Contractor under the terms of the Contract).
 - b. **Project Manager:** the CITY will provide a Project Manager, employed, or contracted by the CITY, for the duration of the Work. The Project Manager will act on behalf of the CITY, in cooperation with the Construction Administrator, to provide direction to the Contractor at such times that specific on-site direction is required, using documentation and input provided by the Construction Administrator. The Project Manager will coordinate regularly with the Construction Administrator, as necessary for consistent communication, with regard to timely decisions and the fulfillment of the CITY's obligations in its agreement with the Contractor. The Project Manager shall represent the CITY in all matters pertaining to this Agreement between TCF Architecture and the CITY, the Contract between the Contractor, and the CITY, and provide authorization for changes to the aforementioned Agreement and Contract. The Project Manager will keep the official construction logs for submittals, RFIs, COPs, Change Orders, etc. The use of an online construction tracking system administered either by TCF, the CITY or contractor.
 - c. **Contractor:** The term "Contractor", used herein, refers to the General Contractor with whom the CITY has entered into a Contract Agreement for the construction of the Work.
2. TCF will coordinate the work of its subconsultants, each of whom will provide qualified personnel for field observations and monitoring specific to their portion of the Work and shall be bound to the same terms and conditions as TCF.

3. TCF shall advise and consult with the CITY during the Construction Phase Services and shall have the responsibility and authority to act on behalf of the CITY only to the extent provided in this Agreement. TCF shall not have authority to direct the Contractor.
4. TCF shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, nor shall TCF be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. TCF shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor, Subcontractors of any tier, or their agents or employees, or of any other persons or entities performing portions of the construction Work.

B. EVALUATIONS OF THE WORK

1. TCF, and TCF's subconsultants, as representatives of the CITY, shall: (1) visit the site at regular intervals appropriate to the stage of the Contractor's operations, and as otherwise agreed by the CITY and TCF herein, and as fees are available, to become generally familiar with, and to keep the CITY informed about, the progress and quality of the portion of the Work completed; (2) guard the CITY against defects and deficiencies observed in the Work; and (3) determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Document. TCF is not responsible for the Contractor's scheduling and shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the Work. TCF's Construction Administrator will typically be on site 1 day per week, with additional time as required, based on the nature of the work and specific project demands. Similarly, TCF will schedule and coordinate with its subconsultants to be on site based on the nature of the work and specific demands requiring site visits associated with each subconsultant's portion of the Work.
2. TCF shall facilitate a Pre-Construction meeting and regular progress meetings (as mutually determined with the CITY, typically weekly) to be attended by the Contractor's representatives and representatives of the CITY in accordance with the Contract Documents. TCF will schedule and provide notification of the meetings. In addition, TCF shall conduct (lead) the meetings, and prepare the meeting agendas and minutes. TCF will also facilitate other meetings as required by the CITY and the Contractor and within the agreed-upon fee structure).
3. TCF and its subconsultants shall prepare and provide the CITY with field reports following each site visit.
4. TCF shall at all times have access to the Work wherever it is in preparation or progress.
5. TCF shall make recommendations to the CITY to reject Work that does not conform to the Contract Documents. Whenever TCF considers it necessary or advisable, TCF shall make recommendations to the CITY to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed, or completed.

6. TCF shall provide the CITY with recommended actions as provided herein. The CITY shall be responsible for directly issuing correspondence related to Contract compliance to the Contractor and for directing the Contractor as may be required from time to time in the construction of the Work, including potential cessation of the Work or portions of the Work. The CITY may hire specialty inspection and testing firms to conduct specialty inspections and testing, which fall outside the expertise or capabilities of TCF and its subconsultants or the CITY.
7. Interpretations and recommendations of TCF shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial recommendations, TCF shall endeavor to secure faithful performance by both the CITY and the Contractor and shall not be liable for the results of interpretations or recommendations so rendered in good faith. On matters of aesthetics, the CITY will endeavor to implement the recommendations provided by TCF.

C. SUBMITTALS

1. TCF shall review, make comments, approve/reject, and/or note other appropriate actions upon the Contractor's submittals such as Shop Drawings and Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the Design Intent expressed in the Contract Documents. TCF's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, while allowing sufficient time in TCF's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents.
2. TCF shall review the schedule of submittals furnished by the Contractor and maintain a record of the submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents. In addition to the Contractor's required submittals log, TCF shall forward a copy of its own record of submittals to the CITY along with TCF's action on the submittals as requested. With the use of electronic cloud based tracking system these logs will be available at any time. TCF shall work with the CITY to confirm the project tracking system formatting and information aligns with the CITY's record keeping needs.
3. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, TCF shall specify appropriate performance and design criteria that such services must satisfy.
4. Shop Drawings and other submittals related to the work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval and the appropriate Washington registration seal/stamp as required by the Contract Specifications when submitted to TCF. TCF shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certification or approvals performed by such design professionals.

D. CLARIFICATIONS

1. TCF shall review and respond to properly prepared Requests for Information (RFI's) from the Contractor about the Contract Documents submitted on the approved Request for Information (RFI) form. In the event that the response to an RFI is determined to be grounds for a Change to the Contract Plans/Specifications, Contract Sum, Contract Time, or any combination thereof, TCF shall coordinate and consult with the CITY. Changes to the Work may be executed as defined in the project Contract Documents. An Architect's Supplemental Instruction ASI may be issued with TCF's RFI response as indicated below. TCF shall maintain a record of and copies of the Contractor's RFI's and all written directives and memoranda and shall forward copies to the CITY on a weekly basis (typically during the regular progress meetings). The RFI's shall be numbered sequentially and TCF shall maintain a log of all RFI's indicating receipt, distribution, action, and resolution for each RFI.
2. TCF shall prepare, reproduce, and distribute supplemental Drawings and Specifications in response to Requests for Information by the Contractor. An ASI form will be prepared for each successive ASI item, indicating supplemental information for the Contractor's use not generally involving a Change to the Contract Time or Contract Sum. TCF shall maintain a log of ASI's. TCF shall forward copies of these items on a weekly basis (typically during the regular progress meetings).

E. CHANGES IN THE WORK

1. When required, TCF shall prepare Change Order Proposal (COP) responses, Change Orders, and Construction Change Directives for the CITY's approval and execution in accordance with the Contract Documents. With the express written consent of the CITY, TCF may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time, which are consistent with the intent of the Contract Documents. Except in these specific instances, TCF shall not have authority to direct the Contractor. If necessary, and subject to the CITY approval, TCF shall prepare, reproduce, and distribute Drawings and Specifications and other necessary supporting documentation and data to describe Work to be added, deleted or modified.
2. TCF shall review properly prepared, timely requests by the CITY or Contractor for changes in the Work, including adjustments to the Contract Plans/Specifications, Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit TCF to make a reasonable recommendation to the CITY without extensive investigation or preparation of additional drawings or specifications. If TCF determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, TCF may issue an order for a minor change in the Work, with the express written consent of the CITY, or recommend to the CITY that the requested change be denied.

3. If TCF determines that implementation of the requested change(s) would result in a material change to the Contract that may cause an adjustment in the Contract Plans/Specifications, Contract Time or Contract Sum, TCF shall make a recommendation to the CITY, who may authorize further investigation of such change. Upon such authorization by the CITY, and based upon information furnished by the Contractor, if any, TCF shall review the Contractor's estimate and inform the CITY of additional cost and time that might result from such change, including potential additional costs attributable to a Change in Services of TCF. With the CITY's approval, TCF shall incorporate those estimates into a Change Order or other appropriate documentation for the CITY's execution or negotiation with the Contractor.
4. TCF shall maintain records relative to changes in the Work. TCF shall submit weekly logs to the CITY categorizing all Proposal Requests, RFIs, Construction Change Directives, Change Orders, and Submittals processed. Logs shall include the status of documents and any cross-references and dollar amounts associated with the particular document.

F. CERTIFICATION OF PAYMENTS TO CONTRACTOR

1. TCF shall review and certify the amounts due the Contractor and shall make recommendations to the CITY to issue Certificates for Payment in such amounts. TCF's certification for payment shall constitute a representation to the CITY, based on TCF's evaluation of the Work as provided under this Agreement, and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of TCF's knowledge, information and belief, the quantity and quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by TCF.
2. The issuance of a Certificate for Payment shall not be a representation that TCF has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors of any tier and material suppliers and other data requested by the CITY to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
3. TCF shall maintain a record of the Contractor's Applications for Payment.
4. The CITY shall be responsible for maintaining and filing all Payment forms and documentation. Copies of Payment Applications will be forwarded to TCF.

G. PROJECT COMPLETION / CLOSEOUT

1. TCF shall conduct project observations to determine the date or dates of Substantial Completion (specific to individual structures, and for full Substantial Completion of all Portions of the Work) and the date of Final Completion, shall advise the CITY of those recommended dates, and shall receive from the Contractor and forward to the CITY, for the CITY's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.
2. TCF's review of the Work shall be conducted with the CITY's Project Manager to determine conformance of the Work with the requirements of the Contract Documents and to verify completion of items noted in the list of Work to be completed or corrected as submitted by the Contractor.
3. When the work is found to be substantially complete, TCF shall confirm with the CITY the balance of the Contract Sum remaining to be paid to the Contractor, including any amounts needed to be paid for final completion or correction of the Work.
4. If it becomes necessary for TCF to make additional punch list back-checks, as a result of the Contractor's non-performance or inability to complete the Work, TCF shall notify the CITY. If additional services by TCF are required and authorized by the CITY, TCF may be due a Change in Service, if such services are not included in the scope of services authorized by this Supplemental Agreement. The CITY may elect to back charge the Contractor for this expense as provided for in the General Conditions of the Contract Documents.
5. Once the Project is deemed to be Substantially Complete in the opinion of TCF, TCF shall notify the CITY, in writing, that final Substantial Completion has been achieved for all Portions of the Work. At the request of the CITY, TCF will prepare a Certificate of Substantial Completion for signature by TCF and the CITY. At the request of the CITY, TCF and its Subconsultants shall review and check for conformance with the Contract Documents all the Operations and Maintenance Manuals required by the Contract Documents. TCF shall generally review records, written warranties and related documents required in the Contract Documents, to be provided by the Contractor, including the Contractor's own written list of incomplete items.
6. TCF shall assist the CITY in receiving final Closeout documentation from the Contractor as required in the Contract Documents including, but not limited to: (1) final payment request with final releases and supporting documentation, warranties, bonds, and certificates of insurance of products; (2) updated final statement, accounting for additional (final) changes to the Contract Sum; (3) certified copy of Architect's final punch list of itemized work to be completed; (4) consent of surety or sureties, if any, to reduction in, or partial release of, retainage or the making of final payment as set forth in the Performance Bonds; (5) final liquidated damages settlement statement (if any); (6) evidence of continuing insurance coverage complying with the insurance requirements of the Contract Documents; (7) Certificate of Occupancy from permitting jurisdiction; (8) As-Built Documents; and (9) Other Closeout Submittals required by the CITY and other agencies having jurisdiction.

7. TCF shall assist the CITY in the process of achieving Final Contract Acceptance including subsequent site visits to check on acceptable completion and remaining minor Punch List items, within available hourly fee budgets or as negotiated if fee budgets have been depleted. TCF shall make recommendation regarding Final Payment to the Contractor based upon a final review of the Work, indicating that the Work complies with the requirements of the Contract Documents.

H. AS-BUILT RECORD DOCUMENTS

1. TCF shall review As-Built documents provided by the Contractor for general compliance and clarity. If, in the opinion of TCF, the Contractor-provided As-Built documents are determined to be unacceptable, TCF will return the documents to the Contractor for revision and re-submittal.
2. Once the As-Built documents have been completed in a manner acceptable to the CITY, and if provided in the Fee Schedule, TCF shall prepare final electronic As-Built Record Drawings and other documents in electronic format.
3. TCF shall provide the CITY with a download link containing all electronic files of drawings, .pdf files of all drawings, and .pdf files of project specifications. TCF shall facilitate the process of scanning and converting all Project Shop Drawings and other submittal documents into .pdf format. All scanning and conversion costs associated with this activity shall be paid for by the CITY in addition to TCF's CA services fees.
4. Other Select TCF files, as requested by the CITY, will be provided by a downloadable link for the CITY use.

PROJECT TASK DESCRIPTION (see scope letter for more detail)						Other Team Members Contracted under TCF (See Separate Proposal Letters)								TOTALS
	Principal-in-Charge	Construction Administrator	Project Coordinator	Admin Support	TCF HOURS	C.1 AHLB (Structural)	C.2 BCE (MEP)	C.3 Pinnacle (Equipment)	C.4 Periteet (Civil)	C.5 Terracon (Geo/Enviro)	C.6 TM Coatings (Coatings)	C.7 Adams (Hardware)	C.8 Berger (Landscape)	
1 - PROJECT MANAGEMENT / ADMINISTRATION														
1.1 Project Start Up	8		20	6	34									
1.2 Project Management	24	0			24									
ESTIMATED HOURS OR FEES	32	0	20	6	58									
HOURLY RATE	\$250	\$160	\$115	\$90										
ESTIMATED FEES	\$8,000	\$0	\$2,300	\$540										
SUBTOTALS		\$10,840												\$10,840
2 - CONSTRUCTION ADMINISTRATION														
2.1 Construction Administration	40	1020	40	10	1110									
2.2 Record Drawings	2	40			42	\$9,500	\$9,500	\$22,120	\$11,360	\$14,110	\$1,800	\$600	\$6,000	
ESTIMATED HOURS OR FEES	42	1060	40	10	1152									
HOURLY RATE	\$250	\$160	\$115	\$90		See Consultant Letters								
ESTIMATED FEES	\$10,500	\$169,600	\$4,600	\$900										
SUBTOTALS		\$185,600				\$9,500	\$9,500	\$22,120	\$11,360	\$14,110	\$1,800	\$600	\$6,000	\$260,590
SUBTOTAL TASKS 1 - 2		\$18,500	\$169,600	\$6,900	\$1,440									\$271,430
TCFA MARK UP ON CONSULTANT SERVICES 5%						\$475	\$475	\$1,106	\$568	\$706	\$90	\$30	\$300	\$3,750
TCF REIMB. EXPENSE BUDGET			\$1,000			\$400	\$300	\$442	\$64	\$312	\$0	\$0	\$400	\$2,918
FEE CONTINGENCY (Held by Owner)			\$50,000											\$50,000
TCF TOTAL ESTIMATED FEES			\$197,440											\$328,098



AUTHORIZATION FOR ADDITIONAL SERVICES

TO: Mr. Mark Hurley, AIA
TCF Architecture, PLLC
902 North Second Street
Tacoma, WA 98403

DATE: October 13, 2021

PROJECT NO.: 2190518.20

PROJECT NAME: City of Shoreline Maintenance Facility –
Brightwater Site

EMAIL: mark@tcfarchitecture.com

SUBJECT: Construction Administration Scope / Fee

SERVICES PROVIDED:

Civil Engineering Structural Engineering Land Use Planning Landscape Architecture Land Surveying

DESCRIPTION OF WORK:

The anticipated scope of work for the City of Shoreline Brightwater Site has been modified to reflect requests by the City. The following changes have been made to the project:

- **Task 62: Construction Administration Services**
 - Review shop drawings, test reports, and contractor-requested changes as they relate to the design. This scope of work allows 28 hours.
 - Observe construction, which includes visits to the site at appropriate intervals to become familiar with the quality and progress of the work as it is relative to the primary structural system, and prepare observation reports. This scope of work assumes a total of (3) site visits during construction, with a total allowance of 18 hours.
 - We can bill our construction administration services on a time and expense basis against the allowance indicated.

- **Task 63: As-Built / Record Drawings**
 - Review contractor RFI's, sketches and redlined drawings after the completion of construction phase services and incorporate appropriate construction phase revisions into the original Revit model.
 - Deliverables will include updated pdf "as-built" drawings as well as an updated Revit file.
 - We can bill our as-built services on a time and expense basis against the allowance indicated.

BILLING SUMMARY:

Task 62: Construction Administration Services (T&E Allowance)	\$7,000
Task 63: As-Built / Record Drawings (T&E Allowance)	\$2,500

AGREEMENT:

Client agrees to the scope of additional services and additional costs/fee set forth above. Further, Client agrees that this Authorization for Additional Services is subject to the same terms and conditions as specified in the original Contract/Agreement dated **January 20, 2020**. AHBL's receipt of a signed copy of this Authorization for Additional Services shall constitute its notice to proceed with performance.

Client Purchase Order No: _____

Client Name: _____

Signature: _____ **Date:** _____

Printed Name/Title: _____



AHBL Project Mgr. Signature:  Date: 10/13/2021

AHBL Proj. Mgr. Printed Name: Andrew McEachern, P.E., S.E.

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> TACOMA
2215 North 30 th Street, Suite 300
Tacoma, WA 98403-3350
253.383.2422 TEL | <input type="checkbox"/> SEATTLE
1200 6 th Avenue, Suite 1620
Seattle, WA 98101-3117
206.267.2425 TEL | <input type="checkbox"/> SPOKANE
827 West First Avenue, Suite 220
Spokane, WA 99201-3904
509.252.5019 TEL | <input type="checkbox"/> TRI-CITIES
5804 Road 90, Suite H
Pasco, WA 99301-8551
509.380.5883 TEL |
|---|--|---|---|

c: Accounting

ADM/

Q:\2019\2190518\20_STR\NON_CAD\PROJ_MGT\2190518.20 - auth04 - Brightwater CA.docx



October 22, 2021

TCF Architecture
902 N. Second Street
Tacoma, WA 98403

Attn: Mark Hurley

RE: City of Shoreline Maintenance Facility Brightwater Site, MEP Fee Proposal – CA Services

Please find Construction Administration (CA) services scope and fee

CA SERVICES

- Submittal reviews
- RFI Reviews
- Up to 2 site visits during construction
- Punchlist and back punch visit

CA Services Fixed Fee: **\$9,500.00**

Again, thank you for the opportunity to work on this project with you; if you have any questions please do not hesitate to call.


Sincerely,

BCE Engineers, Inc.

A handwritten signature in black ink, appearing to read "Chuck Heaton".

Chuck Heaton, PE
Principal

O:\BUSINESS OPPORTUNITIES\2019\219-152 Shoreline City-Maintenance Facility Brightwater Site\PROPOSAL\219-152.60 CSMF Brightwater MEP fee proposal CA.doc

									Revised FEE ESTIMATE	
For:	City of Shoreline Brightwater Site						Date:	11/2/2021		
	CA Fee Proposal						By:	Frank Coleman		
Scope of Work		PR	PM	E	PE	CAD	CLR	Total	Total	
Hourly Rate -->		\$215	\$175	\$150	\$130	\$95	\$55	Hours	Cost	
Task 2 - Schematic Design - COMPLETE										
Task 3 - Design Development - COMPLETE										
Task 4 Construction Documents - COMPLETE										
Task 5 Bidding Support PRIOR PROPOSAL										
Task 6 Construction Administration										
5.1	Respond to Submittal Packages		36			24		60	\$8,580	
5.2	Respond to RF 's		36			24		60	\$8,580	
5.3	Site Visits (6 OVER THE 9 MONTHS) write up findings		24			8		32	\$4,960	
Subtotal Phase 6		0	96	0	0	56	0	152	\$22,120	
Summary		PR	PM	IE	PE	CAD	CLR	Hours	Total	
Task 6 Construction Administration		0	96	0	0	56	0	152	\$22,120	
Total Fee Estimate		0	96	0	0	56	0	152	\$22,120	
Average Hourly Rate									\$145.53	
Total Estimated Expenses									\$442	
Total Estimated Cost									\$22,562	
PR=Principal PM=Project Manager E=Industrial Engineer PE=Project Engineer CAD=Computer Aided Drafting CLR=Civil										

Sincerely,

Frank E. Coleman Jr. *President*

114 Ave C, STE 102, Snohomish, WA 98290 O: 360.563.7401 C: 206.459.1193



Celebrating our 32nd Year

Notice: This message (including any and all attachments) contains confidential information intended for a specific individual and purpose.

Nov 2, 2021

Mark Hurley
TCF Architecture
902 N Second Street
Tacoma, WA 98403

Re: CSMF Brightwater
Scope of Work – Amendment 2

Dear Mark,

Perteeet proposes to provide the following services as an amendment to our existing contract.

Task 9 (Supplement): Construction Administration

Provide assistance during the period of anticipated construction from bid opening through estimated project completion, providing the following services:

9.1 General Construction Support

Respond to minor design questions and Requests for Information (RFIs) as requested by TCF Architecture. Significant revisions as a result of an RFI may be considered as additional services to be included in an Amendment. The effort for responding to questions is estimated at responding to five (5) RFIs.

