



Spokane Park Board

Feb. 11, 2016 – 1:30 p.m.

City Hall, City Council Chambers

808 W. Spokane Falls Blvd, Spokane, Washington

Park Board Members:

- X Chris Wright – President
- Susan Traver – Vice President
(Absent/Excused)
- X Eadie, Leroy
- X Kelley, Ross
- X Van Voorhis, Ken
- Dunau, Andy (Absent/Excused)
- X Selinger, Sam
- X Potratz, Preston
- X Pendergraft, Lauren (left meeting at
3:14 p.m./excused)
- X Sumner, Nick
- X McGregor, Ted
- Mumm, Candace – Council Liaison
(Absent/Excused)

Parks Staff:

Jason Conley
Tony Madunich
Garrett Jones
Al Vorderbrueggen
Angel Spell
Jeff Bailey
Sam Song
Berry Ellison
Sari Luciano

Guest(s):

Richard Rush (in lieu of
Candace Mumm)
Kate Green
Gary Turner
Jim Santorola

MINUTES

1. **Roll Call:** *Pamela Clarke*
See above
2. **Motion No. 1:** Dr. Sam Selinger moved to approve the Jan. 14, 2016, Regular Park Board Meeting Minutes and Study Session Notes.

Ross Kelley seconded.
Motion carried with unanimous consent.
3. **Additions or Deletions to the Agenda:**
A. None
4. **Monthly Highlights:**
A. None
5. **Special Guests:**
A. SYSCA bi-monthly update – *Kate Green*, Northeast Youth Center executive director, and *Gary Turner*, Southside Senior Activity Center executive director, presented a 2015 activities update. Last year's total attendance was reported at 530,861, fundraising total at \$277,461, and volunteer hours were 44,777 hours for 2015.
6. **Claims:**

A. Claims for the month of January 2016 – *Ross Kelley*

Motion No. 2: Ross Kelley moved to approve claims for the month of January 2016 in the amount of \$714,020.08.

Dr. Sam Selinger seconded.

Motion carried with unanimous consent.

7. **Financial Report & Budget Update:** – *Sari Luciano* provided the January Financial Report & Budget Update. Parks and Recreation Fund revenue is tracking at 100% of the projected budget. Parks and Recreation expenditures are tracking at 96% of the projected budget. The Golf Fund revenue is tracking at 100% of the projected budget. The Golf Fund expenditures are tracking at 101% of the projected budget.

8. **Action Items/Special Discussion:**

A. Nominations and Election of Park Board Officers – *Ken Van Voorhis* presented the ad hoc committee nomination recommendations, which included: Chris Wright - president, Susan Traver - vice president and Leroy Eadie - secretary.

Motion No. 3: Ken Van Voorhis moved to accept the 2016 nomination recommendations. No additional nominations were presented.

Dr. Sam Selinger seconded.

Motion No. 4: Ross Kelley moved to close nominations.

Lauren Pendergraft seconded

Motion 4 carried with unanimous consent.

Motion 3 carried with unanimous consent.

B. Performance Measures Report – *Jason Conley* presented an overview of the third and fourth quarter 2015 performance measures. Mr. Conley reviewed a few of the performance indicators. He recapped percentages on the capacity of the available tee times at the four golf courses. He also reported the percent of recreation class capacity utilized during the last two quarters. Increases were noted on both performance measures. Mr. Conley indicated performance is trending in the right direction with a goal of 70%, or greater, for usage during Q2 and Q3.

9. **Committee Reports**

Golf Committee: Feb. 9, 2016, *Preston Potratz*

A. None

B. A report was provided on First Tee, a program designed to teach youth quality ethics and professional behavior in a golf setting. Mr. Potratz also provided updates on the 2016 Golf Course Master Plan for all four courses, and a report on Indian Canyon Golf Course improvements and activities of the new golf pro Doug Phares.

C. The next scheduled meeting is 8:05 a.m. March 8, 2016, in the City Council Briefing Center.

Land Committee: Feb. 3, 2016, *Ross Kelley*

A. Property Adjacent to Drumheller Springs – Mr. Kelley presented information on the property adjacent to Drumheller Springs Park. Tony Madunich explained the property's cultural and historical significance. The property, currently one of the city's general properties in north Spokane, is approximately one-third acre and adjacent to property Parks currently owns.

Motion No. 5: Mr. Kelley moved to accept ownership of the property adjacent to Drumheller Springs.

