

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** General Services

**DATE:** July 27, 2017

**REQUESTED ACTION:** To approve funding the remodel of the Public Services Center (PSC) first floor suite 185 to accommodate multiple new tenants and add new office areas to the fourth floor of Public Works. Authorize the Interim County Manager to execute a contract with BBL Architects to prepare plans for remodeling portions of the first and fourth floors of the Public Services Center (PSC).

Consent  Hearing  County Manager

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## BACKGROUND

The Facilities Management section of the Department of General Services has selected BBL Architects from the MRSC consultant roster to provide professional design services for remodeling portions of first and fourth floors of the PSC. This project will repurpose the southwest corner of the first floor which became available when the Solid Waste group relocated to the Center for Public Health. It will provide much needed space for Medical Examiner Administration and allow for the consolidation of Public Works staff by relocating the Regional Transportation Council (RTC) from the fourth floor to the first floor.

The contract with BBL Architects will be for \$55,441.00 and cover the design, cost estimates and construction documents needed to go out to bid for the complete remodel project. Public Works will pay 25% of the contract cost and the remainder will come from the General Fund or REET. Public Works will pay for the remodeling on the first floor to accommodate RTC and all of the work on the fourth floor. The work to provide space for Medical Examiner Administration will be paid from REET or the General Fund. Funding for the project will be included in the fall supplemental to the budget.

## COUNCIL POLICY IMPLICATIONS

None

## ADMINISTRATIVE POLICY IMPLICATIONS

None

## COMMUNITY OUTREACH

None

## BUDGET IMPLICATIONS

YES	NO	
	X	Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation

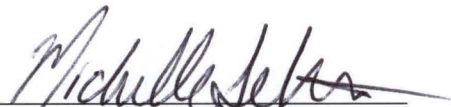
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.
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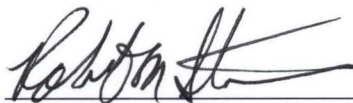
**BUDGET DETAILS**

Local Fund Dollar Amount	\$55,441 (Design only. This does not include construction costs)
Grant Fund Dollar Amount	\$0
Account	Fund 5193: Major Maintenance
Company Name	BBL Architects

**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

  
 Michelle Schuster  
 Administration and Facilities Manager

  
 Robert Stevens  
 Director of General Services

  
 APPROVED:  
 CLARK COUNTY, WASHINGTON  
 BOARD OF COUNTY COUNCILORS

DATE: July 25, 2017  
 SR# SR 153-17





APPROVED: \_\_\_\_\_  
 Jim Rumpeltes, Interim County Manager

DATE: \_\_\_\_\_

# BUDGET IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Public Works Fund 1012		13860				
General Fund Fund 0001 or REET Fund 3056	41,581	41,581				
<b>Total</b>	41,581	55,441				

II. A – Describe the type of revenue (grant, fees, etc.)

This project will renovate the 1<sup>st</sup> floor suite 185 to house the Medical Examiner, RTC and other departments who wish to use cubicle office space on a temporary or permanent basis. Public Works will also be updating their 4<sup>th</sup> floor southwest corner once RTC moves downstairs to accommodate at least one walled office and additional cubicle spaces for PW employees. The Medical examiner will occupy approximately 2588 sq. ft. of suite 185 and RTC will occupy approximately 2600 sq feet. PW will be covering the cost of the remodel for RTC to move downstairs so that they can repurpose the 4<sup>th</sup> floor space for their needs.

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
5193/Major Maintenance			55441				
<b>Total</b>		41581	110882				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual		55,441.00				
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>		55,441.00				

## Decision Package Request Form

Requesting Dept/Office: General Services

Request Type:

Previously Approved by Council

Package Number: GEN-03

Short Description: PSC 1st and 4th floor remodel

Limited to 50 characters for use in reports to County Council

Package Title: Public Services Center 1<sup>st</sup> Floor Remodel

Contact info: **name:** Michelle Schuster **email:** michelle.schuster@clark.wa.gov **phone:** 360-397-2300x4118

**Justification:** The Facilities Management section of the Department of General Services has selected BBL Architects from the MRSC consultant roster to provide professional design services for remodeling portions of first and fourth floors of the PSC. This project will repurpose the southwest corner of the first floor which became available when the Solid Waste group relocated to the Center for Public Health. It will provide much needed space for Medical Examiner Administration and allow for the consolidation of Public Works staff by relocating the Regional Transportation Council (RTC) from the fourth floor to the first floor.