Deliverables:

- Draft and Final responses to RFIs

9.2 Change Order and Design Change Support

Clarification or preparation of exhibits, to TCF Architecture, associated with various design elements of the project (including but not limited to grading layouts, drainage details, and utility design). Significant revisions, such as changes in stormwater facilities, may be considered as additional services to be included in an additional Amendment. The effort for providing Design Change Support is estimated at producing up to one (1) Change Order.

Deliverables:

- Draft and Final exhibits to support design change orders.

9.3 Submittal Review

Support for review of submittals and shop drawings will be limited to civil items specific to the special provisions to this project. Assume review of ten (10) Submittals.

Deliverables:

- Responses to submittal reviews (draft and final)

9.4 Record Drawings

Review the Construction Contractors Record Drawings upon completion of major tasks (and at project end) to verify posted changes. Verification includes scrutinizing that all information is being provided for the Consultant to responsibly draft the record drawings. Record drawings based on Contractor provided mark-ups, are to be printed on full size PDFs.

Deliverables:

- Draft and Final Record Drawings (PDF Format)

Assumptions:

- Three (3) site meetings will be attended by the Consultant
- One (1) virtual meeting will be attended by the Consultant

The effort for this sub-task will be limited to the hours as defined in the attached fee schedule.

Budget

Tasks 1-8 (Existing authorization)	\$ 140,660.00
Task 9 (Supplement)	\$11,424.00

New Contract Total	\$152,084.00
---------------------------	---------------------

Please do not hesitate to contact me at 425.322.0284.

Sincerely,

Max Magee

Project Manager

Perteet Inc



Project Shoreline CSMF - Brightwater Amend. 2
 Client TCF Architecture PLLC
 PM Dustin DeKoekoek

Contract Start Date 11/1/2021
 Contract End Date 5/12/2023
 Contract Duration: 18 Months

Last Update date 11/2/2021
 Perteet Project No. 20180114.0100A
 2

Task	Billing Rate	Lead Engineer / Mgr	Engineer II	Lead Technician/ Designer	Total Hours	Labor Dollars
Task 9 - Construction Administration		\$170.00	\$130.00	\$130.00		
9.1 - General Construction Support		5.00	15.00		20.00	\$2,800.00
9.2 - Change Order and Design Change Support		18.00		6.00	24.00	\$3,840.00
9.3 - Submittal Review		10.00	10.00		20.00	\$3,000.00
9.4 - Record Drawings		4.00		8.00	12.00	\$1,720.00
Total Task 9 - Construction Administration		37.00	25.00	14.00	76.00	\$11,360.00
Expenses						
Total Expenses		0.00	0.00	0.00	0.00	\$0.00
Total Hours		37.00	25.00	14.00	76.00	
Total Dollars		\$6,290.00	\$3,250.00	\$1,820.00		\$11,360.00

Expenses:	
Mileage - \$.56	64
Totals:	64

SUMMARY		
Labor		\$11,360.00
Expenses		\$64.00
Subconsultants		\$0.00
CONTRACT TOTAL		\$11,424.00



October 21, 2021

TCF Architecture PLLC
902 N 2nd St.
Tacoma, WA 98403

Attn: Mark Hurley, AIA, Principal
E: mark@tcfarchitecture

Re: Proposal for Geotechnical Construction Observation Services
Shoreline Public Works Maintenance Facility – Brightwater Site
20031 Ballinger Way NE
Shoreline, Washington
Terracon Proposal No. P81215182

Dear Mr. Hurley:

In accordance with your request, Terracon Consultants, Inc. (Terracon) is pleased to present this proposal to provide geotechnical special inspection and observations for the Shoreline Public Works Maintenance Facility – Brightwater Site project located at 20031 Ballinger Way NE, Shoreline, Washington. Terracon is the geotechnical engineer of record for the project. A geotechnical engineering report for the project was prepared by Terracon and dated August 19, 2020 (Project No. 81195086).

Our estimate of level of effort to perform the geotechnical construction services stated herein is based on our experience with projects of similar size. We have not been provided construction schedule or project plans/specifications. The assumed durations are subject to change based on construction scheduling information that becomes available as the project progresses and does not take into account construction delays due to weather, equipment failure, or poor workmanship of the contractor that may require field corrections.

PROJECT INFORMATION

Our understanding of the project is that from our August 19, 2020 geotechnical report for the project. TCF Architecture indicated in their October 7, 2021 email request for this proposal that overall construction duration would be about 9 months and construction is expected to start early in 2022. We request that plans and specifications and the Contractor's schedule be provided to us for our review when available and that we have the opportunity to revise our scope and budget based on differences from our present limited understanding of the project.

Terracon Consultants, Inc. 21905 64th Ave. W, Suite 100 Mountlake Terrace, WA 98043
P (425) 771 3304 F (425) 771 3549 terracon.com

SCOPE OF SERVICES

Geotechnical Observation

Based on our understanding of the project, our proposed scope of services is as follows:

Full-time Observation:

- Structural fill placement and compaction for
 - Foundations
 - Slab-on-grade
 - Pavements
 - Grade filling within the building footprint

Periodic Observation:

- Soil bearing observation for spread footings
- Subsurface drainage installation
- Slab-on-grade and pavement subgrades
- Grade filling outside the building footprint
- Proof-roll of pavement subgrades

Documentation:

- Preparation of daily field reports, with electronic copies provided to TCF Architecture, the general contractor superintendent on-site, and the City of Shoreline
- Preparation of a final geotechnical letter for submission to the City of Shoreline Building Official.

Structural Fill Placement – Terracon has recommended that the foundations should bear on firm, undisturbed earth or controlled, compacted structural fill as per the geotechnical report. It is our experience that firm, undisturbed native subgrades can be difficult to achieve when construction is performed during the wet season; therefore, we estimate that some foundations may require over-excavation of disturbed subgrades and replacement with compacted structural fill. We have assumed about 50 hours of field personnel time over the duration of the project to observe placement and compaction of structural fill beneath foundations and within the building footprints.

Soil Bearing Observation – We will observe and document whether or not the exposed native soils in the footing excavations are adequate to support the design bearing capacity. This will be performed on a periodic basis as the footing excavations are completed. We anticipate about 15 hours for our field personnel.

Slab-On-Grade and Pavement Subgrades – Site visits for purposes of observing subgrades, mostly consisting of proof-rolling/probing native subgrades over large areas, we estimate about 15 hours for our field personnel. This work typically occurs near the completion of earthwork activities.

Laboratory Testing – The contractor may elect to reuse onsite soils for grade filling. Evaluation of onsite soil reuse will require frequent laboratory testing for moisture content, sieve analyses, and moisture-density relationship testing. Import materials will need other testing as well. Assumed number and type of tests are detailed on Exhibit A.

Documentation – The Terracon field personnel will develop a daily field report summarizing the geotechnical special inspection service performed, equipment used, field decisions/modification, and pertinent communication with the contractor in regard to the contracted work. Daily field reports are included in the hours estimated for each visit as described above and on Exhibit A.

Project Management

We anticipate providing the following services related to project management:

- Review of project plans and specifications by our project manager and field representative
- Review and distribution of daily field reports
- Scheduling and coordination
- Regular site visits
- Review of geotechnical related submittals
- Respond to any geotechnical RFI's
- Monthly Invoicing
- Prepare a final geotechnical inspection letter for submission to the City of Shoreline

Geotechnical Role of Terracon

The contractors for the project should be advised that our activities and responsibilities do not include supervision or direction of the actual work performed by the contractor, subcontractors, or their employees. Our professional opinions and conclusions will be developed in accordance with generally accepted geotechnical engineering practices. However, we will not undertake to guarantee any aspects of the construction nor will our testing and monitoring relieve the contractor from his primary responsibility to produce a completed project conforming to the project plans and specifications. All parties associated with the construction should be informed that our firm and our employees are not responsible for job or site safety on this project.

Additional Services

In addition to the services noted above, materials testing services are often associated with geotechnical testing and observation services. Fees for services noted above do not include environmental testing or consultation, observation and testing of construction materials (other than soil as specifically described herein) such as asphalt paving and concrete, construction stormwater management related to regulatory compliance.

Proposal for Geotechnical Construction Observation Services
Shoreline Public Works Maintenance Facility ■ Shoreline, Washington
October 21, 2021 ■ Terracon Proposal No. P81215182

Terracon

COMPENSATION

Based on the project information available for our review, our estimated budget to perform the proposed geotechnical scope of services is as follows:

Geotechnical Special Inspection Services (Time and Materials): **\$ 14,442**

A breakdown of our Cost Estimate is attached as Exhibit A for geotechnical services. Fees for services provided will be based on the unit rates included in the Cost Estimate. Please note that this is only a budget estimate and not a not-to-exceed price.A

Many factors, including those out of our control, such as weather and the contractor's schedule including overtime and weekend work and how often our services are requested, will dictate our final fee. We will not exceed our budget amount unless authorized by TCF Architecture PLLC.

AUTHORIZATION

We assume we will be provided with a mutually agreeable contract based on the information provided and our assumptions. This proposal is valid only if authorized within 90 days from the proposal date.

We appreciate the opportunity to provide this proposal and look forward to working with you. Please do not hesitate to call if you have any questions or comments regarding this proposal.

Sincerely,
Terracon Consultants, Inc.

Paul Davis

Paul D. Davis, P.E.
Project Manager

Dennis R. Stettler

Dennis R. Stettler, P.E.
Senior Engineering Consultant

Attachments: Exhibit A Cost Estimate



EXHIBIT A
Cost Estimate
Shoreline Public Works Maintenance Facility – Brightwater Site
TCF Architecture PLLC
Terracon Proposal No. P81215182

SERVICES		RATES	VISITS	UNITS	TOTAL
Geotechnical Special Inspection - Structural Fill, Soil Bearing, Slab on Grade, Laboratory Testing					
1225	Field Engineer/Geologist	\$ 105 Per Hour	16	80	\$ 8,400
	Project Manager	\$ 135 Per Hour	2	8	\$ 1,080
	Proctor Testing	\$ 300 Per Ea.	-	2	\$ 600
	Sieve Testing	\$ 225 Per Ea.	-	2	\$ 450
	Organic Content (Loss on Ignition)	\$ 75 Per Ea.	-	2	\$ 150
	Nuclear Densometer Rental	\$ 50 Per Day	16	16	\$ 800
	Vehicle Use	\$0.65 Per Mile	16	480	\$ 312
Sub-Total					\$ 11,792
Project Management, Review Geotechnical Submittals, RFI's, and DFR's					
1155	Senior Engineer	\$ 190 Per Hour		6	\$ 1,140
	Project Manager	\$ 135 Per Hour		10	\$ 1,350
	Clerical	\$ 70 Per Hour		2	\$ 140
Sub-Total					\$ 2,630
Total Cost Estimate					\$ 14,422

REV. 2/11

TMCoating Consulting Inc.

Coating Inspections, Document Review, Condition Surveys

October 12th, 2021

Mark Hurley

TCF Architecture

Tacoma WA

Project: Brightwater – Three Pre Engineered Canopies

Subject: Proposal - Review Painting Submittals

Two(2) Site inspections followed by Field Reports

Mark:

Thank you for introducing me to the above project. Please review the following proposal and fee schedule.

Task	Cost
Painting related Submittal review	\$300.00
Includes: Paint and steel submittals	
Inspection/Field Reports	\$1,500.00
2 inspections at \$750.00 each. -	
1 Steel: Surface Preparation and Primer/Finish	
2 Same as above	
Total	\$1,800.00

PLI Insurance will remain current thru project. I look forward to working with you and the team on this project.

Please review and call with questions. Thank you.

Respectfully submitted,

Torin Mowbray

253-549-1752

Mailing address:

466 3rd Ave FI

Fox Island WA 98333-9741



10.19.21

Mr. Mark Hurley, AIA
Principal
TCF Architecture
902 North Second Street
Tacoma, WA 98403

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility – Brightwater Site

Dear Mark:

This proposal is for the Shoreline Maintenance Facility Brightwater site located in Shoreline, WA. The scope of work included in this proposal is construction administration. The proposed services include the following.

Construction Administration

We will provide assistance during the construction phases. This includes limited visits to the project site to observe construction of the elements in our scope of work as follows:

- Make site visits at intervals appropriate to the stages of construction to a maximum of (4) site visits. 1) Subgrade and irrigation, 2) Soil installation and plant placement, 3) Review and punchlist preparation, and 4) Punchlist back check.
- Prepare and transmit field reports.
- Review specified submittals for items designed by landscape.
- Review specified submittals for project closeout including warranties, record documents, and manuals for items designed by landscape.

Assumptions

- Point of connection for irrigation water will be provided by the project civil engineer.
- Services for LEED or other design rating systems are not included.
- Meetings and site visits in addition to those indicated will be billed on an hourly basis.

Fees

Based on the scope of services identified at this time, we have established a fee for landscape architectural services as follows:

Construction Administration	\$6,000.00
Estimated Reimbursable Expenses	\$400.00

10.19.21

Mr. Mark Hurley

TCF Architecture

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility Brightwater Site

Page 2 of 2



Fees will be billed monthly based upon the hours accrued. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	\$210.00 per hour
Associate	\$166.00 per hour
Project Manager	\$135.00 per hour
Landscape Architectural Staff	\$110.00 per hour
Administrative Staff	\$95.00 per hour

Printing, reprographic expenses, plots, travel costs, and other reimbursable expenses will be billed in addition to the above fees at cost plus a 10% administrative mark-up. All accounts are due in ten days. Invoices not paid within 30 days of invoice date will be subject to late charges of 1% per month. If payment for services is not received within 90 days of the invoice date, all subsequent services and/or issuance of documents may be postponed until receipt of payment, unless special arrangements are made prior to providing the services.

If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to working with you on the Shoreline Maintenance Facility Brightwater Site.

Sincerely,

Berger Partnership PS

Greg Brower, PLA

Principal

SCOPE OF SERVICES

SCHEMATIC DESIGN ONLY

EXHIBIT A3.c

PROFESSIONAL SERVICES AGREEMENT FOR

CITY OF SHORELINE

HAMLIN YARD & NORTH MAINTENANCE SITES

MAINTENANCE FACILITIES

I. GENERAL

1. **Project Description:** City of Shoreline Hamlin Yard and North Maintenance Facility (NMF) sites hereafter the “Project” are expected to include the following improvements. At Hamlin Yard, a new, approximately 15,100 SF, two story building, comprised of enclosed and heated administrative and crew space as well as various shops, approximately 4,700SF of other enclosed shops and storage areas, as well as approximately 16,100SF in canopy covered area. The NMF site is planned to include approximately 9,500SF of new canopy covered area. Both sites will also generally accommodate vehicle parking and other material and equipment storage, as well as new site development, asphalt, and concrete, fencing, stormwater systems, and utility systems. (See Exhibit A(a) for concept drawings illustrating the general scope and limits of work.)
2. **Scope of Services:** The Scope of Services described below, along with the attached Exhibits, describe the professional services to be provided by the CONSULTANT for *Schematic Design only* to update project costs and determine initial design aesthetic for the Project. (See definitions below.) Should any provision herein be found in conflict with the Prime Agreement, the Prime Agreement shall prevail.

3. Definitions:

The following definitions are provided for clarity and are not intended to replace any terms that may already be defined or implied in the Prime Agreement.

- **The City:** City of Shoreline (CITY) – also known as the “Owner”.
- **Consultant:** “TCF Architecture” (“the CONSULTANT”), located at 902 North 2nd Street, Tacoma, WA 98403. When the term CONSULTANT is used, it shall also include other sub-consulting firms contracted to the CONSULTANT as defined herein.
- **Contract Documents:** The executed agreement between the City and the CONTRACTOR, General Conditions and Supplemental Conditions, Addenda and all Drawings and Specifications.
- **Sub consultants:** Professional service firms under contract with the CONSULTANT.

- **Prime Agreement:** The Prime Agreement is the “Agreement for Professional Services” executed between the CONSULTANT and the CITY, and any executed amendments to the Agreement.
 - **Owner-Provided Services:** All professional services not specifically defined within the Consultant’s Scope of Work, which will be provided under separate contract to the CITY or performed by the CITY’s own personnel or another consultant hired by the CITY. (None included currently).
 - **TCF Principal-In-Charge (PIC)/ Project Manager (PM):** Mark Hurley, TCF Principal. will be the Project Manager for the Project and will be the CITY’s primary point of contact for day to day communication, the design leader and project continuum advisor.
 - **Construction Administrator:** The CONSULTANT will provide a Construction Administrator, for the duration of the construction of the Work. In general, the Construction Administrator will be responsible for periodic site visits to observe and monitor the general progress of the Work, and to coordinate with the CITY’s Project Manager in the delivery of Construction Phase services as described herein. (This will be provided in a future phase.)
 - **CITY Project Manager:** The CITY will assign a Project Manager for the duration of the Work. The Project Manager will act on behalf of the CITY to administer and coordinate the Project and provide day to day communication with the CONSULTANT.
 - **Authority Having Jurisdiction (AHJ):** City of Shoreline is the AHJ for the project.
 - **Other Definitions:** See the Professional Services Agreement.
4. **Summary of Subconsultants:** Subconsultants contracted through the CONSULTANT shall provide specific services within each phase as described in each attached Exhibit and as authorized in the approved Fee Schedule:
- Structural Engineering – AHBL Engineers, Inc.
 - **MEP Engineering** – BCE Engineers, Inc.
 - **Equipment Planning** – Pinnacle Consulting Group, Inc
 - **Civil Engineering** – Perteet Consulting Services
 - **Landscape Architecture** – Berger Partnership
 - Detailed Cost Estimating – RC Cost Group, Inc.
 - **Geotechnical** – Terracon
 - Environmental Site Assessment – Terracon
 - **Hazardous Building Material Assessment** – Terracon
 - **Acoustical** – Tenor
 - **Other Subconsultants:** Other subconsultants that are determined to be needed during the course of the project may be added by amendment as mutually negotiated between the CITY and the CONSULTANT.
5. **Professional Services Contracted or Provided Separately by the CITY:** the CONSULTANT shall communicate with and coordinate with other consulting firms contracted separately with the

CITY, and directly with the CITY's own personnel engaged in project design, or other activities, as appropriate and necessary in the execution of the CONSULTANT's services but shall not be responsible for the performance of others not directly contracted with the CONSULTANT.

6. **Reimbursable Expenses:** The CONSULTANT shall invoice for approved reimbursable expenses in addition to labor costs.
 - **Printing & Mailing:** Minimal printing costs are assumed for the Project, as the majority of submittal documents (drawings and small documents) will be transferred to the CITY in .pdf form via e-mail or file transfer web site. The CITY will print documents in-house. Costs for printing and mailing by the CONSULTANT will be invoiced to the CITY at cost plus 10%.
 - **Travel:** Mileage will be charged per federal standards. Travel time will be charged at regular rates.

7. **Cost of the Work:** The Cost of the Work shall be the total cost of construction as accepted in open competitive bidding by the CITY. (See Prime Agreement for full definition.) The CONSULTANT shall provide estimates for the Cost of the Work as described herein, designing the Project in good faith within the CITY's established "MACC" Budget, described below.
 - **(Preliminary MACC Budget):** The Initial Maximum Allowable Construction Cost ("MACC") budget based on preliminary drawings and cost estimates, exclusive of "soft costs" (sales tax, professional services, permit fees, construction or management reserve contingencies, furnishings, etc.) is estimated at **\$9,950,000** for the buildings and **\$2,950,000** for the site at Hamlin Yard and estimated at **\$1,800,000** for the buildings and **\$2,400,000** for the site at the North Maintenance Facility site. The MACC will be confirmed, and potentially adjusted (up or down) following the completion of Schematic Design. Fee beyond Schematic Design will be based on the updated MACC.
 - **Cost Estimates:** The CONSULTANT shall provide estimates for the Cost of the Work as part of each design phase as described herein and in the Prime Agreement.
 - **Bid Alternates:** Bidding Alternates are not specifically identified in the preliminary design drawings or work scope. If, at the completion of the Schematic Design Phase, the CITY requests the CONSULTANT to include Bid Alternates in the final Bid Documents, the CONSULTANT shall review such requests to determine if the level of complexity will require additional services for documentation and shall inform the CITY if additional compensation for such documentation may be warranted.

TASK 1 – SITE INVESTIGATIONS / ENVIRONMENTAL REVIEW

1. **Geotechnical Report:** The CONSULTANT shall provide geotechnical engineering services setting forth design recommendations for activities associated with earthwork, steep slope remediation, below-slab preparation, and structural foundation systems. Additional investigations may be required depending on the outcome of the initial investigations. See subconsultant proposal below.