Nick Sumner seconded.

Motion carried with unanimous consent.

Ownership of Sisters of the Holy Names Property, if acquired through Conservations Futures – *Tony Madunich* provided an overview of the property's location, background, attributes and historical significance. He explained the Land Evaluations Committee for Conservations Futures met this week and voted to move forward for further consideration. In Susan Traver's absence, Ross Kelley shared her concern regarding the cost of maintaining any additionally acquired property. Chris Wright also shared Mayor Condon's concern of removing buildable land from the opportunity to be developed. Dr. Sam Selinger excused himself from voting due to being involved with another entity which is interested in real estate transactions relating to this property.

Motion No. 6: Ross Kelley moved to support Sisters of the Holy Names Conservation Futures nomination and accept ownership of property, if acquired through Conservation Futures.

Preston Potratz seconded.

Motion carried with one abstention.

B. Updates were provided regarding the Centennial Trail Mission Avenue, turkey population management, the Glover Field Park Plan and the Southeast Complex/KXLY Project.

C. The next scheduled meeting is 3 p.m. March 2, 2016, in the City Council Briefing Center Conference Room.

Recreation Committee: Feb. 4, 2016, *Dr. Sam Selinger*

A. Athletic Complex Lighting Project in the amount of \$297,566 – Mr. Selinger presented an overview of the proposed lighting upgrade contract at Dwight Merkel Complex, Bud Adams Field at Franklin Park and Mission Park's south tennis court. He explained this improvement project is part of the six-year Capital plan and involves a Capital Fund rollover from the 2015 budget. The upgrades are designed to extend field usage, save energy and ensure public safety.

Motion No. 7: Dr. Selinger moved to approve the Athletic Complex Lighting Project in the amount of \$297,566.

Preston Potratz seconded

Motion carried with unanimous consent.

B. Updates were provided regarding the proposal by KXLY involving the Southeast Complex.

C. The next scheduled meeting is 3 p.m. March 3, 2016, in the City Hall Conference Room 2B.

Riverfront Park Committee: Feb. 8, 2016, *Ross Kelley*

A. NAC Architecture and Engineering Contract in the amount of \$583,000 – *Ross Kelley* and *Berry Ellison* reviewed the proposed NAC Consultant Contract to perform architecture and engineering to satisfy the intent of the RFQ for the Loeff Carrousel. Mr. Ellison presented the proposed scope of work, which includes a full set of design and management services necessary for the execution and completion of the project. He also provided rationale on why the project is considered a Schedule A, based on the complexity of the project. Preston Potratz excused himself from voting on the action item since his firm was involved in pursuing the contract.

Motion No. 8: Ross Kelley moved to accept the NAC Architecture and Engineering contract, not to exceed \$583,000, for basic services to design the Loeff Carrousel with an option for the city to enter into additional services, not to exceed \$58,000.

Dr. Sam Selinger seconded.

Motion carried with one abstention.

B. Updates were also provided on Berger Partnership recommendations on how the contracted consultants will provide direction to the redevelopment project. The Feb. 17 Open House will involve presentations from Berger, NAC and Stantec consulting firms who will provide designs and visions for the Loeff Carrousel, Howard Street South Bridge, Howard Street Promenade, Havermale and Canada islands, North Bank, U.S. Pavilion, park landscaping, and the recreation rink and Skyride facility.

C. The next scheduled meeting is 8:05 a.m. March 7, 2016, in the City Council Briefing Center.

Finance Committee: Feb. 9, 2016, *Ross Kelley*

A. None

B. The 2015 year-end financials were reviewed and a status report was provided on information technology projects.

C. The next regularly scheduled meeting is 3 p.m. March 8, 2016, in City Hall Conference Room 2B.

Urban Forestry Tree Committee: Feb. 2, 2016, *Preston Potratz*

A. None

B. Updates were provided on Angel Spell's 2016 Annual Work Plan and a field guide for identifying and mitigating hazardous trees.

C. The next regularly scheduled meeting is 4:15 p.m. March 1, 2016, at the Woodland Center, Finch Arboretum.

By-Laws Committee: No report

10. **Reports:**

Park Board President: *Chris Wright*

1. Chris Wright discussed committee minutes, how detailed the documents should be and how committee minutes should be amended. Mr. Wright suggested a procedure

be established for amending committee minutes. He announced committee assignment recommendations will be provided to the board next month. Mr. Wright also explained he and Susan Traver have scheduled monthly meetings with Mayor Condon in hopes of improving communications between the Mayor and the Park Board.