The contract with BBL Architects will be for \$55,441.00 and cover the design, cost estimates and construction documents needed to go out to bid for the complete remodel project. Public Works will pay 25% of the contract cost and the remainder will come from REET. Public Works will pay for the remodeling on the first floor to accommodate RTC and all of the work on the fourth floor. The work to provide space for Medical Examiner Administration will be paid from REET or the General Fund. The cost of the actual remodel will be determined once BBL Architects finish their work and then the county will go out to Bid.

### Please complete the following for New Requests:

**Liability/Risk/Safety Impacts:** Moves the administration functions out of the Death Investigation building which was originally built as a tavern and not a medical office building and so it possesses facility logistics that are hard to accommodate office spaces in.

**Positive Impact to Citizens:** Currently citizens who have lost a loved one must sit in the entry way of the ME office as they speak to that ME department about sensitive issues as others walk directly through those meetings. This remodel would accommodate a family room and a true reception area for the department. It will also position RTC in a better location in the building for the RTC constituents to locate their offices instead of having to go through the Public Works department.

**Efficiency Gains:** Consolidate the Public Works operations in the PSC to one area and will provide additional cubicle space for temp employees during the busy months for some departments to rent. The Medical examiner also only has 1 office for four Medical Investigators to share this will allow them each to have an individual work space.

**Workforce Engagement and Contributions:** This move will improve the work space for the Medical Examiner employees by giving those individual offices and cubicles where currently many of the employees are sharing offices. Also with the office spaces being sunken they are required to close their blinds to prevent people from viewing the paperwork they work on. This move will improve the working conditions for the employees.

**Impacts/Outcomes if not approved:** The Medical examiner would continue to struggle with their facility which they have out grown and does not meet their needs. Public Works will have disjointed departments with people spread around the building, and RTC will remain in the Public Works area which is not an idea location.

Package number	Fund	Prog	Dept	Basele	Obj	Categ	2017-18 EXP inc / REV dec (DR)	2017-18 EXP dec /REV inc (CR)	2019-20 EXP inc / REV dec (DR)	2019-20 EXP dec /REV inc (CR)	Type	Operating vs capital
GEN-03	5193	000	330	518300	410	000000	55,441		-		One-Time Operating	
GEN-03	5193	000	330	397056	000	000000		41,581			One-Time Operating	
GEN-03	5193	000	330	369910	000	000000		13,860			One-Time Operating	
GEN-03	3056	000	330	597193	551	000000	41,581				One-Time Operating	

BUDGET OFFICE NOTE: PACKAGE REQUIRES \$41,581 ONE TIME FROM REAL ESTATE EXCISE TAX FUNDS.

*Adrian Pate* 07/13/2017  
BUDGET

# Professional Services Contract

Contract Purchase No. \_\_\_\_\_

THIS CONTRACT is entered into this 25<sup>th</sup> day of July 2017, by and between CLARK COUNTY, after this called "County," a political subdivision of the State of Washington, and BBL Architects, after this called "Contractor."

## WITNESSETH

WHEREAS, the Contractor has been chosen from the MRSC vendor roster by the County and has the expertise to provide professional services for Clark County and to perform those services more particularly set out in the proposal attached hereto as Attachment 1 a scope of work.