2. **Environmental Site Assessment Phase 1:** The consultant shall provide the ESA consistent with the procedures included in ASTM E1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions, "the presence or likely

presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to any release to the environment, 2) under conditions indicative of a release to the environment, or 3) under conditions that pose a material threat of a future release to the environment.” Additional investigations may be required depending on the outcome of the initial investigations. See subconsultant proposal below.

3. **Hazardous Building Materials Assessments:** The CONSULTANT shall provide a Hazardous Building Materials Assessments including an asbestos survey, lead containing paint sampling, visual assessment of PCB’s, Universal waste, and CFC’s to assist the CITY in determining demolition disposal requirements. See subconsultant proposal below.
4. **Surveying:** An existing survey is available and will be used. No additional survey work is expected at this time. If it is determined that additional survey information is needed, the CONSULTANT will request additional information from the CITY.

TASK 2 - SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services:** The Schematic Design Documents shall further develop and confirm the conceptual site and building design, (see below), provide 3D massing renderings, identify major materials, basic structural systems, basic HVAC, plumbing and electrical systems, low voltage systems, civil systems, and equipment layouts. Deliverables will be in the form of preliminary drawings for each design discipline, including reference notes to identify major systems, materials, conditions, and overall scope of the project, etc. Design includes:
 - Site: Redevelopment of the site consistent with the conceptual site design shown below. Site design shall include parking, asphalt and concrete surfacing, fencing & gates, signage, and lighting.
 - New Building and Canopies: New enclosed and heated structures along with storage canopies.
2. **Permitting Agency Coordination:** the CONSULTANT shall attend a pre-application meeting with the Authority Having Jurisdiction (AHJ). Comments from the AHJ will be summarized by the AHJ and incorporated into the SD documents.
3. **Cost Estimating:** A Schematic level cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. The CONSULTANT shall advise the CITY of possible adjustments to the MACC budget and provide recommendations as appropriate to meet the CITY’s budget goals. A project “Base Bid” scope and budget will be determined, along with any possible Alternate Bid items. Design fees may be adjusted if the MACC is adjusted, or alternate bid items are included.

4. Deliverables:

- SD phase schedule
- Written Basis of Design Narratives for each design discipline.
 - This will describe the different systems that are planned for each discipline.
- 50% SD Documents Set to include (PDF to the CITY)
 - Cover page, code plans, floor plans, roof plans, reflected ceiling plans, building sections, exterior elevations, construction types for wall and roofs for each building and level to a 50% SD level.
- Preapplication application and submittal documents
 - TCF to fill in the application, produce the submittal documents and submit to the AHJ
 - The CITY will pay the fee's
- Preliminary schematic 3D renderings depicting design direction with up to 2 options for selection
- 100% SD Documents Set (PDF and CAD files to the CITY)
 - Cover page, code plans, floor plans, roof plans, reflected ceiling plans, building sections, exterior elevations, construction types for wall and roofs for each building and level to a 100% SD level.
- SD Cost Estimate and Budget Summary.
 - Detailed cost estimate for each building and all site work providing a MACC
 - Summary cost budget sheet with site and building costs, soft costs including taxes, professional services, permit fees, equipment costs for contractor and owner provided items, other potential project costs all providing a total project budget
- A Comprehensive SD report assembling pertinent technical and narrative information into one PDF file.
 - This will include a table of contents, updated program document as needed, detailed estimate and cost summary, Basis of Design, 3D renderings, code review, technical reports and other pertinent information developed during this phase
- Others as listed in individual subconsultant proposals, see below.

5. Receivables:

- Payment of pre application fee's
- Review timeframe of 1 week if possible

PRELIMINARY SCHEDULE

1. Below is an approximate schedule that is anticipated for Schematic Design.

- **Project NTP** February 1, 2022 estimated
- **Schematic Design:** February/March – April/May 2022

PROJECT TASK DESCRIPTION (see scope letter for more detail)						Other Team Members Contracted under TCF (See Separate Proposal Letters)										TOTALS					
Hamlin & NMF Sites - SD Phase Design						Principal-in-Charge	Project Architect	Designer	Project Coordinator	TCF HOURS	C.1 AHLB (Structural)	C.2 BCE (MEP)	C.3 Pinnacle (Equipment)	C.4 Perteet (Civil)	C.5 Berger (Landscape)	C.6 RCCG (Estimating)	C.7 Terracon (Geo/Enviro)	C.8 Terracon (Geo/Enviro)	C.9 Terracon (Geo/Enviro)	C.10 Tenor (Acoustics)	
1 - PROJECT MANAGEMENT / ADMINISTRATION																					
1.1 Project Start Up						14	14		24	52											
1.2 Project Management						40	24		64												
ESTIMATED HOURS OR FEES						54	38	0	24	116											
HOURLY RATE						\$270	\$160	\$120	\$110												
ESTIMATED FEES						\$14,580	\$6,080	\$0	\$2,640												
SUBTOTALS							\$23,300													\$23,300	
2 - SCHEMATIC DESIGN																					
2.1 Schematic Design						100	480	480	4	1064											
2.2 Program Confirmation						8	12			20											
2.3 3D Renderings and Presentation Graphics						4	30	80		114											
2.4 Site Design Coordination						4	24			28											
2.5 Pre Application Meeting Prep and Meeting						2	20	16		38											
ESTIMATED HOURS OR FEES						118	566	576	4	1264											
HOURLY RATE						\$270	\$160	\$120	\$110												
ESTIMATED FEES						\$31,860	\$90,560	\$69,120	\$440												
SUBTOTALS							\$191,980				\$21,000	\$32,745	\$23,125	\$93,030	\$28,000	\$9,975	\$42,800	\$3,200	\$5,650	\$2,400	\$453,905
See Consultant Letters																					
SUBTOTAL TASKS 1 - 2						\$46,440	\$96,640	\$69,120	\$3,080		\$21,000	\$32,745	\$23,125	\$93,030	\$28,000	\$9,975	\$42,800	\$3,200	\$5,650	\$2,400	\$477,205
TCFA MARK UP ON CONSULTANT SERVICES 5%											\$1,050	\$1,637	\$1,156	\$4,652	\$1,400	\$499	\$2,140	\$160	\$283	\$120	\$13,096
TCF REIMB. EXPENSE BUDGET							\$500				\$0	\$100	\$578	\$100	\$800	\$0	\$0	\$0	\$0	\$0	\$2,078
FEE CONTINGENCY (Held by Owner)							\$50,000														\$50,000
TCF TOTAL ESTIMATED FEES							\$215,780														\$542,379

HAMLIN YARD

DEVELOPED SITE
1.6 ACRES

NEW DEVELOPMENT OUTSIDE FENCE
4,400 SF

APPROX. TREES TO BE REMOVED
6 - 10" : 3
11-20" : 25
21-30" : 4
31-42" : 11

STAFF/PUBLIC PARKING
30 SPACES

ENCLOSED CITY VEHICLES
M 2 (to be moved to Ronald WW)

CANOPY CITY VEHICLES
L 0
M 11
S 24
XS 3
XXS 21

HEATED ADMIN/CREW/
9,800 SF

HEATED MAINTENANCE, SHOPS, EQUIP
10,000 SF

CANOPY
16,100 SF

35,900 SF TOTAL PROGRAM AREA

- ENCLOSED
- CANOPY
- EXISTING
- EXPANDED PARK / FLOOD PLAIN AREA
- DEMO EXISTING
- TREE 6" - 10"
- TREE 11" - 20"
- TREE 21" - 30"
- TREE 31" - 42"

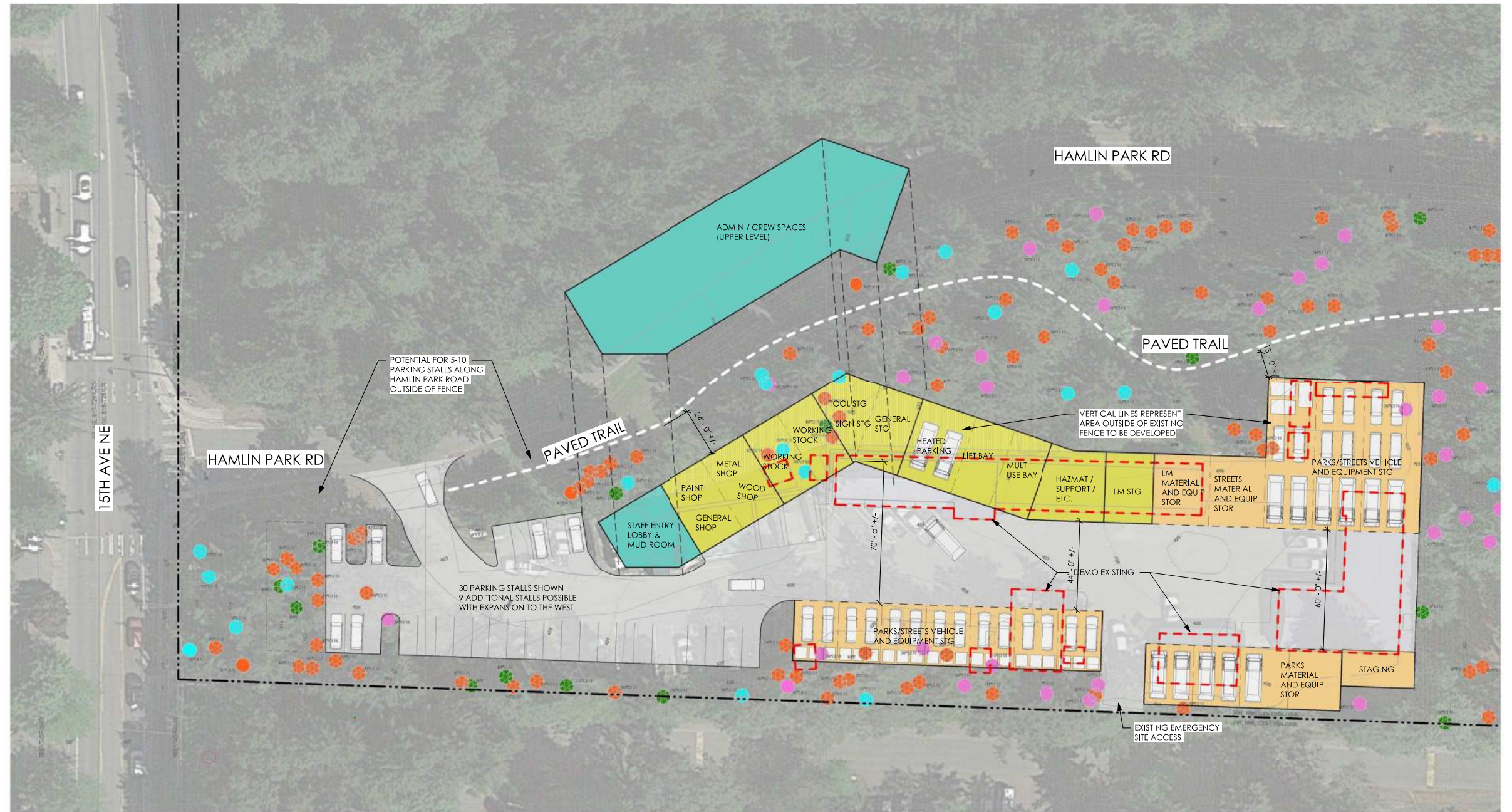


EXHIBIT A(a)

- ENCLOSED
- CANOPY
- EXISTING
- EXPANDED PARK / FLOOD PLAIN AREA
- DEMO EXISTING
- TREE 6" - 10"
- TREE 11" - 20"
- TREE 21" - 30"
- TREE 31" - 42"

BRIGHTWATER

DEVELOPED SITE
0.6 ACRES

CANOPY CITY VEHICLES
S 3
XS 3
XXS 2

CANOPY
7,300 SF

ENCLOSED
850 SF

8,150 SF TOTAL PROGRAM AREA

NORTH MAINTENANCE

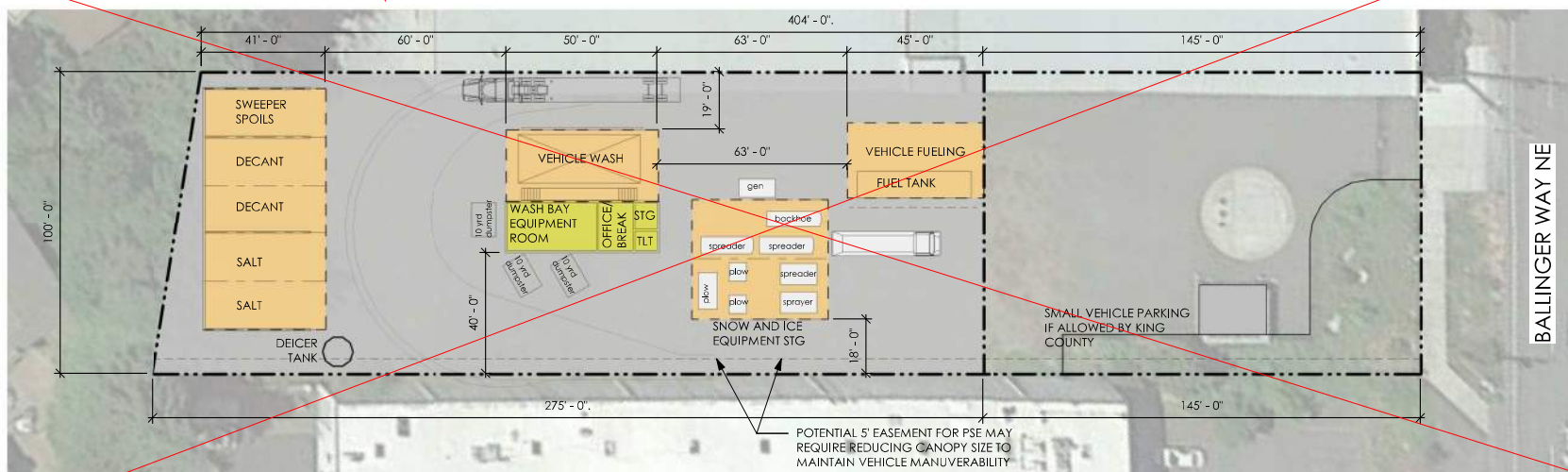
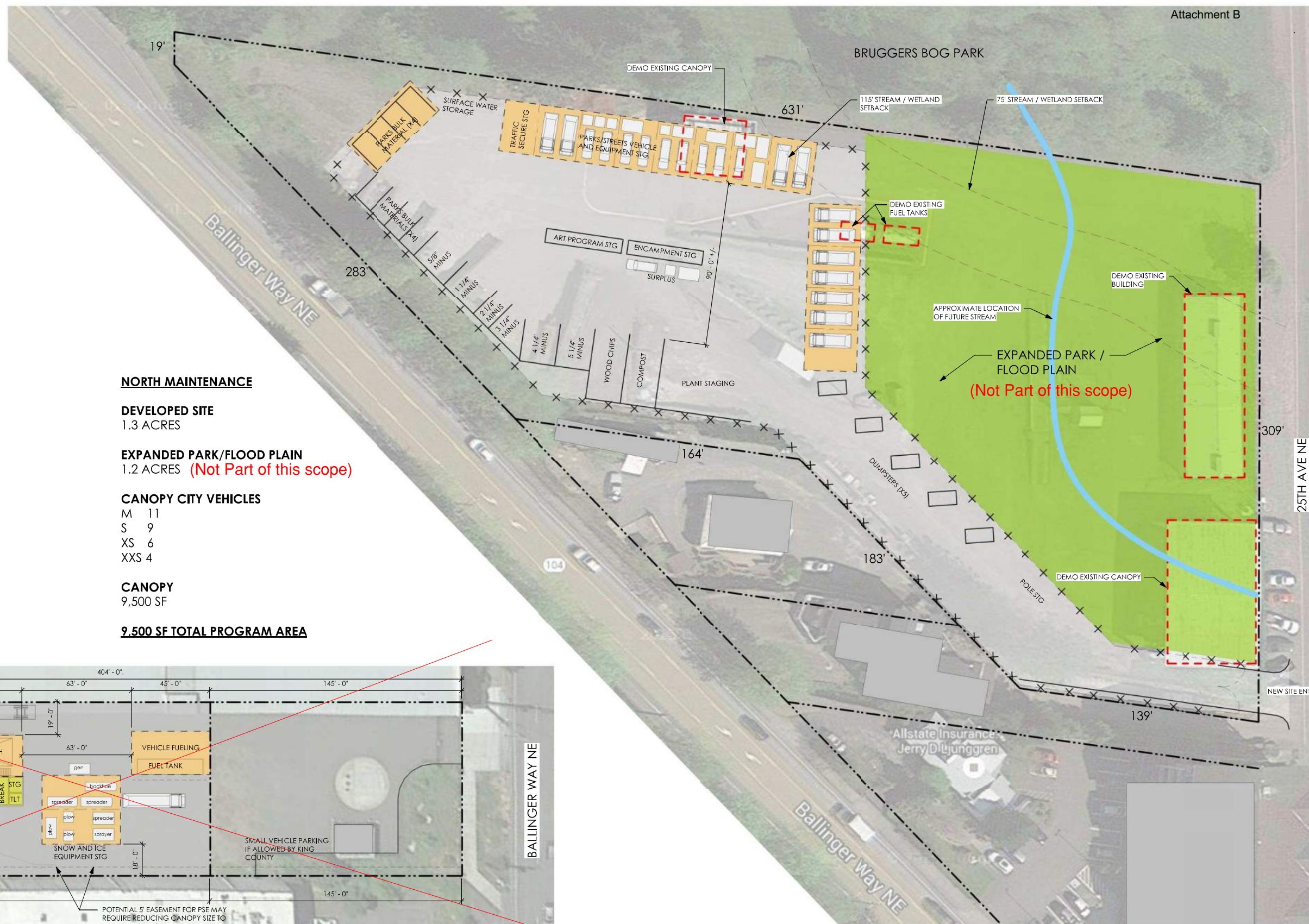
DEVELOPED SITE
1.3 ACRES

EXPANDED PARK/FLOOD PLAIN
1.2 ACRES (Not Part of this scope)

CANOPY CITY VEHICLES
M 11
S 9
XS 6
XXS 4

CANOPY
9,500 SF

9,500 SF TOTAL PROGRAM AREA



BRIGHTWATER (Not Part of this scope)

NORTH MAINTENANCE

EXHIBIT A(a)



AUTHORIZATION FOR ADDITIONAL SERVICES

TO:	Mr. Mark Hurley, AIA TCF Architecture, PLLC 902 North Second Street Tacoma, WA 98403	DATE:	November 11, 2021
TEL:	(253) 572-3993	PROJECT NO.:	2210926.20
		PROJECT NAME:	Shoreline Maintenance - Hamlin Yard and North Maintenance Facility
		SUBJECT:	Structural Engineering – Schematic Design

DESCRIPTION OF WORK:

The anticipated scope of work involves the structural design associated with the Schematic Design Phase of the proposed City of Shoreline Maintenance Facility projects at the Hamlin Yard and North Maintenance Sites. Our structural scope and fee is based upon Scenario A Distributed Facility Analysis site plans (dated January 26, 2019) and the Draft Programming Report (dated June 24, 2019) from TCF. A breakdown of our anticipated scope and fee is as follows:

- **Task 21: Hamlin Yard Structural Design – Schematic Design Phase**
 - This task includes the schematic structural design associated with a new two-story administration / shop building (19,800 square feet) as well as (3) storage canopy structures (16,100 square feet).
 - The structural system for the admin / shop building will be explored during this phase, which will include a review of both conventional wood and steel framing.
 - The canopy structures will likely consist of conventional pre-engineered metal buildings. We will also provide alternate framing options for site-built canopy structures, which will likely consist of conventional structural steel buildings.
 - Deliverables will include redlined pdf drawings and memoranda as required.

- **Task 22: North Maintenance Site – Schematic Design Phase**
 - This task includes the schematic structural design of several new canopy structures (9,500 square feet), which have been assumed to consist of conventional pre-engineered metal buildings. We will also provide alternate framing options for site-built canopy structures, which will likely consist of conventional structural steel buildings.
 - Our initial scope will also include several site retaining wall concepts for grade transitions along the southern edge of the property. We will develop options for cast in place concrete retaining walls, soldier pile walls and ecology block gravity walls for evaluation.
 - Deliverables will include redlined pdf drawings and memoranda as required.