Liaison Reports:

1. Conservation Futures Liaison – *Ken Van Voorhis* announced CF nominations are open until April 30, 2016, for Conservation Futures properties. Additional information is available on the CF website.
2. Parks Foundation Liaison – No report
3. Council Liaison – No report

Director's Report: *Leroy Eadie*

1. Leroy Eadie reported that Sam Song was recently awarded the Employee of the Quarter for the fourth quarter. He announced interviews for the communication manager position were conducted by the Selection Committee. There are two nominees who will be presented to the Mayor in rank order preference.

11. **Correspondence:**

A. Letters: Spokane River Forum

B. Newsletters:

Project Joy
Southside Senior and Community Center
Corbin Senior Activity Center
Sinto Senior Activity Center

12. **Public Comments:** None

13. **Executive Session:** None

14. **Adjournment:** 3:35 p.m.

A. Next Committee meeting dates:

Golf Committee: 8:05 a.m. March 8, 2016, City Council Briefing Center
Land Committee: 3 p.m. March 2, 2016, City Council Briefing Center Conference Room
Recreation Committee: 3 p.m. March 3, 2016, City Hall Conference Room 2B
Riverfront Park Committee: 8:05 a.m. March 7, 2016, City Council Briefing Center
Finance Committee: 3 p.m. March 8, 2016, City Hall Conference Room 2B
Urban Forestry Committee: 4:15 p.m. March 1, 2016, Woodland Center, Finch Arboretum

B. Special Park Board meeting: 1:30 p.m. to 4 p.m. Feb. 26, 2016, Woodland Center, Finch Arboretum

C. Next Regular Park Board meeting date: 1:30 p.m. March 10, 2016, City Council Chambers

D. Next Joint City Council/Park Board Study Session: 3:30 p.m. March 10, 2016, City Hall Conference Room 5A

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT
JAN 2016 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - FEB. 11, 2016

PARKS & RECREATION:

SALARIES & WAGES	\$	343,250.73
MAINTENANCE & OPERATIONS	\$	279,826.46
CAPITAL OUTLAY	\$	-
PARK CUMULATIVE RESERVE FUND	\$	-
CAPITAL IMPROVEMENTS - 2008 - PARK	\$	3,573.60
FRANKLIN PARK PROJECT - WATER DEPT.	\$	11,050.90
FINCH ARBORETUM PERPETUAL CARE FUND	\$	-
WEST QUADRANT TIF	\$	-
CDA PARK MASTER PLAN - PLANNING SERVICES	\$	-

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	14,956.11
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GOLF:

SALARIES & WAGES	\$	42,556.76
MAINTENANCE & OPERATIONS	\$	18,805.52
CAPITAL OUTLAY	\$	-

TOTAL EXPENDITURES: \$ 714,020.08



Financial Report*

December, 2015

* Subject to change until City's Financials are finalized



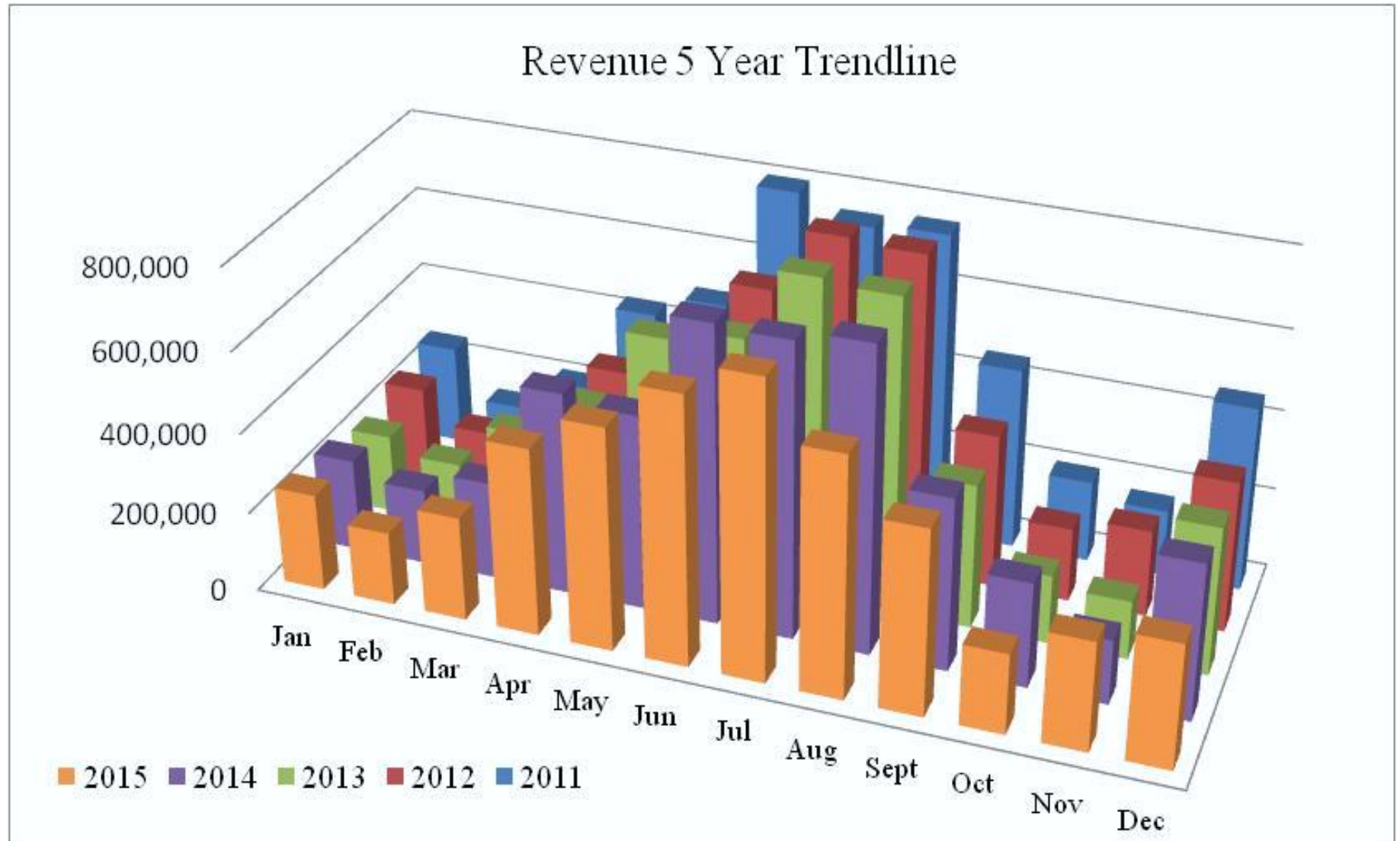
City of Spokane Parks & Recreation

PARK FUND – Revenues & Expenditures

December 31, 2015 (reported in millions)

As of December (in millions)	2015 Budget	YTD Budget	YTD Actual	% YTD Budget
Park Revenue	5.01	5.01	4.98	100%
Transfers In	12.94	12.94	12.95	100%
Funds Available	17.94	17.94	17.93	100%
Expenditures	16.33	16.33	15.68	96%
Transfers Out	0.63	0.63	0.62	99%
Capital Outlay	1.33	1.33	0.73	55%
Windstorm 2015	0.50	0.50	0.16	32%
NET	-0.85	-0.85	0.73	
Beginning Fund Balance	2.55	2.55	2.55	
Ending Fund Balance	1.69	1.69	3.27	

Revenue by Month – Park Fund



City of Spokane Parks & Recreation
GOLF FUND – Revenues & Expenditures
December 31, 2015 (reported in millions)

As of December (in millions)	2015 Budget	YTD Budget	YTD Actual	% YTD Budget
Golf Revenue	3.10	3.10	3.11	100%
Transfers In	0.27	0.27	0.31	114%
Funds Available	3.38	3.38	3.42	101%
Expenditures	2.95	2.95	2.97	101%
Transfers Out	0.02	0.02	0.01	50%
Capital Outlay	0.17	0.17	0.12	70%
Windstorm 2015	0.15	0.15	0.001	1%
NET	0.09	0.09	0.33	
Beginning Fund Balance	0.16	0.16	0.16	
Ending Fund Balance	0.25	0.25	0.49	