WHEREAS, Clark County does not have available staff to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as set forth in Attachment 1 for the 1<sup>st</sup> and 4<sup>th</sup> floor renovation project.
2. Duration. The Contract shall be effective beginning July 26, 2017 and ending December 31, 2018.
3. Compensation. County shall pay the Contractor for performing said services upon receipt of a written invoice according to the schedule set forth in Attachment 1. The parties mutually agree that in no event shall the amount billed by the Contractor exceed \$55,441.00 without prior written approval of the County.
4. Termination. The County may terminate this Contract immediately upon any

breach by Contractor in the duties of Contractor as set forth in Contract. The waiver by the County of one or more breaches shall not be construed as a waiver of any subsequent breach or breaches. Further, County may terminate this Contract upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination.

5. Independent Contractor. The Contractor shall always be an independent Contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification / Hold Harmless. The Consultant shall defend, indemnify and hold the County, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Contract, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the County, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.



7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.

8. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, federal or state legislation that is now or may during the term of this Contract be enacted as to all persons employed by the Contractor in performance of the work pursuant to this Contract and shall assume exclusive liability therefore, and meet all requirement's thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.

9. Contract Documents: Contract documents consist of this Contract and Attachment 1, a scope of work. If there is a conflict between the provisions of these documents, the provisions of this Contract shall control.

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services to be performed hereunder. Any and all revisions to this Contract, including without limitation, any changes in scope and any increase or decrease in the amount of the Contractor's compensation, shall be in the form of written amendments to the

Contract, and shall be mutually agreed upon and signed by both County and the Contractor.

12. Public records act: Notwithstanding the provisions of this Contract to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to:

Clark County - General Services  
C/O Public Records  
PO Box 5000  
Vancouver, WA 98660

13. Governing Law; Venue. This Contract shall be governed by the laws of the State of Washington. Venue for any litigation shall be in Superior Court for the State of Washington in Clark County, Washington.

14. Confidentiality. Subject to the provisions of section 12, above, with respect to all information relating to County that is confidential and clearly so designated, the Contractor agrees to keep such information confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and

shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. The Contractor further covenants that no person having such interest shall be employed by it, or shall perform services as an independent contractor with it, in the performance of this Contract.

16. Consent and Understanding. This Contract contains a complete and integrated understanding of the contract between the parties and supersedes any understandings, contract, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

17. Severability. If any provision of this Contract is held invalid, it shall be severed from the remainder, which shall continue in full force and effect as conforming to the terms and requirements of applicable law.

18. Insurance. The Contractor shall maintain Professional Liability Insurance in the amount of Two Million Dollars and Commercial Liability Insurance in the amount of Half a Million Dollars. All parties to this Contract hereby agree that the Contractor's coverage will be primary in the event of any loss. As evidence of the insurance coverage required by this contract, the Contractor shall furnish a Certificate of Insurance to the County. This Contract shall not be effective until the required certificates have been received and approved by the County. Contractor will send a renewal certificate to the county 10 days prior to any expiration of coverages during the Contract period.

IN WITNESS THEREOF, County and the Contractor have executed this Contract on the date first above written.

CLARK COUNTY

  
\_\_\_\_\_  
Jim Rumpeltes  
Interim County Manager

BBL Architects

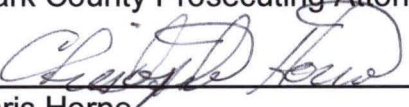
By \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

APPROVED AS TO FORM ONLY  
ANTHONY F. GOLIK

Clark County Prosecuting Attorney

  
\_\_\_\_\_  
Chris Horne,  
Sr. Deputy Prosecuting Attorney

**Vendor/Contractor:**

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes

No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

 **BBL ARCHITECTS**  
ARCHITECTURE ■ PLANNING ■ INTERIOR DESIGN

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May 31 2017

Michelle Schuster  
Administration and Facilities Manager  
Clark County General Services  
1300 Franklin Street  
Vancouver WA 98660

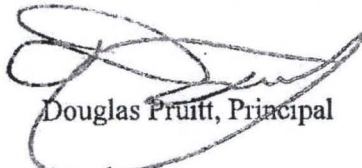
RE: Public Service Center Remodel for Medical Examiner's Offices and Public Works Offices

Dear Michelle:

Thank you very much for the opportunity to prepare this proposal and work with you on the project to relocate the Medical Examiner's Administration to the first floor of the Public Service Center, and to construct offices for the Public works director on the fourth floor. I have prepared the attached proposal to provide Architectural and Engineering Services to complete the Construction Documents to build out the interior spaces, including bidding and construction administration services. We are available and ready to get started upon your authorization.