BILLING SUMMARY:

• Task 21: Hamlin Yard Structural Design – SD Phase	\$14,500
• Task 22: North Maintenance Site – SD Phase	<u>\$6,500</u>
Total	\$21,000



Client Name: _____

Signature: _____

Date: _____

Printed Name/Title: _____

AHBL Project Mgr. Signature: 

Date: 11/11/2021

AHBL Proj. Mgr. Printed Name: Andrew McEachern, P.E., S.E.

TACOMA
2215 North 30th Street, Suite 300
Tacoma, WA 98403-3350
253.383.2422 TEL

SEATTLE
1200 6th Avenue, Suite 1620
Seattle, WA 98101-3117
206.267.2425 TEL

SPOKANE
827 West First Avenue, Suite 301
Spokane, WA 99201-3912
509.252.5019 TEL

TRI-CITIES
9825 Sandifur Parkway, Suite A
Pasco, WA 99301-6738
509.380.5883 TEL

c: Accounting

ADM/

Q:\2021\2210926\20_STR\NON_CAD\PROJ_MGT\2210926.20 - auth01 - Hamlin Yard and North Maintenance SD.docx



July 17th, 2019

TCF Architecture
902 N. Second Street
Tacoma, WA 98403

Attn: Mark Hurley

RE: City of Shoreline Maintenance Facility Hamlin Site, MEP Fee Proposal through SD

We are pleased that you have included BCE Engineers on the CSMF Hamlin Site Project team. We look forward to working with you on this exciting and challenging project. The project, as we understand it, consists of approximately 9,800 sq/ft of administration areas, 10,000 sq/ft of shop areas and 16,100 sq/ft of canopy covered areas. BCE proposes to provide professional services for mechanical, electrical, and plumbing systems as described herein.

BASIC SERVICES

Mechanical Systems/Electrical Systems

- Drawings taken to a Schematic Design(SD) level only to show conceptual design intent of project
- Basis of Design narrative describing design concept per discipline
- SD project scoping meeting
- SD level MEP cost estimates

It is our understanding that this service is for an SD level package only and further design services will be negotiated and added at a later date when the project moves forward. At this time we have not included any extra service items as it is undetermined what the scope of these items would be. It is the intention to vet these scope items during SD.

Basic Services Fixed Fee SD: \$25,245.00

EXCLUSIONS

The following tasks are excluded from BCE's scope of services for this Project:

- DD, CD, CA Services and extra services
- Fire Protection System
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Street Lighting
- Generator

CSMF Hamlin Site

- Life-Cycle Cost Analysis
- Value Engineering
- Constructability Review drafting
- Conformed Set drafting
- As-Built Record Document drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- A/V system design
- Off-site Electrical work
- Utility relocation/coordination
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies

If any of the excluded items (above) are determined to be required, at a later time, for furtherance of the Project, scope and fees for these additional services will be addressed in a future, separate proposal by BCE.

Again, thank you for the opportunity to work on this project with you; if you have any questions please do not hesitate to call.

Sincerely,

BCE Engineers, Inc.



Chuck Heaton, PE
Principal

O:\BUSINESS OPPORTUNITIES\2019\219-177\PROPOSAL\219-177 CSMF Hamlin Site MEP fee proposal.doc



July 15th, 2019

TCF Architecture
902 N. Second Street
Tacoma, WA 98403

Attn: Mark Hurley

RE: City of Shoreline Maintenance Facility North Maintenance Site, MEP Fee Proposal through SD

We are pleased that you have included BCE Engineers on the CSMF North Maintenance Site Project team. We look forward to working with you on this exciting and challenging project. The project, as we understand it, consists of approximately 9,500 sq/ft canopy covered areas. BCE proposes to provide professional services for mechanical, electrical, and plumbing systems as described herein.

BASIC SERVICES

Mechanical Systems/Electrical Systems

- Drawings taken to a Schematic Design(SD) level only to show conceptual design intent of project
- Basis of Design narrative describing design concept per discipline
- SD project scoping meeting
- SD level MEP cost estimates

It is our understanding that this service is for an SD level package only and further design services will be negotiated and added at a later date when the project moves forward. At this time we have not included any extra service items as it is undetermined what the scope of these items would be. It is the intention to vet these scope items during SD.

Basic Services Fixed Fee SD: \$7,500.00

EXCLUSIONS

The following tasks are excluded from BCE's scope of services for this Project:

- DD, CD, CA Services and extra services
- Fire Protection System
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Street Lighting

- Generator
- Life-Cycle Cost Analysis
- Value Engineering
- Constructability Review drafting
- Conformed Set drafting
- As-Built Record Document drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- A/V system design
- Off-site Electrical work
- Utility relocation/coordination
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies

If any of the excluded items (above) are determined to be required, at a later time, for furtherance of the Project, scope and fees for these additional services will be addressed in a future, separate proposal by BCE.

Again, thank you for the opportunity to work on this project with you; if you have any questions please do not hesitate to call.

Sincerely,

BCE Engineers, Inc.



Chuck Heaton, PE
Principal

O:\BUSINESS OPPORTUNITIES\2019\219-178\PROPOSAL\219-178 CSMF North Maintenance Site MEP fee proposal.doc



FEE ESTIMATE

For: City of Shoreline Hamlin Site	Date: 11/11/2021
	By: Frank Coleman

Scope of Work	PR	PM	E	PE	CAD	CLR	Total Hours	Total Cost
Hourly Rate ->	\$215	\$175	\$150	\$130	\$95	\$55		
Task 1 - Schematic Design -								
1.2 Data Gathering on existing equipment and proposed new		16		16	16		48	\$6,400
1.2 Preliminary Equipment Drawings Showing existing and proposed		8			32		40	\$4,440
1.3 Review meeting #1, incorporate changes	1	4		4			9	\$1,435
1.4 SD level equipment cost estimates for relocation and new		8		8			16	\$2,440
1.5 Review Meeting #2	1	4		4			9	\$1,435
1.6 Revise and update based on review		8			8		16	\$2,160
1.7 Update Equipment List		8			8		16	\$2,160
1.8 Review Meeting #3	1	4		4			9	\$1,435
1.9 Turning and truck maneuvering plans		4		4			8	\$1,220
Subtotal Task 2	3	64	0	40	64	0	171	\$23,125

Summary	PR	PM	IE	PE	CAD	CLR	Hours	Total
Task 1 - Schematic Design -	3	64	0	40	64	0	171	\$23,125
Total Fee Estimate	3	64	0	40	64	0	171	\$23,125
Average Hourly Rate								\$135.23
Total Estimated Expenses								\$578
Total Estimated Cost								\$23,703

PR=Principal PM=Project Manager IE=Industrial Engineer PE=Project Engineer CAD=Computer Aided Drafting CLR=Clerical

Sincerely,

Frank E. Coleman Jr. *President*

114 Ave C, STE 102, Snohomish, WA 98290

O: 360.563.7401 C: 206.459.1193



Celebrating our 32nd Year

EXHIBIT A SCOPE OF SERVICES City of Shoreline CSMF Hamlin and North Maintenance Facility Site Improvements

INTRODUCTION

The City of Shoreline is moving forward with the re-development of two (2) maintenance facility sites within the City limits, the Hamlin and North Maintenance (NMF) facilities. The Hamlin site redevelopment includes the demolition of existing buildings and canopies, the construction of new canopies and enclosed structures as well as added parking spaces for maintenance fleet vehicles. The NMF site redevelopment includes the demolition of existing buildings, canopies and fuel tanks and the construction of new canopies and added parking for maintenance fleet vehicles. The NMF site redevelopment also includes the demolition of the existing site entry and the construction of a new entry. Perteet Inc. (Sub-Consultant) will provide services to TCF Architecture (Prime Consultant). This Scope of Services only covers design services through the schematic (30%) design level. A separate contract or supplement will be needed for design services beyond the schematic design level.

Sub-Consultant's services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Sub-Consultant will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the Scope of Services. The budget may be transferred between discipline tasks at the discretion of the Sub-Consultant, provided that the total contracted amount is not exceeded. The Sub-Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Sub-Consultant as summarized under each Task. This Scope of Services consists of the following Tasks:

- Task 1 – Project Management and Coordination
- Task 2 - Stormwater
- Task 3 – Permitting and City Requirement Research
- Task 4 – Turning Movement Analysis
- Task 5 – Basis of Design Narrative
- Task 6 – Civil Schematic Design Plans (30% Plans)
- Task 7 – Civil Schematic Design Opinion of Cost (30% Opinion of Cost)

Each task described below applies to both sites. The level of effort associated with each site is represented in their respective fee estimates.

SCOPE OF SERVICES DEFINED

Task 1 – Project Management

1.1 Project Coordination

The Sub-Consultant will coordinate with TCF on a regular basis to keep TCF's project manager informed about project progress, project issues and schedule.

Meeting attendance is covered in Tasks 4, 5 and 6.

Work Elements:

- Scope and budget management
- Project staff coordination
- Coordination of deliverables

1.2 Progress Reports and Invoices

As part of the project, the Sub-Consultant will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month. The monthly progress reports will also identify issues or problems that may occur in a given month. The Sub-Consultant will submit these monthly progress reports to TCF's project manager with the monthly invoices. The Sub-Consultant project manager will notify TCF's project manager, in writing (memo format) or via email, of out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- It is assumed the duration of this project will not go beyond the expiration date of the original contract.
- Up to three (3) progress reports and invoices will be prepared for this task order.
- The Sub-Consultant will prepare invoices and associated progress reports monthly.

Deliverables:

- Sub-Consultant's Standard Monthly Progress Report/Invoice (up to three [3], hard copy)

Task 2 – Stormwater

The Stormwater task consists of the following work elements:

2.1 - Stormwater Design Criteria

The 2019 Stormwater Management Manual for Western Washington (SWMMWW), the City of Shoreline Municipal Code and the City of Shoreline Engineering Development Manual will be used as the stormwater regulatory manuals for this project. The 2012 LID Manual may also be used as guidance. Prior to beginning project stormwater design, a stormwater design criteria matrix will be prepared by the Sub-Consultant summarizing the stormwater related requirements and standards. A draft design criteria matrix will be provided to TCF and the City of Shoreline for review and concurrence prior to beginning design work. The Sub-Consultant will address review comments and the prepare a final design criteria matrix.

Deliverables:

- Draft Stormwater Design Criteria Matrix (PDF)
- Final Stormwater Design Criteria Matrix (PDF)

2.2 – Off-Site Analysis

The Sub-Consultant will conduct a downstream analysis extending ¼ mile downstream/down-gradient of the project limits for each of the Threshold Discharge Areas (TDAs) identified. The downstream analysis will include a review of recent drainage complaint documentation provided by the City (if it exists) and a visual assessment of downstream routes to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for each of the downstream drainage conveyance systems associated with the project. Representative photographs will be taken and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Sub-Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

The Sub-Consultant will also perform a visual inspection of the upstream contributing basin area to each site and provide an estimate of the area draining to the site based on available mapping data and site visit observation. This task does not include a detailed review of upstream basin boundary or land use assessment and any detailed hydraulic analysis or computations associated with the upstream basin, but it can be provided as an additional service.

Assumptions:

- Each site consists of one (1) TDA and therefore the Sub-Consultant will analyze up to two (2) total downstream routes.
- The downstream route field investigation is assuming the Sub-Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right-of-entry permissions will be obtained by TCF.

Deliverables:

- Offsite Analysis Write-up (PDF).

2.3 - Site Assessment and Mapping

Sub-Consultant will prepare site assessment maps showing existing drainage features within the project site. Mapping will be assembled based upon existing topographic maps and any updated survey (to be provided by TCF). Offsite information will be acquired from GIS mapping, City records, and City maps. The assessment maps, produced by the Sub-Consultant, will show existing contours, existing drainage elements and critical areas such as wetlands and streams. These site assessment maps and exhibits will include:

- Land use types and areas.
- Topographic plans within the project site, including enclosed drainage.
- Topographic mapping outside of the project site but within the project area of interest (electronic GIS).
- Soil types, depth, and slope – Natural Resources Conservation Service (NRCS).
- Soil subsurface information, as available.

Deliverables:

- Site Assessment Maps in 11" x 17" sheet size with a scale of 1:50 (PDF)

2.4 - Change in Land Cover Map

Sub-Consultant will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to verify mitigation needs for detention and stormwater quality treatment are being met. TDA boundaries, based on high points and conveyance system configuration, will be identified on these maps. The Sub-Consultant will also prepare a summary of area tables for pre-project and post-project conditions.

Deliverables:

- One (1) electronic PDF copy of the Change in Land Cover Maps and corresponding table of change in land use areas. These maps will include:
 - Existing Impervious Area Map (one [1] sheet)
 - Proposed Impervious Area Map (one [1] sheet)
 - Tables identifying the different types of impervious surfaces

2.5 - Water Quality Treatment Calculations

The Sub-Consultant will prepare preliminary sizing calculations for the proposed water quality treatment facilities, if required.

Assumptions:

- The hydrologic analysis conducted as part of this work element will be done using MGS Flood™, a continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Water Quality Treatment calculations (to be included in the Drainage Report which will be prepared in a future design phase, not part of this Scope of Services)

2.6 - Flow Control Calculations

The Sub-Consultant will prepare preliminary sizing calculations for flow control (detention or infiltration) facilities, if required.

Assumptions:

- The hydrologic analysis conducted as part of this work element will be done using MGS Flood™, a continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Flow Control Calculations (to be included in the Drainage Report which will be prepared in a future design phase, not part of this Scope of Services)

Task 3 – Permitting and City Requirement Research

Sub-Consultant will assist the project team to evaluate the environmental context for each site, identify land use permits and documentation requirements and request pre-application review with City of Shoreline planning department. Sub-Consultant will assist to complete or partially complete forms and required submittal information for pre-application building and site development review. It is assumed that a future permit submittal with SEPA review may occur after production the schematic design submittal. For the schematic design phase, the Sub-Consultant will conduct a preliminary evaluation of the environmental context of each site and provide a summary memo listing related findings and known permit requirements for each site. This evaluation will be informed from available resource information and site development information prepared under other tasks in this scope. The summary memos will include a project description with identification of known local, state, and federal permit requirements as triggered and if relevant to each project at the time of the schematic design phase.

Deliverables:

- Prepare City pre-application permit form with draft SEPA checklist assumed – separate forms for two (2) project sites.
- Prepare Critical Areas Worksheet (assuming no critical areas on or adjacent to site) – separate forms for two project sites.
- Correspondence by email, virtual meeting, and phone.
- Prepare summary memos to describe local, state, and federal permit requirements as triggered in comparison to schematic design submittal. One (1) memo for each site, two (2) total.

Assumptions:

- Prepare and provide City pre-application document set for internal City coordination based on schematic design submittal information.
- Formal SEPA checklist and other submittal documents for assumed land use related permit items will not be prepared under this Scope of Services.
- Building Permit related clarification items are assumed to be coordinated by TCF.
- Critical areas delineation, report, or permitting will not be necessary or provided under this Scope of Services.
- Tree inventory/retention or replacement tree planting evaluations will not be necessary or provided under this Scope of Services.
- No deviations from standards will be necessary and will not be provided under this Scope of Services.
- Any other special studies or design information not included in scoped items are excluded from this Scope of Services for this phase.
- Permit fees are assumed to be paid by the City of Shoreline, if necessary.

Task 4 – Turning Movement Analysis

The Turning Movement Analysis task consists of the following work elements:

- The Sub-Consultant will perform turning movement simulations using the Vehicle Tracking software add-on within AutoCAD Civ3D.
- Each Vehicle Tracking simulation will be shown graphically on an 11"x17" PDF.

- Meeting attendance. Meeting attendance. The Sub-Consultant project manager and lead design engineer will attend up to one (1) virtual coordination meeting for each site, for a total of up to (2) meetings.

Assumptions:

- Up to three (3) different design vehicles will be used in the analysis.
- Up to five (5) different turning movement scenarios is assumed for each design vehicle, for a total of 15 turning movement scenarios for each site (30 total for both sites included).
- Multiple turning movement scenarios will be shown on a single 11"x17" PDF, as long as clarity can be maintained.

Deliverables:

- Turning Movement Scenarios (11"x17" PDF) – Total number of PDF sheets will be determined at time of analysis and will depend on the clarity of presentation.

Task 5 – Basis of Design Narrative

The Basis of Design Narrative task consists of the following work elements:

- Review of topographic survey, as-builts, City GIS, geotechnical reports, City utility database, environmental studies and other available information related to each site.
- Prepare two (2) Basis of Design Narratives, one (1) for each site. Each Basis of Design Narrative will consist of up to five (5) pages of narrative text covering such elements as existing topography, land use, land cover, utilities on-site and within the adjacent right-of-way, drainage systems, accessibility, vehicular and pedestrian circulation, access points, and sensitive areas.
- Meeting attendance. The Sub-Consultant project manager and lead design engineer will attend up to one (1) virtual coordination meeting for each site, for a total of up to two (2) meetings.

Assumptions:

- TCF to provide Sub-Consultant with topographic survey, available as-builts and any other available reports or studies pertaining to each site.

Deliverables:

- Two (2) Basis of Design Narratives, one (1) for each site (PDF)

Task 6 – Civil Schematic Design Plans (30% Plans)

Task 6 consists of the following work elements:

- Exploration of site concepts. Prior to proceeding with Schematic Design plans, up to two (2) concept design layouts for each site may be prepared by TCF. Sub-Consultant will review each concept layout and provide feedback related to site grading, potential stormwater facilities, paving and general dimensioning. Feedback will be provided in the form of conceptual design linework in bluebeam and included in the form of concept sketches on 11"x17" sheets.
- Once a preferred site concept is selected, Schematic Design plans will be prepared. It is anticipated that the Schematic Design plans will consist of a maximum of eleven (11) sheets per site for an overall total of twenty-two (22) sheets. Plan sheets will be scaled at 1"=20' for full size drawings (22"x34") and 1"=40'

for half size drawings (11"x17"). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:

- Cover Sheet with Vicinity Map and Sheet Index (1 plan sheet)
- Legend and Abbreviation (1 plan sheet)
- Site Prep and Erosion Control Plans (2 plan sheets)
- Grading and Drainage Plans (2 plan sheets)
- Drainage Details (1 plan sheet)
- Paving Plans (2 plan sheets)
- Composite Utility Plans (2 plan sheets)
- Meeting attendance. The Sub-Consultant project manager and lead design engineer will attend up to two (2) virtual coordination meetings with TCF for each site, for a total of up to four (4) virtual coordination meetings overall.
- 30% Plans QA/QC of deliverables. An internal Sub-Consultant senior engineer quality assurance/quality control review of deliverables will be conducted.

Assumptions:

- Sub-Consultant will not be designing the expanded park/floodplain and stream relocation work as part of the Hamlin site. There are no critical areas on or adjacent to the NMF site.
- Survey Control Plans to be prepared by others.
- Specifications will not be prepared during this design phase, or under this Scope of Services.
- If there are comments provided on the conceptual sketches they will be addressed in the schematic design phase. There will be no second round of concept sketch work.
- Off-site frontage improvements are not anticipated.
- TCF will control the development of the overall site and hardscape layout, with collaboration from the Sub-Consultant. The Sub-Consultant will be responsible to fully document and dimension the site and hardscape layout, except those covered by other disciplines.
- TCF will provide the Sub-Consultant with an architectural site plan in AutoCAD, along with the AutoCAD site survey.
- TCF will handle site vehicular signage, monument signs, vehicular gates, and fencing design.
- Security system design is excluded from this Scope of Services.
- Site illumination design is excluded from this Scope of Services.
- Landscape and irrigation design, if required, will be addressed in later design phases and will not be addressed as part of this Scope of Services.
- The mechanical engineer will be responsible for the water systems from five (5) feet outside the buildings to the building interiors and will provide the Sub-Consultant with the demand requirements.
- The mechanical engineer will be responsible for the sanitary sewer systems from five (5) feet outside the buildings to the building interiors.
- No Utility coordination will occur during this design phase by the Sub-Consultant.
- The Owner will not be pursuing Greenroads, LEED certification, or other certifications.

- Off-site design work is excluded from this Scope of Services.

Deliverables:

- Concept Sketches (11"x17" PDF)
- Schematic Design Plans (30% Plans) (11"x17" PDF)

Task 7 – Civil Schematic Design Opinion of Cost (30% Opinion of Cost)

The Sub-Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the 30% plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified. An internal Sub-Consultant senior engineer quality assurance/quality control review of deliverables will also be conducted.

Assumptions:

- Opinion of Costs will be prepared in the Sub-Consultant's standard format.