Revenue by Month – Golf Fund

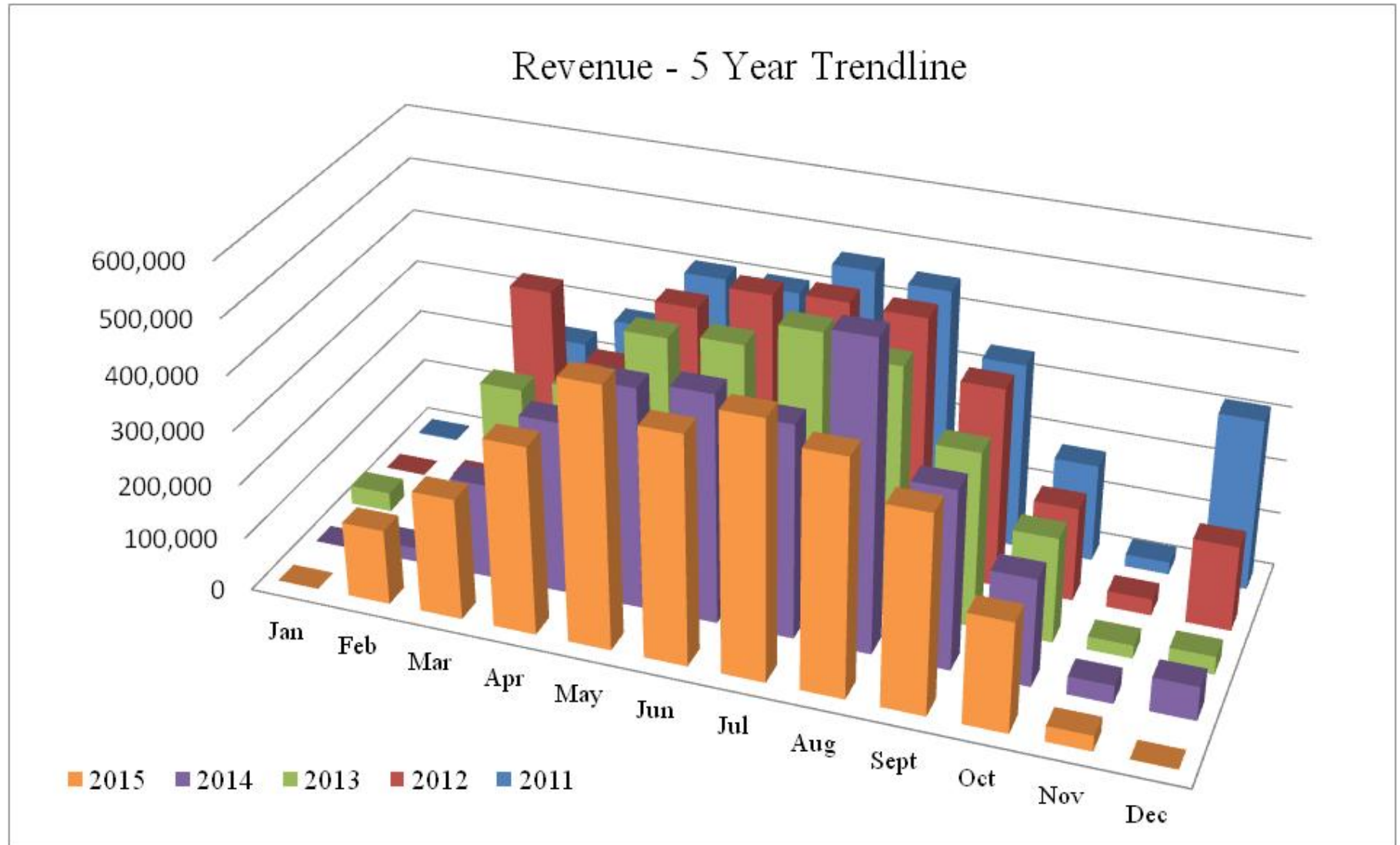


EXHIBIT A

RIVERFRONT PARK REDEVELOPMENT PROJECT

Architectural and Engineering Design Services

Looff Carousel Facility – NAC Inc., (dba NAC Architecture)

February 11, 2016

SCOPE OF WORK OVERVIEW

The scope of this contract includes a full set of design and management services required for successful execution and completion of the defined project below.

NAC Architecture, Consultant, shall coordinate all Scope of Work outlined in this document through City Program Manager.

The maximum allowable construction cost for the Scope of Work is FOUR MILLION FIVE HUNDRED THOUSAND NO/100 DOLLARS (\$4,500,000.00) .