The following pages contain our proposed scope and fee, understanding of the project, assumptions, and exclusions. Thank you so much for the opportunity to be of service on this project.

Sincerely,

  
Douglas Pruitt, Principal

Attachments:  
Proposed Scope of Work  
Fee Breakdown

BBL Architects and our Mechanical and Electrical consultants (MKE Inc.) will provide Architectural Design, Mechanical and Electrical Engineering services for the remodel of the southeast corner of the first floor to accommodate the Medical Examiners Offices, and the southeast corner of the fourth floor to accommodate the Public Works Department Director's office suite. We will work with ACC Cost Consultants to develop construction cost forecasts at

### **PROPOSED SCOPE OF WORK**

BBL Scope of Work would be as follows:

**Understanding:** The project will be to remodel the first floor and the fourth floor of the Public Service Center at 1300 Franklin as to accommodate the following:

First Floor (currently Open Office 185, and Workroom 188)

1. Construct a wall near Gridline 3 to divide the Medical Examiner's offices from the remaining Open office space.
2. Construct private offices for the Medical Examiner, Deputy Medical Examiner, ME Administrator, and a hotel office for investigators,
3. Conference room.
4. Family Room, and Reception.
5. Workroom 188 may need to have the door relocated.
6. The remainder of the space will be open office area for the investigative staff.
7. The ramp and stairs do not meet current accessibility standards for the railings. Railing upgrades will be included in the design.
8. Windows into the ME office areas will be provided with translucent film, or blinds to provide privacy from the outside for all windows below door head height. The existing horizontal window blinds shall remain.
9. Provide a new exit in the storefront for the public works/RTC office area.
10. The access controls on the corridor door just west of the Dragonfly Café will be reprogrammed to provide public access to the Medical Examiner's office
11. A new storefront door will be added to the public works or RTC area on the first floor to provide two means of egress from the area.

Fourth Floor (Currently Open Office 431)

1. Construct private offices for the Public Works Director, and an outer office for the Director's Office Manager.

### **Assumptions:**

- a. No Land Use permit processes will be required.
- b. No additional parking will be required.
- c. BBL will work with the Owner's Space Planner and the Owner's furniture vendor to provide electrical and data connections to the furniture in the ME office area and the Public Works Directors Office area. Electrical and data for system furniture outside of these areas will not be included in the design drawings.
- d. Existing facility will continue to be occupied during the construction.

- e. Permit fees will be paid for by the County. BBL will submit applications for building permits.
- f. New finishes will match the existing building standard finishes. Carpet tile will be salvaged for reinstallation around the new walls due to the custom color.
- g. New base will be rubber base.
- h. The reception window will have a pass through and speaker in a fixed window. There will be a plastic laminate sill at the window to match the building casework.
- i. There will not be any other casework in the project.
- j. A new storefront door will be added to the public works or RTC area on the first floor to provide two means of egress from the area.

**Phase I – Prepare Schematic plan and budget.**

- a. Prepare Schematic Design floor plans.
- b. Review with Owner's representatives.
- c. Update the plans to reflect Owner's comments.
- d. Develop a Schematic cost estimate with Architectural Cost Consultants
- e. Mechanical and electrical estimates will be provided with assistance from the engineers.
- f. Review the Schematic Budget Estimate and final schematic design plans with the Owner. For approval to proceed to Construction Documents.