Deliverables:

- 30% Opinion of Costs (PDF)

Additional (Optional) Services

The Sub-Consultant may provide additional services as directed by the City/TCF which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City/TCF and a supplement to the contract.

Services Not Included in this Scope of Services

1. Preparation of a Level 1 to Level 3 downstream analysis.
2. Backwater conveyance analysis for on-site and downstream pipe systems.
3. Site and drainage design above what is described in this scope of services.
4. Preparation of discipline reports or memos to support the SEPA process.
5. Drainage Report preparation.

The City and/or TCF shall furnish the following:

1. All available "As-Built" information.
2. Updated underground utility information relative to the City owned utilities.
3. Any applicable preliminary design reports, geotechnical reports, environmental reports, and identified up and downstream problems.
4. Complete topographic survey basemap for each site.

Engineer and its consultants may reasonably use and rely upon information and design elements furnished by the Owner or customarily furnished by others including, but not limited to, other design professionals, specialty contractors, manufacturers, suppliers and publishers of technical standards.

Design Criteria

As of the date this Agreement is signed, design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, will be developed in accordance with the latest edition and amendments to the following documents:

- Standard Specifications for Road, Bridge, and Municipal Construction, 2022 English Edition, published by WSDOT and the Washington State Chapter APWA.
- Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT.
- 2009 Manual on Uniform Traffic Control Devices (MUTCD).
- 2010 American with Disabilities Act Standards (for ADA design within the site boundary).
- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), July 26, 2011 (for ADA design within the City right-of-way).
- 2019 Stormwater Management Manual for Western Washington (SWMMWW).
- 2012 Low Impact Design Manual (LID Manual) may be used as guidance.
- City of Shoreline Municipal Code.
- City of Shoreline Engineering Development Manual (2020).
- City of Shoreline Salmon-Safe Stormwater Guidelines.

Changes in any design standards or requirements after services have begun may result in extra work and require a supplement to the Agreement.



Project Shoreline CSMF - Hamlin
 Client TCF Architecture PLLC
 PM Max Magee

Contract Start Date 12/6/2021 Last Update date 11/12/2021
 Contract End Date 3/31/2022 Perteet Project No. 20180114.0002
 Contract Duration: 3 Months

Task	Billing Rate	Sr. Associate	Sr. Associate	Sr. Engineer / Mgr	Lead Engineer / Mgr	Engineer II	Lead Technician/ Designer	Planner II	Accountant	Total Hours	Labor Dollars
Task 1 - Project Management		\$215.00	\$215.00	\$200.00	\$170.00	\$130.00	\$130.00	\$120.00	\$100.00		
1.1 - Project Coordination					10.00					12.00	\$2,130.00
1.2 - Progress Reports and Invoices					3.00				2.00	5.00	\$710.00
Total Task 1 - Project Management		2.00	0.00	0.00	13.00	0.00	0.00	0.00	2.00	17.00	\$2,840.00
Task 2 - Stormwater											
2.1 - Stormwater Design Criteria					1.00	3.00				4.00	\$560.00
2.2 - Off-Site Analysis					4.00	20.00				24.00	\$3,280.00
2.3 - Site Assessment and Mapping					2.00	4.00	4.00	4.00		14.00	\$1,860.00
2.4 - Change in Land Cover Map					2.00	6.00	12.00			20.00	\$2,680.00
2.5 - Water Quality Treatment Calculations					1.00	4.00				5.00	\$690.00
2.6 - Flow Control Calculations					1.00	4.00				5.00	\$690.00
Total Task 2 - Stormwater		0.00	0.00	0.00	11.00	41.00	16.00	4.00	0.00	72.00	\$9,760.00
Task 3 - Permitting and City Requirement Research		1.00	8.00		1.00			14.00		24.00	\$3,785.00
Total Task 3 - Permitting and City Requirement Research		1.00	8.00	0.00	1.00	0.00	0.00	14.00	0.00	24.00	\$3,785.00
Task 4 - Turning Movement Analysis					6.00	1.00	25.00			32.00	\$4,400.00
Total Task 4 - Turning Movement Analysis		0.00	0.00	0.00	6.00	1.00	25.00	0.00	0.00	32.00	\$4,400.00
Task 5 - Basis of Design Narrative					5.00	15.00				20.00	\$2,800.00
Total Task 5 - Basis of Design Narrative		0.00	0.00	0.00	5.00	15.00	0.00	0.00	0.00	20.00	\$2,800.00
Task 6 - Civil Schematic Design Plans (30% Plans)				6.00	26.00	60.00	74.00			166.00	\$23,040.00
Total Task 6 - Civil Schematic Design Plans (30% Plans)		0.00	0.00	6.00	26.00	60.00	74.00	0.00	0.00	166.00	\$23,040.00
Task 7 - Civil Schematic Design Opinion of Cost (30% Opinion of Cost)				4.00	2.00	16.00				22.00	\$3,220.00
Total Task 7 - Civil Schematic Design Opinion of Cost (30% Opinion of Cost)		0.00	0.00	4.00	2.00	16.00	0.00	0.00	0.00	22.00	\$3,220.00
Total Hours		3.00	8.00	10.00	64.00	133.00	115.00	18.00	2.00	353.00	
Total Dollars		\$645.00	\$1,720.00	\$2,000.00	\$10,880.00	\$17,290.00	\$14,950.00	\$2,160.00	\$200.00		\$49,845.00

SUMMARY		
Labor		\$49,845.00
Expenses		\$22.00
Subconsultants		\$0.00
CONTRACT TOTAL		\$49,867.00

Expenses:	
Mileage - \$.56	22
Totals:	22



Project Shoreline CSMF - NMF
 Client TCF Architecture PLLC
 PM Max Magee

Contract Start Date 12/6/2021 Last Update date 11/12/2021
 Contract End Date 3/31/2022 Perteet Project No. 20180114.0002
 Contract Duration: 3 Months

Task	Billing Rate	Sr. Associate	Sr. Associate	Sr. Engineer / Mgr	Lead Engineer / Mgr	Engineer II	Lead Technician/ Designer	Planner II	Accountant	Total Hours	Labor Dollars
Task 1 - Project Management		\$215.00	\$215.00	\$200.00	\$170.00	\$130.00	\$130.00	\$120.00	\$100.00		
1.1 - Project Coordination					10.00					12.00	\$2,130.00
1.2 - Progress Reports and Invoices					3.00				2.00	5.00	\$710.00
Total Task 1 - Project Management		2.00	0.00	0.00	13.00	0.00	0.00	0.00	2.00	17.00	\$2,840.00
Task 2 - Stormwater											
2.1 - Stormwater Design Criteria					1.00	3.00				4.00	\$560.00
2.2 - Off-Site Analysis					4.00	20.00				24.00	\$3,280.00
2.3 - Site Assessment and Mapping					2.00	4.00	6.00	4.00		16.00	\$2,120.00
2.4 - Change in Land Cover Map					2.00	4.00	8.00			14.00	\$1,900.00
2.5 - Water Quality Treatment Calculations					1.00	4.00				5.00	\$690.00
2.6 - Flow Control Calculations					1.00	4.00				5.00	\$690.00
Total Task 2 - Stormwater		0.00	0.00	0.00	11.00	39.00	14.00	4.00	0.00	68.00	\$9,240.00
Task 3 - Permitting and City Requirement Research		1.00	8.00		1.00			14.00		24.00	\$3,785.00
Total Task 3 - Permitting and City Requirement Research		1.00	8.00	0.00	1.00	0.00	0.00	14.00	0.00	24.00	\$3,785.00
Task 4 - Turning Movement Analysis					6.00	1.00	25.00			32.00	\$4,400.00
Total Task 4 - Turning Movement Analysis		0.00	0.00	0.00	6.00	1.00	25.00	0.00	0.00	32.00	\$4,400.00
Task 5 - Basis of Design Narrative					5.00	15.00				20.00	\$2,800.00
Total Task 5 - Basis of Design Narrative		0.00	0.00	0.00	5.00	15.00	0.00	0.00	0.00	20.00	\$2,800.00
Task 6 - Civil Schematic Design Plans (30% Plans)				4.00	16.00	50.00	60.00			130.00	\$17,820.00
Total Task 6 - Civil Schematic Design Plans (30% Plans)		0.00	0.00	4.00	16.00	50.00	60.00	0.00	0.00	130.00	\$17,820.00
Task 7 - Civil Schematic Design Opinion of Cost (30% Opinion of Cost)				2.00	2.00	12.00				16.00	\$2,300.00
Total Task 7 - Civil Schematic Design Opinion of Cost (30% Opinion of Cost)		0.00	0.00	2.00	2.00	12.00	0.00	0.00	0.00	16.00	\$2,300.00
Total Hours		3.00	8.00	6.00	54.00	117.00	99.00	18.00	2.00	307.00	
Total Dollars		\$645.00	\$1,720.00	\$1,200.00	\$9,180.00	\$15,210.00	\$12,870.00	\$2,160.00	\$200.00		\$43,185.00

SUMMARY	
Labor	\$43,185.00
Expenses	\$22.00
Subconsultants	\$0.00
CONTRACT TOTAL	\$43,207.00

Expenses:	
Mileage - \$.56	22
Totals:	22



11.12.21

Mr. Mark Hurley, AIA
Principal
TCF Architecture
902 North Second Street
Tacoma, WA 98403

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility – Hamlin Yard

Dear Mark:

We are pleased to submit a proposal for the Shoreline Maintenance Facility schematic design phase. We understand from the information provided that the project is for the Hamlin Yard site. The site is located in Shoreline, Washington at 15th Ave NE and Hamlin Park Road.

This proposal is for the schematic design phase and includes landscape analysis of the site, city requirements, schematic design, and cost estimating. We have prepared descriptions of the services we will provide and assigned an estimated fee.

Schematic Design

(3 months)

In this phase we will work with the Owner/Architect project team to establish the project design objectives and how city code is satisfied. Specific services to be addressed for both sites include the following:

- Review predesign plans and reports.
- Provide recommendations for an arborist to be hired by the client.
- Confirm project requirements established by the predesign and city code. Prepare a summary of findings.
- Visit the existing site, review conditions and the neighborhood context. Note significant site features such as trees or structures to be retained.
- Prepare site design including representative images of hardscape and plantings.
- Prepare pedestrian hardscape, and planting drawings, and irrigation diagrams.
- Provide input to Civil on landscape demolition and site preparation.
- Prepare a tree protection and tree removal plan based on guidance provided by a professional arborist.
- Prepare a basis of design narrative.
- Prepare a preliminary cost estimate.
- Contribute to the preparation of the SEPA checklist.
- Coordinate our work with the design team.

11.12.21

Mr. Mark Hurley

TCF Architecture

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility Schematic Design

Page 2 of 3



- Attend a pre-application meeting with city.
- Participate in a total of (4) design team meetings including both sites.

Assumptions

- Format for drawings, specifications, etc., will be provided.
- Drawings will be produced in AutoCAD or Revit if a site model is provided, current release.
- We recommend an arborist be retained by the client to provide a report on existing trees, tree protection measures, and tree removal.
- Services for LEED or other design rating systems are not included.
- Meetings and site visits in addition to those indicated will be billed on an hourly basis.

Fees

Based on the scope of services identified at this time, we have established a fee for landscape architectural services as follows:

Schematic Design	\$16,000.00
Estimated Reimbursable Expenses	\$400.00

Fees will be billed monthly based upon the hours accrued. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	\$215.00 per hour
Associate	\$170.00 per hour
Project Manager	\$140.00 per hour
Landscape Architectural Staff	\$115.00 per hour
Administrative Staff	\$100.00 per hour

Printing, reprographic expenses, plots, travel costs, and other reimbursable expenses will be billed in addition to the above fees at cost plus a 10% administrative mark-up. All accounts are due in ten days. Invoices not paid within 30 days of invoice date will be subject to late charges of 1% per month. If payment for services is not received within 90 days of the invoice date, all subsequent services and/or issuance of documents may be postponed until receipt of payment, unless special arrangements are made prior to providing the services.

Fees may be subject to renegotiation if the proposal is not accepted within 60 days. If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

11.12.21

Mr. Mark Hurley

TCF Architecture

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility Schematic Design

Page 3 of 3



If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to working with you on the Hamlin Yard Maintenance facility.

Sincerely,

Berger Partnership PS

A handwritten signature in black ink that reads "Greg Brower". The signature is fluid and cursive, with a period at the end.

Greg Brower, PLA

Principal



11.12.21

Mr. Mark Hurley, AIA
Principal
TCF Architecture
902 North Second Street
Tacoma, WA 98403

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility – North Maintenance Site

Dear Mark:

We are pleased to submit a proposal for the Shoreline Maintenance Facility schematic design phase. We understand from the information provided that the project is the North Site. The site is located in Shoreline, Washington on 25th Avenue NE.

This proposal is for the schematic design phase and includes landscape analysis of the site, city requirements, schematic design, and cost estimating. We have prepared descriptions of the services we will provide and assigned an estimated fee.

Schematic Design

(3 months)

In this phase we will work with the Owner/Architect project team to establish the project design objectives and how city code is satisfied. Specific services to be addressed for both sites include the following.

- Review predesign plans and reports.
- Provide recommendations for an arborist to be hired by the client.
- Confirm project requirements established by the predesign and city code. Prepare a summary of findings.
- Visit the existing site, review conditions and the neighborhood context. Note significant site features such as trees or structures to be retained.
- Prepare site design including representative images of hardscape and plantings.
- Prepare pedestrian hardscape, and planting drawings, and irrigation diagrams.
- Provide input to Civil on landscape demolition and site preparation.
- Prepare city compliant streetscape.
- Prepare a basis of design narrative.
- Prepare a preliminary cost estimate.
- Contribute to the preparation of the SEPA checklist.
- Coordinate our work with the design team.
- Attend a pre-application meeting with city (Both sites).

11.12.21

Mr. Mark Hurley

TCF Architecture

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility Schematic Design

Page 2 of 3



- Participate in a total of (4) design team meetings including both sites.

Assumptions

- Format for drawings, specifications, etc., will be provided.
- Drawings will be produced in AutoCAD or Revit if a site model is provided, current release.
- We recommend an arborist be retained by the client to provide a report on existing trees, tree protection measures, and tree removal.
- Services for LEED or other design rating systems are not included.
- Meetings and site visits in addition to those indicated will be billed on an hourly basis.

Fees

Based on the scope of services identified at this time, we have established a fee for landscape architectural services as follows:

Schematic Design	\$12,000.00
Estimated Reimbursable Expenses	\$400.00

Fees will be billed monthly based upon the hours accrued. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	\$215.00 per hour
Associate	\$170.00 per hour
Project Manager	\$140.00 per hour
Landscape Architectural Staff	\$115.00 per hour
Administrative Staff	\$100.00 per hour

Printing, reprographic expenses, plots, travel costs, and other reimbursable expenses will be billed in addition to the above fees at cost plus a 10% administrative mark-up. All accounts are due in ten days. Invoices not paid within 30 days of invoice date will be subject to late charges of 1% per month. If payment for services is not received within 90 days of the invoice date, all subsequent services and/or issuance of documents may be postponed until receipt of payment, unless special arrangements are made prior to providing the services.

Fees may be subject to renegotiation if the proposal is not accepted within 60 days. If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

11.12.21

Mr. Mark Hurley

TCF Architecture

Proposal for Landscape Architectural Services – Shoreline Maintenance Facility Schematic Design

Page 3 of 3



If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to working with you on the North Maintenance Site facility.

Sincerely,

Berger Partnership PS

A handwritten signature in black ink that reads "Greg Brower".

Greg Brower, PLA

Principal



Proposal

CLIENT	TCF Architecture, PLLC	DATE	November 16 th , 2021
CLIENT CONTACT	Mark Hurley, Principal	PROJECT	City of Shoreline Hamlin and North Maintenance Facility

Dear Mark,

Please see below our proposal for providing cost consulting services for the City of Shoreline Hamlin and North Maintenance Facility. Hamlin Scope includes program for Office, Crew, Shops, Covered Storage and Canopy Storage and associated site development and demolition. North Maintenance Facility Scope includes Canopy and Uncovered Storage, Vehicle Wash, Vehicle Fueling and Equipmentm Office, Break, Storage and Toilets and associated site development and demolition.

Provide cost consulting services at the following design stages:

- Schematic Design Estimate

2.1 Cost Estimate

The cost estimate will be based on the measurement of quantities from drawings and provided information and priced in accordance with these drawings and descriptions of the work. It is our understanding that Civil and Landscape costs will be provided by the design team for our internal review and incorporation into the overall cost estimate.

2.2 Format

The estimates will be presented in elemental format or that determined by the project team.

2.3 Exclusions

Any design work or estimating beyond the above stated services and scope and beyond the site.

2.4 Meetings / Follow Up / Estimate Review

We have assumed for this fee proposal time allocated for meetings, conference calls and follow up.

2.5 Project Staffing Assignment

- Andy Cluness (25+ Years' Experience) – Senior Estimator / PIC
- John Perry (35+ Years' Experience) – Senior Estimator
- Neil Watson (30+ Years' Experience) – Senior MEP Estimator

3a. Basic Services Fees

Our Not To Exceed Fee To Be Billed on an Hourly Basis for cost estimating services are **\$9,975**

Hamlin Schematic Design Estimate = \$5,950 (34 Hours x \$175/Hr.)

- Internal Meetings / Report Preparation: 1 Hour
- Estimating: 31 Hours

- o Design Team Meetings, Conference Calls, Follow Up, Modifications: 1 Hour
Estimating Report QA/QC: 1 Hour

North Maintenance Facility Schematic Design Estimate = \$4,375 (23 Hours x \$175/Hr.)

- o Internal Meetings / Report Preparation: 1 Hour
- o Estimating: 20 Hours
- o Design Team Meetings, Conference Calls, Follow Up, Modifications: 1 Hour
Estimating Report QA/QC: 1 Hour

4. Expenses

Direct reimbursable expenditures if appropriate will be charged in accordance with the prime agreement or Our Hourly rates for miscellaneous additional services will be billed as reimbursable at \$175/Hr. Flights and Accommodations will be billed at Cost + 10%. *We are not anticipating expenses for this project.*

5. Payment

We will invoice on completion of each phase for payment net thirty (30) days. This proposal remains open for acceptance for a period of three months after which time the writer should be consulted for verification of scope and fees.

6. Project Schedule

Based on our understanding of the current schedule that if successful in our proposal we would receive the documents on the following dates for the formal submittals of our service:

Documents to RC Cost Group

Per Schedule

Complete Cost Plan

Per Schedule

We look forward to the opportunity of working with you on this important project and if you have any questions regarding this proposal or the fee structure, please give us a call. Thank you.

Yours Truly,



Andrew Cluness, Managing Partner
RC Cost Group, INC.

Confirmation of Agreement:

This letter correctly sets out the scope and fees for services to be provided by RC Cost Group, Inc. for this project.

SIGNATURE OF AUTHORIZED OFFICER

TITLE OF AUTHORIZED OFFICER

DATE

November 12, 2021



TCF Architecture, PLLC
902 N 2nd Street
Tacoma, Washington 98403

Attn: Mark Hurley – Principal
P: (253) 572 3993
E: mark@tcfarchitecture.com

Re: Proposal for Geotechnical Engineering Services
Hamlin Yard and North Maintenance Facility Sites
16006 15th Avenue NE & 19547 25th Avenue NE
Shoreline, Washington
Terracon Proposal No. 81195106

Dear Mr. Hurley:

We appreciate the opportunity to submit this proposal to TCF Architecture, PLLC (TCF) to provide Geotechnical Engineering services for the above referenced project. This proposal supersedes the proposal dated July 12, 2019 with the same proposal number. The following are exhibits intended to be attached to an Amendment to our existing subconsultant agreement for services on the City of Shoreline Maintenance Facility project.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location
Exhibit E	Anticipated Exploration Plan

Our base fee to perform the Scope of Services described in this proposal is \$42,800. See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued through an amendment to our existing agreement.

Sincerely,
Terracon Consultants, Inc.

Tori Hesedahl

Dennis R. Stettler

Tori Hesedahl, P.E.
Project Engineer

Dennis R. Stettler, P.E.
Senior Engineering Consultant

Terracon Consultants, Inc. 21905 64th Ave. W, Suite 100 Mountlake Terrace, WA 98043
P (425) 771 3304 F (425) 771 3549 terracon.com

Proposal for Geotechnical Engineering Services

Hamlin Yard and North Maintenance Facility Sites ■ Shoreline, Washington

November 12, 2021 ■ Terracon Proposal No. 81195106

**EXHIBIT A - PROJECT UNDERSTANDING**

Our Scope of Services is based on our understanding of the project as described by TCF and the expected subsurface conditions as described below. We have not visited the Hamlin Yard site but have previously visited the North Maintenance Facility site to confirm the information provided. We request the design team verify all information prior to our initiation of field exploration activities.

Hamlin Yard Site Location and Anticipated Conditions

Item	Description
Parcel Information	The Hamlin project is located at 16006 15th Avenue NE in Shoreline, Washington. Lot Size: 1.6 acres Latitude: 47.7450° Longitude: -122.3113° (See Exhibit D)
Existing Improvements	buildings, parking and drive areas and material stockpile areas
Current Ground Cover	asphalt pavement and unbound aggregate surfacing
Existing Topography <i>(from Hamlin Yard – Scenario A – Max Capacity prepared by TCF)</i>	Relatively flat and level. Elevation varies between 425 and 428 feet over the majority of the site. The entrance drive slopes gently down from approximately elevation 425 to 420 feet.
Site Access	We expect the site, and all exploration locations, are accessible with truck-mounted drilling equipment. TCF will resolve any property access restrictions prior to mobilizing exploration equipment to the site. If necessary, the City of Shoreline will clear overhanging branches to allow the drill rig to tower up at planned exploration locations. The drill rig will be up to about 25 feet tall. The City of Shoreline will move equipment and materials to provide access for explorations prior to mobilizing equipment to the site. Terracon will coordinate during exploration planning with the City of Shoreline contact provided by TCF.
Expected Subsurface Conditions	Our review of geologic maps and existing subsurface information indicates subsurface conditions will consist of glacial till comprised primarily of dense to very dense diamicton – an unsorted mixture of silt, sand and gravel deposits with occasional cobbles and boulders. Topographically lower areas immediately north and east of the site are mapped to be advance outwash comprised primarily of dense to very dense silt and sand with occasional lenses of silt.

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**Planned Construction**

Item	Description
Information Provided	<ul style="list-style-type: none"> ■ Email follow up to request for proposal prepared by TCF dated November 5, 2021 ■ Architectural site plan titled <i>Hamlin Yard – Scenario A – Max Capacity</i> dated January 26, 2019 prepared by TCF
Project Description	Existing structures will be demolished to make way for new construction at the currently active maintenance yard.
Proposed Structures	<p>The project includes</p> <ul style="list-style-type: none"> ■ a two-story building with a footprint of about 9,800 square feet. ■ a single-story heated maintenance shop of about 10,000 square feet ■ vehicle and equipment canopies totaling about 16,100 square feet
Building Construction	<p>Steel frame building</p> <p>Slab-on-grade</p> <p>Pre-engineered steel canopies</p>
Finished Floor Elevation	At approximately present finish floor elevation of 427 feet
Maximum Loads (assumed)	<ul style="list-style-type: none"> ■ Columns: 150 kips ■ Walls: 3 kips per linear foot (klf) ■ Slabs: 250 pounds per square foot (psf) ■ Canopy: 50 kips
Grading/Slopes	Minimal grading is expected with up to 2 feet of cut and 2 feet of fill required to develop final grade.
Below-Grade Structures	A below grade stormwater detention vault may be constructed under the parking lot at the west end of the site.
Free-Standing Retaining Walls	Retaining walls are not expected to be constructed as part of site development to achieve final grades.
Pavements	<p>Paved driveway and parking will be constructed on approximately $\frac{3}{4}$ acres of the parcel.</p> <p>We assume both rigid (concrete) and flexible (asphalt) pavement sections should be considered.</p> <p>The pavement design period is assumed to be 20 years.</p>
Applicable Building Code(s)	International Building Code – Version 2018 (IBC 2018)
Estimated Start of Construction	Unknown. Our understanding of current scope is that the City currently plans services through Schematic Design.

Proposal for Geotechnical Engineering Services

Hamlin Yard and North Maintenance Facility Sites ■ Shoreline, Washington

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**North Maintenance Facility Site Location and Anticipated Conditions**

Item	Description
Parcel Information	The project is located at 19547 25th Avenue NE in Shoreline, Washington. Lot Size: 1.3 acres Latitude: 47.7719° Longitude: -122.3046° (See Exhibit D)
Existing Improvements	Fuel canopy, fuel storage tanks, drive aisles, and material stockpile areas
Current Ground Cover	asphalt pavement and unbound aggregate surfacing
Existing Topography (from WH Pacific)	The site slopes gently down to the east from approximately elevation 235 to 220 feet.
Site Access	We expect the site is accessible for visual reconnaissance; no new explorations are proposed.
Expected Subsurface Conditions	Subsurface conditions are described in our preliminary geotechnical engineering report dated February 25, 2016.

Planned Construction

Item	Description
Information Provided	<ul style="list-style-type: none"> ■ Email request for proposal prepared by TCF dated November 5, 2021 ■ Architectural site plan titled <i>Brightwater and North Maintenance – Scenario A</i> dated January 26, 2019 prepared by TCF ■ Preliminary Geotechnical Engineering Report <i>Shoreline North Maintenance Facility</i> dated February 25, 2019 prepared by Terracon
Project Description	The western half of the 2.5-acre site will be redeveloped. The eastern half of the site is planned for stream channel restoration in a separate project. Existing fueling facility and tanks will be demolished. Canopies will be constructed for vehicle and equipment storage, and bulk material storage.
Proposed Structures	Three canopies covering approximately 9,500 square feet total.
Building Construction	Pre-engineered steel
Maximum Loads (assumed)	<ul style="list-style-type: none"> ■ Canopies: 50 kips
Grading/Slopes	Minimal grading is expected with up to 2 feet of cut and 2 feet of fill required to develop final grade.
Below-Grade Structures	Below grade structures are not to be constructed as part of site development.
Free-Standing Retaining Walls	Retaining walls are not expected to be constructed as part of site development to achieve final grades.

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Item	Description
Pavements	<p>Paved driveway and parking will be constructed on approximately 1 acres of the parcel.</p> <p>We assume both rigid (concrete) and flexible (asphalt) pavement sections should be considered.</p> <p>The pavement design period is assumed to be 20 years.</p>
Applicable Building Code	<p>International Building Code – Version 2018 (IBC 2018)</p>
Estimated Start of Construction	<p>Unknown. Our understanding of current scope is that the City is only planning services through Schematic Design.</p>



EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, engineering/project delivery, and consultation to include participation in design team meetings. These services are described in the following sections.

Field Exploration – Hamlin Yard

The recommended field exploration program consists of the following:

Exploration Type	Number of Explorations	Planned Exploration Depth (feet) ¹	Planned Location
Soil Borings	3	15 or auger refusal	Hamlin Yard
Soil Boring/Monitoring Well	1	25 or auger refusal	Hamlin Yard
Test Pit/Pilot Infiltration Test	1	15	Hamlin Yard

1. Below existing ground surface

Exploration Layout and Elevations: We use handheld GPS equipment to locate the proposed subsurface explorations with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be used as well. If available, approximate elevations are obtained by interpolation from a site specific, surveyed topographic map, otherwise elevations at the exploration locations will be taken from collected GPS data.

Soil Boring Procedures: Soil borings will be advanced using a truck-mounted drill rig using continuous-flight hollow-stem augers. Four samples are obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using split-barrel sampling (performed in general accordance with ASTM D1586). This sampling method advances a standard 2-inch outer diameter split-barrel sampling spoon into the subsurface by repeatedly dropping a 140-pound hammer a fall height of 30 inches. The number of blows required to advance the sampler the last 12 inches of a normal 18-inch penetration is recorded as the Standard Penetration Test (SPT) resistance value. The SPT resistance values, also referred to as N-values are reported as uncorrected values on the boring logs at the test depths.

Our exploration team prepares draft boring logs in the field (i.e. field logs) as part of standard drilling operations. The field logs include sampling depths, sampler advancement, penetration resistance, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between

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samples. Final boring logs, prepared from field logs, represent the geotechnical engineer's interpretation, and include modifications based on observations and laboratory tests.

Monitoring Well: Groundwater level monitoring is required by the City of Shoreline Engineering Development Manual between December 21 and March 21 of the following year. A monitoring well will be constructed following advancement of the soil boring near the entrance to the Hamlin Yard site. We anticipate a 10-foot screen interval to measure groundwater levels through the 2021-2022 wet season. We will install in the well a data logging piezometer to record water levels on an hourly interval. We will download groundwater level data on an approximately quarterly basis following installation until the end of the wet season in 2022. A memorandum presenting updated groundwater level data will be provided on these occasions.

We assume the monitoring well will be abandoned per Washington Department of Ecology requirements by the earthwork contractor prior to construction. Alternatively, we could provide these services for an additional fee.

Test Pit Procedures & Infiltration Testing: Test pits are advanced using a tracked excavator or rubber tired backhoe. The test pit sidewalls and excavated soil are observed by a Terracon field engineer and characterized as described for soil borings. Groundwater seepage depths as well as fill, debris, and other deleterious materials observed are described in the field logs as well. Excavated soils are stockpiled in the vicinity of the pit for further observation and for convenient backfilling. The density/consistency of the soil is inferred through frequent probing of the base of the excavations for the upper 4 feet. Thereafter, soil density is inferred from observations of the excavated soil and excavator level of effort.

Assessment of the feasibility of stormwater infiltration is required by the City of Shoreline. Part of this assessment is estimating infiltration rates using information from Pilot Infiltration Tests (PITs). The test would be performed following the Stormwater Management Manual for Western Washington (SMMWW). The approximate location and depth of the stormwater infiltration facility would need to be known prior to field mobilization. Note that the window for infiltration testing required by the City of Shoreline Engineering Development Manual is during the wet season between December 21 and March 21 of the following year.

Performing PITs in accordance with the SMMWW typically requires two days in the soil conditions anticipated at the site. The test pit will need to remain open for the duration of testing. We assume that the excavator can remain onsite overnight, parked blocking the excavation. Our fees include renting construction fencing to restrict access to the excavation.

Anticipated fees for excavation subcontractor support of test pit explorations and the PIT are a large portion of our total proposed fee. We have broken these anticipated fees out as a separate line item. The City of Shoreline could avoid these fees if they were to provide necessary support for test pit excavation and the PIT at no cost to Terracon. Services required would be

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- an excavator or backhoe capable of advancing the excavation to a depth of at least 15 feet, with an operator for 2 consecutive days.
- Provide all water at the PIT location needed to run the test. The quantity of water needed will depend on the size of the test pit and the hydraulic conductivity of the soil encountered at the test location. Based on the minimum required dimension for a small-scale PIT and glacial till soil at the test location we anticipate about 500 gallons will be needed. If the test location encounters a relatively permeable zone of soil, around 2000 gallons may be needed. We would need a connection point with garden hose threads for connecting a garden hose to the water supply. We will have to throttle flow, perhaps to very slow flow rates to accomplish testing.
- Provide all necessary materials, equipment, and labor to cover the excavation, restrict access to the excavation, or both for the overnight falling head portion of the PIT. Note that the PIT requires a 6-hour soak followed by at least one hour of constant head measurements. This is in addition to the time it takes to set up equipment and excavate the test pit. The first day of a PIT typically lasts about 12 hours.

Property Disturbance: Borings will be backfilled with granular bentonite, unless a monitoring well is to be installed. Backfilling of boreholes will be performed consistent with Washington State Administrative Code (WAC 173-160). Pavements are patched using ready mixed concrete and colored with liquid-black dye, as appropriate. The services do not include repair of the site beyond backfilling the boreholes and patching existing pavements, though care will be taken to limit property disturbance. Excess auger cuttings will be placed in steel drums and hauled away by the drilling subcontractor unless cuttings can be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface over time, we recommend boreholes are checked periodically and backfilled, if necessary.

Test pits are backfilled with the excavated soil and placed in lifts with some compactive effort applied by the excavator between lifts. The soil within the backfilled test pits will generally be looser than the in situ, preexisting condition therefore excess soil typically remains following backfilling. Excess soil will be left onsite within the vicinity of the test pit for disposal by the City of Shoreline unless requested otherwise. We assume that the City of Shoreline will restore pavements if they desire to restore them. Additional fees will apply for soil disposal and pavement restoration if Terracon is required to provide these services.

Site Access: Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the scope of services. We assume TCF will resolve any access restrictions associated with access, locked gates, and barricades.

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**Safety**

Terracon is currently not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our scope of geotechnical services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings (and possibly excavations) into the subsurface, therefore Terracon complies with Washington State Administrative Code (WAC) in requesting public utility location service through Washington One Call (811). We consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

Private utilities should be marked by the owner prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities that are not made aware to us. If the owner is not able to accurately locate private utilities, Terracon can assist the owner by coordinating or subcontracting with a private utility locating services. Fees associated with the additional services are included in our current scope of services. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

Laboratory Testing

The project engineer reviews field data and assigns various laboratory tests to better understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of field explorations. Procedural standards noted below are for reference to methodology in general. In some cases, local practices and professional judgement require method variations. Standards noted below include reference to other related standards. Such references are not necessarily applicable to describe the specific test performed.

- Particle size analysis
- Moisture content determination
- Atterberg Limits

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Engineering and Project Delivery – Hamlin Yard

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

The preliminary geotechnical engineering report supporting schematic design will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Recommended foundation options and engineering design parameters
- Estimated settlement of foundations
- Recommendations for design and construction of interior floor slabs
- Seismic considerations and liquefaction
- Subgrade preparation/earthwork recommendations
- Lateral earth pressure recommendations
- Recommended pavement options and design parameters for rigid and flexible pavements
- Stormwater Management
 - Feasibility of Stormwater infiltration
 - Estimate of seasonal high groundwater
 - Recommended design infiltration rate

We anticipate that the design may evolve from the Schematic Design during Final Design. Also, changes to the site may occur between Schematic Design and Final Design. We would update, and if necessary revise, the preliminary report under subsequent scope and budget for Final Design.

Consultation During Schematic Design

Terracon will attend up to 1 design team meeting in person in the City of Shoreline taking approximately 1 hour. We will participate in up to 3 design team conference calls. Meetings are assumed to last on average 1 hour each.

Terracon will provide at TCF's request consultation specific to the North Maintenance Facility site to provide additional information to or clarification of our preliminary geotechnical engineering report for the project dated February 2016. We have budgeted for up to 10 hours for this effort.

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**Additional Services**

In addition to the services noted above, the following are often associated with geotechnical engineering services. Fees for services noted above do not include the following:

Preparation of Final Reports: As the design progresses we anticipate that changes will need to be incorporated into our geotechnical engineering reports for both sites. Additionally, our subsurface exploration program at Hamlin Yard may disclose conditions indicating further exploration and/or testing is warranted. The extent of additional evaluations is difficult to predict without completing the initial studies. We will prepare, in consultation with TCF, a supplemental scope, schedule, and budget for preparation of final reports.

Review of Plans and Specifications: Our geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for construction. Review of project plans and specifications is a vital part of our geotechnical engineering services. This consists of review of project plans and specifications related to site preparation, foundation, and pavement construction. Our review will include a written statement conveying our opinions relating to the plans and specifications' consistency with our geotechnical engineering recommendations.

Stormwater Infiltration – Groundwater Mounding Analysis: We have scoped stormwater infiltration evaluation at Hamlin Yard based on anticipated subsurface conditions, and information about the site and proposed infiltration facilities provided by TCF. Sometimes explorations disclose conditions that may require further field exploration, instrumentation, and testing, and additional analysis to evaluate for groundwater mounding. If these services become necessary as the stormwater design and our understanding of subsurface conditions develops, we would develop a scope, schedule, and budget for your review and approval.

Observation and Testing of Pertinent Construction Materials: Development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. This is based on widely spaced exploration locations, and assuming construction methods will be performed in a manner sufficient to meet our expectations, and is consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations, and perform/document associated materials testing, for site preparation, foundation, and pavement construction. This allows a more comprehensive understanding of subsurface conditions and necessary documentation of construction, to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers.

Perform Environmental Assessments: The Scope for this project does not include in this proposal, either specifically or by implication, an environmental assessment of the site intended to identify or quantify potential site contaminants. We understand that TCF has requested a Phase

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I Environmental Assessment and a survey for regulated building materials at the Hamlin Yard Site. Proposals for these services are provided under separate covers.

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Hamlin Park Task	Lump Sum Fee
Test Boring Explorations, Monitoring Well Installation,	\$13,000
One small scale Pilot Infiltration Test	\$3,700
Subcontract Excavator	\$7,250
Groundwater Level Monitoring	\$4,000
Laboratory Testing	\$2,050
Hamlin Site Engineering Analysis and Draft Report Preparation	8,800
Participate in Design Team Meetings	\$2,000
Total	\$40,800

North Maintenance Facility Task	Lump Sum Fee
North Maintenance Site Consultation during Schematic Design	\$2,000
Total	\$2,000

Total	\$42,800
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Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization, as evidenced by your signature on the Supplemental Agreement for Services form.

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Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions, permit delays, or lack of permission to access the boring and test pit locations. To the extent that exploration subcontractors are used to accomplish the scope of services, the schedule can be subject to their availability at the time of authorization. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

Groundwater level monitoring and PIT windows are described in Exhibit B. Delay of authorization of these services resulting in us not being able to schedule and perform them during the wet season could impact overall project schedule. The groundwater monitoring program may extend beyond the schedule described in the table below. If necessary, modifications to the recommended seasonal high groundwater level for design after issuing our preliminary report would be provided as part of our groundwater level monitoring services based on additional groundwater monitoring data.

GeoReport® Delivery	Posting Date from Notice to Proceed ^{1, 2}
Project Planning	1 week
Site Characterization	8 weeks
Geotechnical Engineering	12 weeks

1. Upon receipt of your notice to proceed we will activate the schedule component of our **GeoReport®** website with specific, anticipated calendar days for the three delivery points noted above as well as other pertinent events such as field exploration crews on-site, etc.
2. We will maintain a current calendar of activities within our **GeoReport®** website. In the event of a need to modify the schedule, the schedule will be updated to maintain a current awareness of our plans for delivery.