**Deliverables:**

- 1) Schematic Floor plans, First and Fourth Floors
- 2) Typical wall type for acoustic separation walls.
- 3) Cost estimate
- 4) Project budget forecast with detailed unit cost breakdown

**Phase II – Develop Construction Documents, permitting, bidding, Construction Administration.**

- a. Develop Construction Plans, Architectural, Mechanical and Electrical.
- b. Develop Mechanical, Plumbing and Electrical energy code checklists.
- c. Develop written specifications,
- d. Update the cost estimate at 90% complete documents.
- e. Submit Plans to the City for Permits
- f. Post the Plans for bidding. (Or distribute to Owner's selected Plan Centers)
- g. Assist the Owner with Opening and review of the bids.
- h. Review contractor submittals during construction.
- i. Review contractor RFI's during construction.
- j. Review Contractor applications for payment.
- k. Make periodic site visits to review the progress of construction.

**Deliverables:**

- 1) Construction drawings and at 50%, 90%, and 100%
- 2) Project Manual including County front end.

- 3) Updated cost estimate and budget forecast at 90%.
- 4) Addenda during bidding
- 5) Field reports during construction,
- 6) Punchlist at Substantial Completion,
- 7) Certificate of Substantial Completion



Task	BBL Architects				MKE	ACC	Total
	Project Architect \$125	Project Manager \$85	Drafter \$75	Project Admin. \$80	MEP Engineer	Cost Estimator	
<b>Schematic Design</b>							
Project Start-up; site visit, initial meeting, set up CAD files, find railing shop drawings	6	2	8				
Prepare Schematic Floor Plans 1st, and 4th flrs	6		12				
Meeting with Owner	3						
Update plans with review comments	1		4				
Prepare a conceptual cost estimate	1	3	2			1100	
Meeting with Owner to review cost options	2						
Consultant coordination/communications/schedule	4	2	2	2			
<b>Phase Subtotal</b>	<b>23</b>	<b>7</b>	<b>28</b>	<b>2</b>			<b>60</b>
<b>Phase Cost</b>	<b>2,875</b>	<b>595</b>	<b>2,100</b>	<b>160</b>	<b>5,400</b>	<b>1,100</b>	<b>\$12,230</b>
<b>Construction Documents</b>							
Develop Floor Plans, Ceiling Plans, Door and Finish Schedules	4	12	24				
Review meeting with Engineers/coordination with MEP Drawings	1	4	4				
50% Review meeting with Owner Representatives	2						
Specifications coordinate with County front end. Prepare Division 1, and estimated 16 Sections (Div 2-14), Coordinate with MEP Divisions	28						
Develop Construction Drawings to 90% Floor Plans (Finish Schedule, Door Schedule) Reflected Ceiling Plans Interior Door Details Interior Ceiling Details Interior Relight/Transaction Window details Storefront Details Wall details Ramp Railing Details	12	12	40				
Prepare cost estimate at 90%	1	3	2			1,426	
Review and coordinate with MEP Drawings	2	4	2				
Mtgs to review progress with owner 90%	3						
Finalize Drawings and Specs	4	4	8				
Permitting (L&I plan review is not required)		3	2	1			
Respond to Plan review comments	1	2	4				
Consultant coordination/communications/schedule	2	2	2	2			
<b>Phase Subtotal</b>	<b>60</b>	<b>46</b>	<b>88</b>	<b>3</b>			<b>197</b>
<b>Phase Cost</b>	<b>7,500</b>	<b>3,910</b>	<b>6,600</b>	<b>240</b>	<b>5,400</b>	<b>1,426</b>	<b>\$25,076</b>
<b>Bidding</b>							
Issue documents and advertisements for bid	1	2					
Prebid Conference		2					
Respond to substitution requests		2					
Respond to bidder questions	2	2					
Prepare addenda items	2	2	4				
Attend Bid opening, record results, review bidder responses.	2						
<b>Phase Subtotal</b>	<b>7</b>	<b>10</b>	<b>4</b>	<b>0</b>			<b>21</b>
<b>Phase Cost</b>	<b>875</b>	<b>850</b>	<b>300</b>	<b>0</b>	<b>800</b>	<b>0</b>	<b>\$2,825</b>