EXHIBIT D – SITE LOCATION

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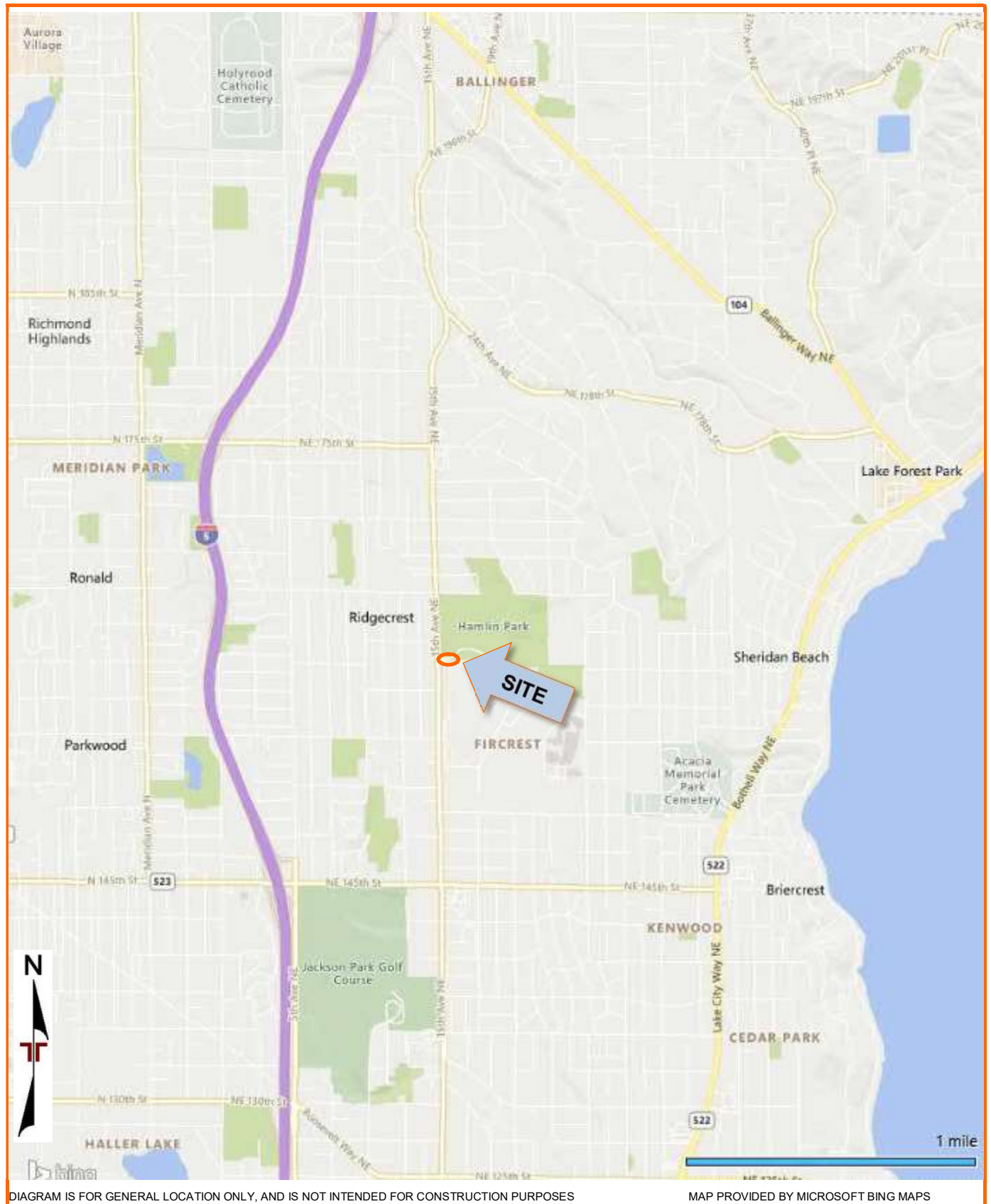
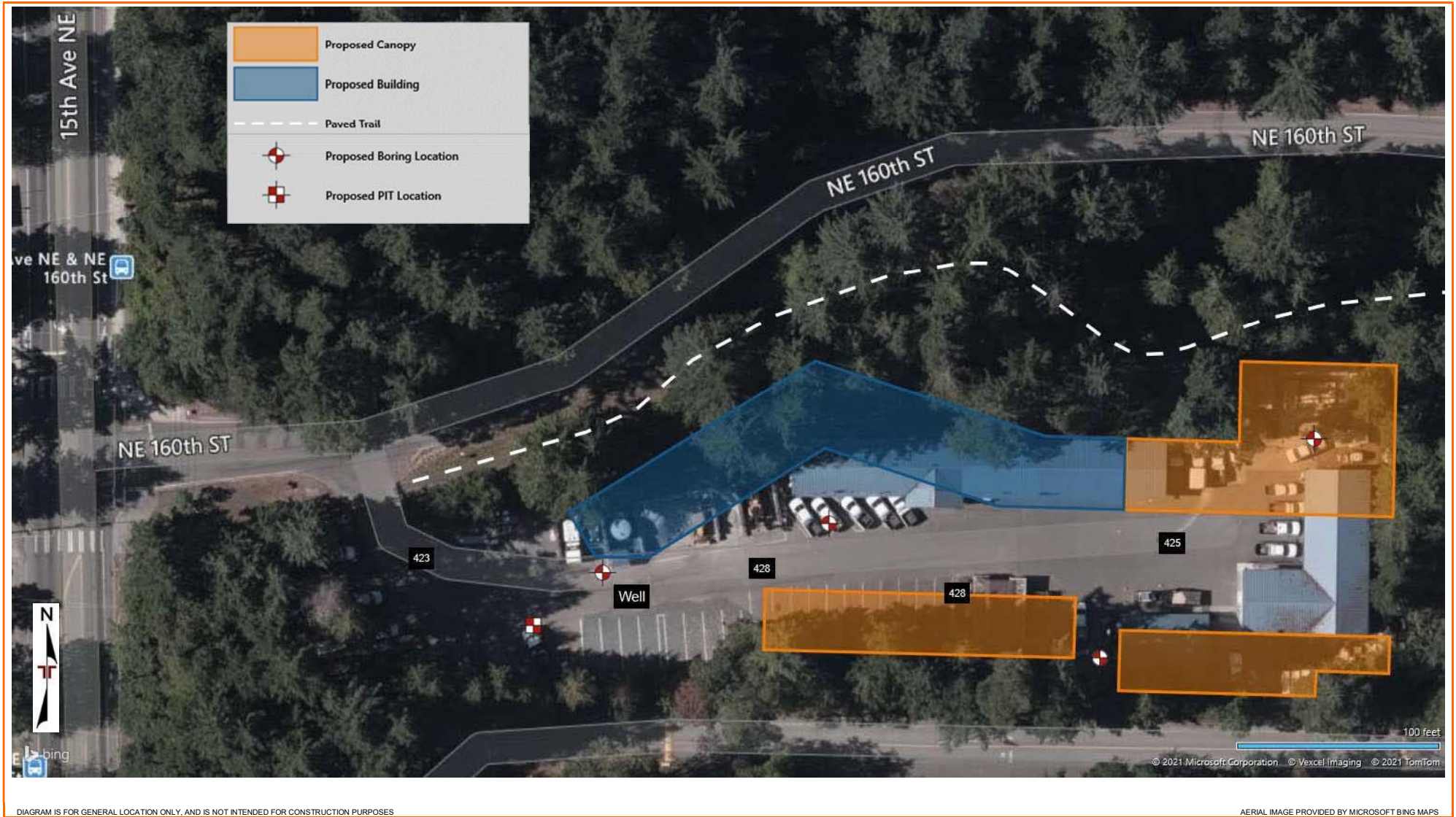


DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

EXHIBIT E – ANTICIPATED EXPLORATION PLAN

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November 10, 2021

TCF Architecture
902 North 2nd Street
Tacoma, WA 98403-1931

Attn: Mr. Mark Hurley
E: mark@tcfarchitecture.com

RE: Proposal for a Phase I Environmental Site Assessment
Shoreline Maintenance Facility – Hamlin Yard
16006 15th Avenue Northeast
Shoreline, WA 98155
Terracon Proposal No. P81217512

Dear Mr. Hurley:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to TCF Architecture (client) to conduct a Phase I Environmental Site Assessment (ESA) of the above-referenced site. We understand the site is the existing City of Shoreline maintenance and operations facility – Hamlin Yard, located at the southwestern portion of Hamlin Park (near the intersection of 15th Ave NE and Hamlin Park Road) in Shoreline, WA 98155 (King County Parcel No. 162604-9083).

Scope of Services (see Section 2.0 of attached proposal detail)	Phase I ESA consistent with ASTM E1527-13 <ul style="list-style-type: none">■ Chain of Title/Environmental Lien Search is not included in this fee.■ Additional non-scope items: None
Schedule (see Section 2.4 of attached proposal detail)	15 business days
Compensation	Lump sum of \$3,200

If this proposal meets with your approval, work may be initiated by returning a fully executed copy of a signed Consultant Agreement Amendment and User Questionnaire attached to this proposal to our Seattle office. **Please provide site contact information with the signed agreement.** The terms, conditions, and limitations stated in the Consultant Agreement and sections of this proposal incorporated therein, shall constitute the exclusive terms and conditions and services to be performed for this project.

Terracon Consultants, Inc. 21905 64th Ave W, Ste 100 Mountlake Terrace, WA 98043-2251
P 425-771-3304 F 425-771-3549 terracon.com



Proposal for Phase I Environmental Site Assessment
Shoreline Maintenance Facility – Hamlin Yard ■ Shoreline, WA
November 10, 2021 ■ Terracon Proposal No. P81217512



We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give me a call.

Sincerely,
Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read "Taylor Blackburn".

Taylor Blackburn
Project Manager

A handwritten signature in black ink, appearing to read "Clifford Nale".

Clifford J. Nale, L.G.
Senior Project Manager

Attachments: ASTM E1527-13 User Questionnaire
Detailed Scope of Services

Client/User Required Questionnaire



Person Completing Questionnaire	Name: Company:	Phone: Email:
Site Name	Shoreline Maintenance Facility – Hamlin Yard	
Site Address	16006 15th Avenue NE, Shoreline, WA 98155	
Point of Contact for Access	Name: Company:	Phone: Email:
Access Restrictions or Special Site Requirements?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain)	
Confidentiality Requirements?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain)	
Current Site Owner	Name: Company:	Phone: Email:
Current Site Operator	Name: Company:	Phone: Email:
Reasons for ESA (e.g., financing, acquisition, lease, etc.)		
Anticipated Future Site Use		
Relevant Documents?	Please provide Terracon copies of prior Phase I or II ESAs, Asbestos Surveys, Environmental Permits or Audit documents, Underground Storage Tank documents, Geotechnical Investigations, Site Surveys, Diagrams or Maps, or other relevant reports or documents.	
ASTM User Questionnaire		
<p>In order to qualify for one of the Landowner Liability Protections (LLPs) offered by the Small Business Relief and Brownfields Revitalization Act of 2001 (the "Brownfields Amendments"), the user must respond to the following questions. Failure to provide this information to the environmental professional may result in significant data gaps, which may limit our ability to identify recognized environmental conditions resulting in a determination that "all appropriate inquiry" is not complete. This form represents a type of interview and as such, the user has an obligation to answer all questions in good faith, to the extent of their actual knowledge.</p>		
<p>1) Did a search of recorded land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the property under federal, tribal, state, or local law (40 CFR 312.25)? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)</p>		
<p>2) Did a search of recorded land title records (or judicial records where appropriate) identify any activity and use limitations (AULs), such as engineering controls, land use restrictions, or institutional controls that are in place at the property and/or have been filed or recorded against the property under federal, tribal, state, or local law (40 CFR 312.26)? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)</p>		
<p>3) Do you have any specialized knowledge or experience related to the site or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the site or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business (40 CFR 312-28)? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain below)</p>		
<p>4) Do you have actual knowledge of a lower purchase price because contamination is known or believed to be present at the site (40 CFR 312.29)? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable (If yes or Not applicable, explain below)</p>		
<p>5) Are you aware of commonly known or reasonably ascertainable information about the site that would help the environmental professional to identify conditions indicative of releases or threatened releases (40 CFR 312.30)? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain below)</p>		
<p>6) Based on your knowledge and experience related to the site, are there any obvious indicators that point to the presence or likely presence of contamination at the site (40 CFR 312.31)? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, explain below)</p>		
<p><u>Comments or explanations:</u></p>		

Please return this form with the signed authorization to proceed.

Proposal No. P81217512



DETAILED SCOPE OF SERVICES

1.0 PROJECT INFORMATION

We understand the site is the existing City of Shoreline maintenance and operations facility – Hamlin Yard, located at the southwestern portion of Hamlin Park (near the intersection of 15th Ave NE and Hamlin Park Road) in Shoreline, WA 98155 (King County Parcel No. 162604-9083). We further understand that the anticipated future use of the site will remain as a maintenance and operations facility and the purpose of the ESA is to assist the client with redevelopment of the site. If this is not accurate, or if you have additional useful information, please inform us as soon as possible.

The proposed Phase I ESA will review historical records pertaining to the use of the site as the City of Shoreline’s maintenance and operations facility – Hamlin Yard. It is Terracon’s experience that the use of the site as a maintenance and operation facility has the potential for undocumented releases of petroleum products from fuel storage and/or fueling activities, typical solvents used for vehicle and equipment maintenance and repair, and herbicides/pesticides used by the City’s parks department in maintenance of Hamlin Park. As such, these historical uses are likely to represent recognized environmental conditions (RECs) for the site that should be further investigated outside the scope of services of this Phase I ESA.

At this point, a recommendation of further soil and/or groundwater investigations cannot be determined until a Phase I ESA is completed and a supplemental proposal for a limited site investigation (LSI) can be prepared for the client to determine existing soil and/or groundwater conditions at the site, if necessary. Furthermore, it should be understood that a scope and cost estimate associated with environmental monitoring, remediation, and/or mitigation can only be provided following the completion of the proposed Phase I ESA and based on the findings of a subsequent LSI, if one appears to be warranted.

2.0 SCOPE OF SERVICES

2.1 Base Phase I ESA Services

The ESA will be performed consistent with the procedures included in ASTM E1527-13, *Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process*. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions (RECs - as defined below) in connection with the site as reflected by the scope of this proposal. The potential for vapor migration will be addressed as part of a Phase I ESA and will be considered by Terracon in evaluation of RECs associated with the site. If



modifications to the scope of services are required, please contact us to discuss proposal revisions.

REC Definition

Recognized environmental conditions are defined by ASTM E1527-13 as “the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to any release to the environment, 2) under conditions indicative of a release to the environment, or 3) under conditions that pose a material threat of a future release to the environment. *De minimis* conditions are not recognized environmental conditions.”

Physical Setting

The physical setting for the site will be described based on a review of the applicable USGS topographic quadrangle map, USDA soil survey, and selected geologic reference information.

Historical Use Information

A review of selected historical sources, where reasonably ascertainable and readily available, will be conducted in an attempt to document obvious past land use of the site and adjoining properties back to 1940 or when the site was initially developed, whichever is earlier. The following selected references, depending on applicability and likely usefulness, will be reviewed for the site.

- Historical topographic maps
- Aerial photographs (approximate 10- to 15-year intervals)
- City directories (approximate 5-year intervals)
- Fire (Sanborn) insurance maps
- Property tax file information
- Building department records
- Zoning records
- Prior environmental reports, permits and registrations; or geotechnical report, if provided by the client.
- Site title search information, if provided by client
- Environmental liens, if provided by client

Pursuant to ASTM E1527-13, the client should engage a title company or title professional to undertake a review of reasonably ascertainable recorded land title records (or judicial records where appropriate) for environmental liens and activity and use limitations currently recorded against or relating to the site. If the client is unable to provide land title records (or judicial records where appropriate), an abstract firm may be contracted by Terracon to perform a review of land title records (or judicial records where appropriate) for an additional fee. Documentation of environmental liens and activity and use limitations, if recorded, will be provided in the land title



records (or judicial records where appropriate). Note, however, unless specifically requested within three days of project commencement, Terracon will rely on the client to provide land title records (or judicial records where appropriate). **If land title records (or judicial records where appropriate) are not provided for review in a timely manner, Terracon may conclude that the absence of records represents a data gap, which must be evaluated and documented in the final report.**

The client and the current owner or their representative will be interviewed to provide information regarding past uses of the site and information pertaining to the use of hazardous substances and petroleum products on the site. Additionally, a reasonable attempt will be made to interview past owners, operators, and occupants of the site to the extent that they are identified within the scope of the ESA and are likely to have material information that is not duplicative of information already obtained through the assessment process.

Regulatory Records Review

Consistent with ASTM E1527-13, federal, state, and tribal databases, where applicable and within ASTM-defined minimum search distances from the nearest property boundary, will be reviewed for indications of RECs. A database firm will be subcontracted to access governmental records used in this portion of the assessment. Additional federal, state, and local databases may be reviewed if provided by the database firm. Determining the location of unmapped facilities is beyond the scope of this assessment.

In addition to the database review and if customary practice for the site location, an attempt will be made to review reasonably ascertainable and useful local lists or records such as Brownfield sites, landfill/solid waste disposal sites, registered storage tanks, land records, emergency release reports, and contaminated public wells. A reasonable attempt will also be made to interview at least one staff member of any one of the following types of local government agencies: fire department, health agency, planning department, building department, or environmental department. As an alternative, a written request for information may be submitted to the local agencies.

The scope of work proposed herein includes **up to two hours of regulatory agency file and/or records review, including client-provided reports and files**. If the results of this initial review appear to warrant a more extensive review of applicable regulatory agency files and/or records, a cost estimate will be provided to the client for pre-approval. Review of regulatory files and/or records, when authorized, will be for the purpose of identifying RECs. Please note that all requested files may not be available from regulatory agencies within the client's requested project schedule.



Site and Adjoining/Surrounding Property Reconnaissance

A site reconnaissance will be conducted to identify RECs. The reconnaissance will consist of visual observations of the site from the site boundaries and selected interior portions of the site. The site reconnaissance will include, where applicable, an interview with site personnel who the client has identified as having knowledge of the uses and physical characteristics of the site. Pertinent observations from the site reconnaissance will be documented including:

- Site description
- General site operations
- Aboveground chemical or waste storage
- Visible underground chemical or waste storage, drainage, or collection systems
- Electrical transformers
- Obvious releases of hazardous substances or petroleum products

The adjoining property reconnaissance will consist of visual observations of the adjoining/surrounding properties from the site boundaries and accessible public rights-of-way.

Report Preparation

A PDF-formatted copy of the final report will be submitted that presents the results of this assessment, based upon the scope of services and limitations described herein. The final report will be signed by an environmental professional responsible for the Phase I ESA, and the report will contain an environmental professional statement as required by 40 CFR 312.21(d). Recommendations will be developed as part of the Phase I ESA scope of services. Prior to final report issuance, the client may request paper copies at a charge of \$75.00 per report copy.

2.2 Additional Services Beyond Base ESA

At the direction of the client, additional services beyond the scope of the base Phase I ESA have not been included. A proposal for a geotechnical services and a hazardous building materials investigation will be provided under separate covers.

2.3 Additional Services Not Included

The following services, although not specifically required by ASTM E1527-13, may also be performed concurrently with ESAs and may be beneficial for the evaluation of environmental conditions and/or an evaluation of specific business environmental risks at the site. At your direction, these services have not been included as part of the scope of services for this ESA. Please note that this list is not all-inclusive. If you seek additional services, please contact us for a supplemental proposal and cost estimate.



- Visual Observations for Mold
- Radon Records Review
- Short-Term Radon Testing
- Lead in Drinking Water Records Review
- Limited Lead in Drinking Water Sampling
- Wetland Records Review
- Threatened/Endangered Species Records Review
- Historic Properties/Archaeological Resources Review
- ASTM E 2600-15 Vapor Encroachment Screen
- Regulatory Agency File Review

At the client's request, Terracon can also provide proposals for facility engineering services including property condition assessments, roofing inspections, curtain wall evaluations, structural surveys and mechanical surveys.

2.4 Schedule

Services will be initiated upon receipt of the written notice to proceed. The final report will be submitted within 15 business days after receipt of your written notice to proceed, assuming site access can be obtained within three days after the notice to proceed.

In order to comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- A signed Consultant Agreement Amendment evidencing acceptance of this scope of services.
- The completed ASTM E1527-13 User Questionnaire, supplied as an attachment to this proposal.
- Right of entry to conduct the assessment, including access to building interiors.
- Notification of any restrictions or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site.
- An accurate legal description and/or a diagram of the site such as a surveyor's plat map or scaled architect's drawing (if such diagrams exist).
- Current site owner, property manager, occupant information (including tenant list), and contact information for persons knowledgeable about the site history including current and historical use of hazardous substances and petroleum products on site (e.g., names, phone numbers, etc.).
- Copies of environmental reports, permits and registrations, and geotechnical reports that were previously prepared for the site.



- Information relating to known or suspect environmental conditions at the site, including commonly known or reasonable ascertainable information within the local community about the site that is material to RECs in connection with the site.
- Information about environmental liens and activity and use limitations for the site, if any.
- Specialized knowledge or experience that is material to RECs in connection with the site, if any.
- Knowledge that the purchase price of the site is significantly less than the purchase price of comparable properties.
- Land title records.

Please note that requested regulatory files or other information may not be provided to Terracon by the issuance date of the report. Consideration of information not received by the issuance date of the report is beyond the scope of this ESA.

2.5 Reliance

The ESA report will be prepared for the exclusive use and reliance of TCF Architecture and the City of Shoreline. Reliance by any other party is prohibited without the written authorization of the of TCF Architecture, the City of Shoreline and Terracon.

If the client is aware of additional parties that will require reliance on the ESA report, the names, addresses, and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon may grant reliance on the ESA report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request) and receipt of information requested in the Reliance Agreement. If, in the future, the client and Terracon consent to reliance on the ESA by a third party, Terracon may grant reliance upon receipt of a fully executed Reliance Agreement, requested information and receipt of an additional minimum fee of \$500 per relying party.

Reliance on the ESA by the client and all authorized parties will be subject to the terms, conditions, and limitations stated in the Agreement for Services, sections of this proposal incorporated therein, the Reliance Agreement, and ESA report. The limitation of liability defined in the Agreement for Services is the aggregate limit of Terracon's liability to the client and all relying parties.

Continued viability of the report is subject to ASTM E1527-13 Sections 4.6 and 4.8. If the ESA will be used by a different user (third party) than the user for whom the ESA was originally prepared, the third party must also satisfy the user's responsibilities in Section 6 of ASTM E1527-13.



2.6 Scope and Report Limitations

Site Access and Safety

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

The fee is valid for 90 days from the date of this proposal and is based on the assumption that all field services will be performed under safety Level D personal protective procedures and that only one site visit will be made by Terracon personnel. The lump sum fee is based on the assumptions and conditions provided at the time of this proposal.

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed in this proposal. Please note that we do not warrant database or third-party information (such as from interviewees) or regulatory agency information used in the compilation of reports.