Task	BBL Architects				MKE	ACC	Total
	Project Architect \$125	Project Manager \$85	Drafter \$75	Project Admin. \$80	MEP Engineer	Cost Estimator	
<b>Construction Administration</b>							
Attend Preconstruction meeting with the Owner and General Contractor	2	2					
Review submittals	4	20					
Review and respond to RFI's and Contractor questions	2	6	8				
Attend 4 construction meetings, prepare minutes, Consultant site observations, prepare observation reports		16					
Review Change Order Proposals from the contractor	4	4					
Review applications for payment from the general contractor	4						
Punchlist	4	4					
Review O&M's As-builts, closeout submittals	2	4	6				
Consultant Coordination/Communications	2	2		2	2		
Final review	2	2					
<b>Phase Subtotal</b>	<b>26</b>	<b>60</b>	<b>16</b>	<b>2</b>			<b>104</b>
<b>Phase Cost</b>	<b>3,250</b>	<b>5,100</b>	<b>1,200</b>	<b>160</b>	<b>3,600</b>	<b>-</b>	<b>\$15,310</b>
<b>Total</b>				<b>35,715</b>	<b>15,200</b>	<b>2,526</b>	<b>\$55,441</b>

Estimated Reimbursable Expenses

\$1,000

- Milage: IRS milage rate (currently \$0.535/Mile)
- Printing/Plotting (large format): \$0.70/SF
- Printing Copying (small format): \$0.15/Sheet
- Postage and Deliveries: At cost
- AIA Documents: At Cost

# ACC Cost Consultants, LLC

Stanley J. Pszczolkowski  
 8060 SW Pfaffle Street, Suite 110  
 Tigard, Oregon 97223  
 Voice: (503) 718-0075  
 Fax: (503) 718-0077  
 www.archcost.com

May 24, 2017

Doug Pruitt, Principal  
 BBL Architects  
 400 Columbia Street, Suite 150  
 Vancouver, WA 98660

Subject: **CC - Public Service Center (County Admin Building) Remodel**  
 Construction Cost Estimating Services Fee Proposal

Dear Doug:

Thank you for the opportunity to be part of your team for the above project. Our proposed lump sum fee for estimating services will be:

<b>Estimate Fee Breakdown</b>	<b>Labor</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Sub-Total</b>	<b>Totals</b>
<b>Schematic Design Estimate</b>	Principal	1 hrs.	\$164.00	\$164.00	<b>\$1,100.00</b>
	Sr.Estimator	5 hrs.	\$130.00	\$650.00	
	Estimator	2 hrs.	\$90.00	\$180.00	
NIC, by Design Engineers	Mechanical	0 hrs.	\$130.00	\$0.00	
NIC, by Design Engineers	Electrical	0 hrs.	\$130.00	\$0.00	
Reconcile - minor estimate update (1)	Principal	0.25 hrs.	\$164.00	\$41.00	
	Sr.Estimator	0.5 hrs.	\$130.00	\$65.00	
	M/E	0 hrs.	\$130.00	\$0.00	
<b>90% Construction Documents Estimate</b>	Principal	1 hrs.	\$164.00	\$164.00	<b>\$1,426.00</b>
	Sr.Estimator	6 hrs.	\$130.00	\$780.00	
	Estimator	3 hrs.	\$90.00	\$270.00	
NIC, by Design Engineers	Mechanical	0 hrs.	\$130.00	\$0.00	
NIC, by Design Engineers	Electrical	0 hrs.	\$130.00	\$0.00	
Reconcile - minor estimate update (1)	Principal	0.5 hrs.	\$164.00	\$82.00	
	Sr.Estimator	1 hrs.	\$130.00	\$130.00	
	M/E	0 hrs.	\$130.00	\$0.00	
<b>Total Lump Sum Fee</b>				\$2,526.00	<b>\$2,526.00</b>

ACC will provide detailed quantity take-offs and cost estimating for architectural, landscape, civil (civil to provide earthwork quantities), and structural portions of the work. ACC will incorporate detailed estimates for mechanical, electrical and any special equipment items (kitchen/food service equipment, training equipment, theatrical /stage equipment, aquatic pools/equipment, etc.) into the overall estimate format as they become available from the design engineers and consultants. Estimates will be limited to no more than **(2) alternates**, additional alternates will result in additional services.