Phase I ESAs, such as the one proposed for this site, are of limited scope, are noninvasive, and cannot eliminate the potential that hazardous, toxic, or petroleum substances are present or have been released at the site beyond what is identified by the limited scope of this ESA. In conducting the limited scope of services described herein, certain sources of information and public records will not be reviewed. It should be recognized that environmental concerns may be documented in public records that are not reviewed. This ESA does not include subsurface or other invasive assessments, vapor intrusion assessments or indoor air quality assessments (i.e. evaluation of the presence of vapors within a building structure), business environmental risk evaluations, or other services not particularly identified and discussed herein. No ESA can wholly eliminate uncertainty regarding the potential for RECs. The limitations herein must be considered when the user of this report formulates opinions as to risks associated with the site. No warranties, express or implied, are intended or made.

Proposal for Phase I Environmental Site Assessment

Shoreline Maintenance Facility – Hamlin Yard ■ Shoreline, WA

November 10, 2021 ■ Terracon Proposal No. P81217512



An evaluation of significant data gaps will be based on the information available at the time of report issuance, and an evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. We have no obligation to provide information obtained or discovered by us after the date of the report, or to perform any additional services, regardless of whether the information would affect any conclusions, recommendations, or opinions in the report. This disclaimer specifically applies to any information that has not been provided by the client.



November 16, 2021

TCF Architecture
902 North 2nd Street
Tacoma, WA 98403-1931

Attn: Mr. Mark Hurley
E: mark@tcfarchitecture.com
P: (253) 572 3993

RE: Proposal for Regulated Building Materials (RBM) Assessment
Shoreline Maintenance Facility – Hamlin Yard
16006 15th Avenue Northeast
Shoreline, WA 98155
Terracon Proposal No. P81217518

Dear Mr. Hurley:

Terracon Consultants (Terracon) appreciates the opportunity to submit this proposal to TCF Architecture (Client) to provide a pre-demolition RBM Assessment in support of future demolition plans for the maintenance buildings at the Hamlin Yard located at 16006 15th Avenue Northeast, in Shoreline, Washington.

Regulated Building Materials Consulting Services	Fee
Pre-demo RBM Assessment and Reporting – Lump Sum (Includes items outlined in Section 2.1)	\$5,650
Lump Sum Total	\$5,650

If this Scope of Services meets with your approval, work may be initiated by returning a signed Consultant Agreement Amendment to our Seattle Office. **Please provide site contact information with the signed agreement.**


We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please do not hesitate to contact us.




Proposal for Pre-demolition RBM Assesment
Hamlin Yard ■ Shoreline, Washington
November 16, 2021 ■ Terracon Proposal No. P81217518



Sincerely,
Terracon Consultants

Sincerely,


Christina Anderson
Project Manager

Reviewed by,


Derica Escamilla
Authorized Project Reviewer / Client
Development Manager

Attachments:

Roof Sampling Authorization

City of Shoreline – Distributed Facilities Analysis, Hamlin Yard – Scenario A – Max Capacity, dated January 26, 2019, prepared by TCF Architecture

DETAILED SCOPE OF SERVICES

1.0 PROJECT INFORMATION

We understand that the Client is requesting an assessment for regulated building materials including asbestos-containing materials (ACM), lead-containing paints, Polychlorinated Biphenyl (PCBs)-containing light ballasts, mercury-containing sources, and high intensity discharge lamps (HIDs including sodium vapor, mercury vapor, and metal halide), prior to building demolition.

Terracon assumes the pre-demolition asbestos and lead assessment will require up to two business days to complete. The asbestos and Lead assessment will include the interior, exterior, and roof(s) of the structures identified in the attached figure, *City of Shoreline – Distributed Facilities Analysis, Hamlin Yard – Scenario A – Max Capacity*. **This assessment does not include maintenance equipment or machinery located on the site.**

Terracon also understands that the intent of the RBM assessment is to assist the Client with communicating the presence of regulated building materials, and the presence, location, and quantity of asbestos-containing material (ACM) to employees, vendors, and contractors working in the buildings and to meet the requirements for an asbestos survey for the Puget Sound Clean Air Agency (PSCAA) and a good faith inspection as required by Washington State Department of Labor and Industries' Division of Occupational Safety and Health (DOSH) regulations prior to building demolition or renovation.

This scope of work was developed with the assistance of the following individuals and documents:

- *City of shoreline – Distributed Facilities Analysis, Hamlin Yard – Scenario A – Max Capacity*, dated January 26, 2019, prepared by TCF Architecture
- King County Assessor Website Property Details

2.0 SCOPE OF SERVICES

2.1. Asbestos Survey

Pursuant to the Client's request, Terracon will perform an asbestos survey of the structures identified herein. It is proposed that Terracon will collect up to 85 samples for analysis (including quality control samples). If approved by the Client, any additional samples will be collected for a fee of \$10.35 per sample.

The asbestos survey will be performed by two Asbestos Hazard Emergency Response Act (AHERA)-accredited asbestos building inspectors as required by 40 Code of Federal Regulations (CFR) Part 61, National Emissions Standards for Hazardous Air Pollutants (NESHAP). Terracon will conduct a visual assessment of the project area to identify materials suspected of containing asbestos (suspect ACM) such as thermal system insulation, surfacing materials, and

miscellaneous materials (e.g., built up roofing, sealants). Samples of suspect ACM will be collected for laboratory analysis. Bulk sample collection will be conducted in general accordance with the sampling protocols outlined in 40 CFR 763.86.

Sample collection will result in some isolated damage to building materials; however, attempts will be made to limit such damage to the extent necessary for sample collection. Terracon will not be responsible for repair or touch-up of sample locations. In addition, Terracon will not perform sampling that requires demolition or destructive activities such as knocking holes in interior or exterior walls, dismantling of equipment or removal of protective coverings. Reasonable efforts to access suspect materials within known areas of restricted access (e.g., crawlspaces) will be made provided these areas are not determined to be permit-required confined spaces, or to pose a health or safety risk to Terracon personnel. Sampling will not include suspect materials that cannot be safely reached with available ladders. Given that roof sampling is requested by the Client, the Client agrees to defend and hold Terracon harmless from subsequent liability and damages that may result by signing the attached roof sampling release. Terracon will apply temporary patching to roof sample locations, but we recommend that a roofing contractor be hired to repair areas damaged by Client-requested roof sampling if the building is not demolished soon after the survey is completed.

Terracon will not climb onto steep roofs (greater than 4:12 slope) unless the Client provides safe anchor points in accordance with Washington Administrative Code (WAC) 296-155-24510. For low slope roofs, Terracon will use a second competent person as required by our safety monitor system. The safety monitor system includes a second competent person on site to perform safety monitor duties while the primary inspector conducts the roof assessment and sampling. For low slope roofs, greater than 50 feet in width, a safety monitor and warning line system is required. Inaccessible suspect roofing will be assumed ACM.

The samples will be submitted and analyzed for asbestos content by polarized light microscopy (PLM) by a laboratory accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) on a 5-day turnaround time (TAT). Some materials that are found to contain two percent or less than one percent asbestos may be considered for further analysis by PLM point count analysis (400 points) per regulatory requirements. Terracon will review the laboratory results and recommend PLM point analysis, as appropriate. If additional point count analysis is recommended, Terracon will contact the Client for authorization.

2.2. Lead-Containing Paint Sampling

Terracon will visually assess the buildings and perform lead-containing paint (LCP) sampling that will consist of collecting paint chip samples from various painted components for laboratory analysis. Representative samples of suspect coatings will be collected and analyzed by Flame Atomic Absorption (FAA) for total lead concentration.

LCP sampling will be limited to readily observable and accessible surfaces. Terracon cannot guarantee a building or property to be LCP free as the possibility exists that LCP coated surfaces

may be hidden from sight or in inaccessible locations, or the homogeneous construction areas identified may not be truly homogeneous. Please note the number of samples to be collected will depend on the homogeneous painted materials identified.

Terracon estimates up to 20 paint-chip samples may be obtained for this project. If additional paint chip samples are collected beyond the estimated quantity, the samples will be invoiced at \$13.80 per sample. Terracon will contact the Client for authorization of additional sample analysis, if warranted.

The paint chip samples will be submitted to a laboratory participating in the Environmental Lead Laboratory Accreditation Program (ELLAP) for lead content analysis on a 5-day TAT. Limited LCP sampling will result in damage to a small area (approximately 2 square inches) of the painted surface at each sample location. Terracon will not be responsible for repainting sampled surfaces.

The LCP sampling will not meet the Housing and Urban Development (HUD) requirements for child-occupied facilities.

2.3. Additional Regulated Building Materials

Terracon will conduct an inventory of potential PCB-containing light ballasts, mercury-containing components (thermostats, fluorescent light tubes, compact fluorescent bulbs, and switches), and high intensity discharge lamps (HIDs including sodium vapor, mercury vapor, and metal halide).

2.4. Report Preparation

Terracon will prepare a written report describing the sampling methodology and the results of the asbestos survey, LCP sampling, and summary of other regulated building materials observed during the assessment. The report will describe the number, type and location of building material samples collected for analysis (ACM and LCP samples), the analytical results, photographs of the suspect ACM sampled, and the estimated quantity of materials identified as ACM. Sample location drawings will be provided if building floor plans are available upon commencement of the work. Unless otherwise instructed, one PDF-formatted copy of the final report will be submitted to the Client via email.

2.5. Reliance

The Report(s) will be prepared for the exclusive use and reliance of the Client. Reliance by any other party is prohibited without the written authorization of the client and Terracon.

If the Client is aware of additional parties that will require reliance on the Report, the names, addresses and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon will grant reliance on the Report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request). For a period of one year after the report date, the Client and Terracon will consent to reliance on the Report by a third party. During the one-year period, Terracon will grant reliance upon receipt of a fully executed Reliance Agreement and receipt of an additional fee of \$350.00 per relying party.

Reliance on the Report by the Client and all authorized parties will be subject to the terms, conditions and limitations stated in the Agreement for Services (and sections of this proposal incorporated therein), the Reliance Agreement, and the Report.

2.6. Site Access and Safety

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

3.0 SCHEDULE

Terracon is available to commence proposed services upon receipt of the signed Consultant Agreement Amendment. The final report will be submitted no later than 14 days after receipt of final laboratory results.

In order to comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- Notification to building occupants, if applicable.
- Any restrictions or special access requirements regarding the site shall be made known to Terracon prior to site mobilization.
- Client will provide, if available, building plans in AutoCAD or another electronic format.
- Any known environmental conditions at the site (i.e., hazardous materials or processes, specialized protective equipment requirements, unsound structural members, etc.) shall also be communicated to Terracon prior to site mobilization.

3.1. Scope and Report Limitations

The findings and conclusions presented in the final report will be based on the site conditions on the date(s) of the survey. The scope of the work is based on information provided by the Client. If actual site conditions may lead to additional fees, Terracon will contact the Client prior to incurring those additional costs.

A reasonable effort will be made to identify and sample (where applicable) ACM and LCP as described in the Scope of Services above; however, this does not imply a guarantee that all possible locations of ACM and LCP will be identified, as certain building materials and or ACM and LCP components may outside of the project area, be hidden below solid substrates, within mechanical components, etc., or may be otherwise inaccessible. During future maintenance, renovation and demolition operations, additional suspect ACM or LCP may be uncovered. All suspect ACM should be treated as asbestos-containing until an AHERA-accredited building inspector assesses the materials.

RBM assessments are non-comprehensive and subject to many limitations, including those presented above. Our assessment will consider risks pertaining to the RBM; however, the assessment will be limited to only those locations and materials assessed. The assessment is not designed to identify all potential concerns or to eliminate all risks associated with renovation, demolition, material removal, construction, or transferring of property title. Evaluation of other risks not specifically described in the Scope of Work have not been included; for example: structural integrity; engineering loads; electrical; mechanical; radon gas; slope stability; building settlement; and evaluation of toxic and hazardous substances in, or in contact with, soil and groundwater. No warranty, expressed or implied, is made.

4.0 COMPENSATION AND FEE SCHEDULE

Terracon will provide the services described in the Scope of Services above lump sum fee of **\$5,650**.

This Proposal is valid only if authorized within sixty (60) days from the listed Proposal date. If there is a need for change in the scope of services or the terms and conditions described in this Proposal, please call us immediately.

We appreciate the opportunity to provide this proposal and look forward to working with you on the project. In addition to these services, Terracon can provide geotechnical, environmental, occupational safety and health training, construction materials testing, and facilities services.

Roof Sampling Authorization

Terracon Consultants, Inc. has been requested by our Client to sample the currently installed roofing materials for determination of the presence of asbestos containing materials. The sampling and analysis are being conducted for informational purposes.

As part of the sampling procedure, it may be necessary for Terracon to cut into the roofing materials and remove the materials down to the roof deck or underlying substrate. Terracon will repair the roof by applying temporary patching at the sample locations. The Client, building owner, and occupants should understand that sampling of the roofing materials by cutting into these materials may void roof warranties that may be currently in effect. Terracon recommends that the sample locations be permanently patched by a qualified roofing contractor and/or by a roofing contractor approved by the current warranty holder. Terracon will not be responsible for leaks or damage as a result of the sample locations not being permanently patched.

Your acknowledgement of the proposed sampling is requested below.

- I have read the above and will allow sampling of the roofing materials.
- I have read the above and will **not** allow sampling of the roofing materials.

**Shoreline Maintenance Facility – Hamlin Yard,
16006 15th Avenue Northeast**

Building Name or Address

Client Name / Entity

Printed Name of Authorized Person

Signature of Authorized Person

Date

HAMLIN YARD

DEVELOPED SITE
1.6 ACRES

NEW DEVELOPMENT OUTSIDE FENCE
4,400 SF

APPROX. TREES TO BE REMOVED
6 - 10" : 3
11-20" : 25
21-30" : 4
31-42" : 11

STAFF/PUBLIC PARKING
30 SPACES

ENCLOSED CITY VEHICLES
M 2 (to be moved to Ronald WW)

CANOPY CITY VEHICLES
L 0
M 11
S 24
XS 3
XXS 21

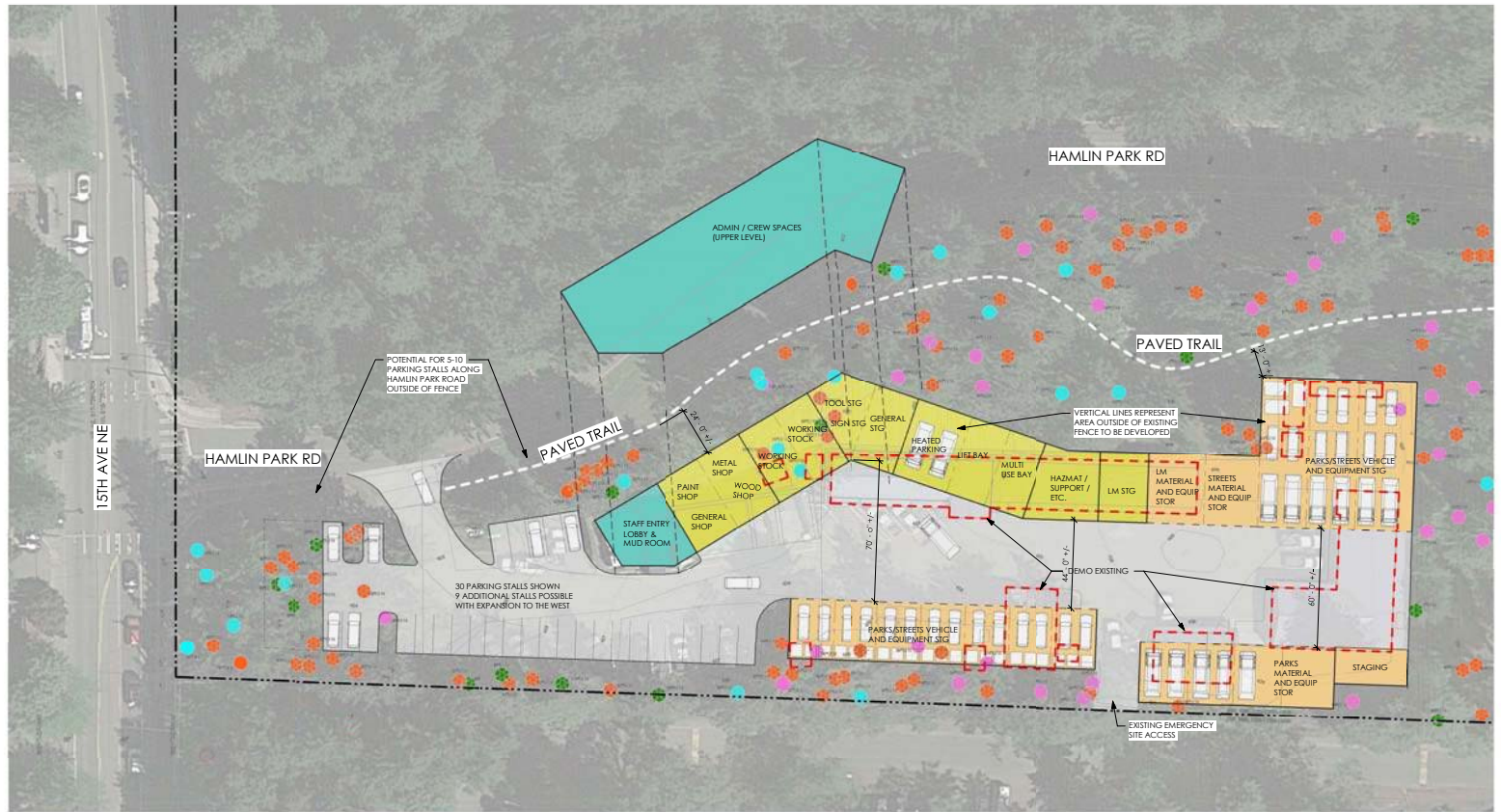
HEATED ADMIN/CREW/
9,800 SF

HEATED MAINTENANCE, SHOPS, EQUIP
10,000 SF

CANOPY
16,100 SF

35,900 SF TOTAL PROGRAM AREA

- ENCLOSED
- CANOPY
- EXISTING
- EXPANDED PARK / FLOOD PLAIN AREA
- DEMO EXISTING
- TREE 6" - 10"
- TREE 11" - 20"
- TREE 21" - 30"
- TREE 31" - 42"





Shoreline Hamlin - SD Phase

Date: Tue, Nov 09, 2021

Proposal of Services

Mark Hurley
TCF Architecture
902 N Second Street,
Tacoma, Washington 98403

Acoustical Services Proposal for Shoreline Hamlin - SD Phase

Dear Mark,

Thank you for considering the Tenor Engineering Group to support you with the acoustical design of the City of Shoreline Hamlin Yard facility in Shoreline, Washington. This is our proposal of services to support your team with the noise and vibration solutions to meet your project goals.

Estimate of Services

MILESTONES / TASKS	AMOUNT
Schematic Design	\$2,400.00
<p>Architectural Acoustic Design Support - Complete short duration noise measurements at the site to determine the window and exterior envelope for quiet office spaces, review partitions and details associated with sound isolation/speech privacy, noise control and intelligibility for meeting and other sensitive use spaces. Provide drawing mark-up, recommendations/narrative, and collaborate with the design team. Address any questions/concerns from Shoreline staff and team.</p>	
<p>Mechanical System Noise Narrative - Provide noise and vibration control guidance for mechanical systems with a focus on limiting noise impact to Hamlin Park and Fircrest campus. This will include maximum sound power levels for systems and suggested installation details for sound and vibration control. Collaborate with mechanical engineer and design team.</p>	
	<p>Total \$2,400.00</p>

Summary

Our fees are based on our hourly rates and expected level of support. Please contact us if you have any questions or would like to modify the proposed scope of work.

Thank you for considering the Tenor Engineering Group.

Sincerely,

Erik Miller-Klein, PE, INCE Bd. Cert.

Principal of Acoustical Engineering

Tenor Engineering Group

erik.mk@tenor-eng.com

O: (206) 899-5450

M: (206) 658-7920

Terms of Service

These fees include all costs associated with equipment, administration, and transportation. Our fees are based on our hourly rates:

Hourly Rates

Principal, PE - \$145 per hour

Acoustical Consultant - \$100 - \$120 per hour

Staff Consultant - \$75 - \$95 per hour

At no time will our fees exceed the above hours or costs without prior written approval. If the conditions of this proposal are satisfactory we will accept an agreement form of your choice or approval of this proposal through our online client portal or printing and signing below. This can be e-mailed or mailed to: 113 Cherry St, PMB 52397, Seattle, WA 98104-2205

Client Signature

Date