We will provide one estimate, based on one design scheme, for each phase of the work as outlined above. Base fee will cover one round of reconciliation and minor estimate update (this is limited to quantity adjustments, scope clarifications, product assumption clarification and does not include re-estimating for design changes or modification from the initial "base line" document) for each phase. **Additional estimates at each phase for additional updates, alternate solutions, major scope changes due to budget overruns, changes due to design and system changes, program changes or separating the estimate into smaller component parts will be billed as additional services.**

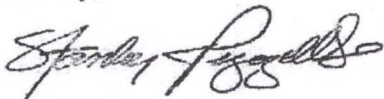
The architect will provide ACC with a minimum of **one complete full size set** of hard copy drawings and PDFs of drawings and specifications.

All "reimbursable" expenses, associated with work within the Portland Metro area, including travel, parking, telephone and postage are included in the above fees. Any travel outside the Portland Metro area will be billed at cost plus 10%, subject to prior approval.

Additional services beyond the scope of the work defined above, including value engineering workshops, cost reduction workshops and regular project consultant meetings, will be billed at an hourly rate as noted in the above matrix.

Schedule: If a schedule is not provided to ACC at the project start, then a **minimum of a three week notification** that documents will be ready for ACC to begin development of the estimate is required.

Sincerely,



Stanley J. Pszczolkowski  
[stanp@archcost.com](mailto:stanp@archcost.com)

Accepted:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



May 22, 2017

Doug Pruitt  
BBL Architects  
400 Columbia St.  
Vancouver, WA 98660

SUBJECT: **Clark County Public Services Center – 1<sup>st</sup> & 4<sup>th</sup> Floor Tenant Improvements**  
MKE Engineering Fee Proposal

Dear Doug,

It was a pleasure to catch up with you during our telephone conversation on Friday. We appreciate the opportunity to work with you and Clark County once again.

As we understand the scope, the County Medical Examiner (ME) will be moving their offices into a 3,000 SF space on the west side of the 1st floor. There will be a bank of offices/conference rooms on the west exterior. All walls in the ME area will be full height to the floor structure above. This area is currently occupied by Public Works. A new Public Works Director's Office (600 SF) will be created at the 4<sup>th</sup> floor where RTC occupied interfering 4<sup>th</sup> floor area, they will also be moved to the 1<sup>st</sup> floor.

The project will be broken down into two design phases. The first phase will provide a conceptual MEP schematic level design (SD) and include a cost estimate for the proposed TI work. After review by the County, the project will then re-initiate at the CD level and include Bid and CA services. MKE will deliver plans and specifications complete for public bid.

Per our conversation, there is no plumbing design anticipated, so MKE has excluded fees for plumbing. We do assume that relocation of sprinkler heads will be necessary. With full height walls and more individual office spaces, the HVAC design could be extensive.

The electrical scope includes lighting, power, data, and fire alarm design. We anticipate this will mostly involve relocating existing devices and connecting new HVAC terminal boxes.

For the services described above, MKE estimates our design fees as follows:

	<b>SD with Estimate</b>
<i>Mechanical:</i>	\$2,800
<i>Electrical:</i>	<u>\$2,600</u>
<b>Total:</b>	\$5,400

*Continued, next page...*

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	<b>CD</b>	<b>Bid</b>	<b>CA</b>	<b>Total</b>
<i>Mechanical:</i>	\$3,000	\$400	\$1,800	\$5,200
<i>Electrical:</i>	\$2,400	\$400	\$1,800	<u>\$4,600</u>
			<i>Total:</i>	\$9,800

If you have any questions or comments regarding this proposal, please feel free to call.

Sincerely,



Richard Dusa, P.E.  
Principal

RD/heo