The value of the **Basic Services is not to exceed FIVE HUNDRED EIGHTY-THREE THOUSAND AND NO/100 DOLLARS (\$583,000.00)** including reimbursables, not including taxes if applicable; with an option for City to enter into Additional Services as specified in Section 2, negotiated fee, and incorporated by amendment upon approval of Park Board.

DETAILED SCOPE OF WORK

Exhibit B, Payment, provides terms and conditions.

Exhibit C, A/E Basic Services Terms, provides greater definition to services and deliverables.

SECTION 1-BASIC SERVICES: NOT TO EXCEED \$583,000.00

1.1 Program Validation & Schematic Design: Not to exceed \$147,500.00

This phase to be complete April 15, 2016

A. Deliverables:

i. Program Validation: Not to exceed \$8,000.00

Formal analysis of space requirements with users input, and detailed catalog of each space's size, goals, functions, activities, finishes, outfitting (cabinets, equipment, furnishings, specialty items), HVAC requirements specific to antique carousel, plumbing requirements, power/lighting/systems requirements, other needs.

Program Validation to be delivered on 8.5"x11" bond media, color, stapled, with cover sheet. Seven (7) sets hardcopy and one PDF electronic copy.

EXHIBIT A

ii. **Schematic Exhibit Design for Queuing Area:** Not to exceed \$39,000

Project research
Concept design (2 options, 3-D exhibits and graphic design)
Book of visitor experience walk-through, content narrative, sketches, layouts (hard and electronic copies)
Preliminary budget estimate
Presentation meeting

iii. **Schematic Design:** Not to exceed \$100,500

a. **Public Spaces Team Coordination:** Meetings as required with Berger Partnership regarding interface with open-space design; design studies and evaluations in response to same.

b. **Public Meetings and Presentations**

a. Two (2) public presentations, and up to three (3) Design Review Board meetings. Public presentations to consist of illustrative plans and elevations, narratives, and slide show delivered by senior level Architect/Project manager in public forum.

Note: Public and DRB meetings may be reallocated to other tasks/design phases by written authorization of the City. See EXCLUDED SERVICES below.

c. **Specialty Effects/Theatre Lighting (Carrousel Room Only):**

Carrousel Room schematic lighting design including general lighting, maintenance lighting, special effect lighting, lighting control system, control system programming schedule, aiming plan for special effects lighting.

a. Specific deliverables include 30% level PDF design files, power and heat load estimates for lighting, product data sheets for lighting effects and controls equipment, budgetary cost approximation.

d. **Retail Shop Design:** Schematic design including location, size, adjacencies, characteristics, product category adjacencies, display and merchandising fixtures, store layout, cash-wrap design, entry/egress, foot-traffic patterns, lighting, signage, electrical power, communications needs, flooring, security, ambient music, and other retail potentials of common areas.

a. Deliverables with details sufficient for preparation of schematic design documents.

e. **Preparation of Shoreline CUP application supporting documents:** including building plan and elevations, area(s) of disturbance, and other building-specific requirements per code.

EXHIBIT A

- f. **Drawings:** Plans and other documents indicating the scale and relationships of Project components in conformance with Program for all design disciplines as defined in Exhibit C and expanded below
 - a. Building areas and volumes demarcated
 - b. Project images / renderings clearly depicting design intent
 - c. Representative plan elements graphically complete
 - d. Structural grid and representative exterior modules fixed
 - e. Small scale building elevations graphically complete for typical areas
 - f. Representative wall section(s) graphically developed at larger scale
 - g. Structural and MEP/FP systems defined
 - h. Project performance criteria established
 - i. Schematic Design estimate of probable cost

Schematic Design to be delivered on 24"x36" bond media, with cover sheet. Seven (7) sets hardcopy and one PDF electronic copy.

1.2 **Design Development:** **Not to exceed \$113,000.00**

This phase to be complete June 17, 2016

A. Deliverables:

- i. **Public Spaces Team Coordination:** Meetings as required with Berger Partnership regarding interface with open-space design; design studies and evaluations in response to same.
- ii. **Public Meetings and Presentations:** Two (2) public presentations. Public presentations to consist of illustrative plans and elevations, narratives, and slide show delivered by senior level Architect/Project manager in public forum.

***Note: Public meetings may be reallocated to other tasks/design phases by written authorization of the City.
See EXCLUDED SERVICES below.***

- iii. **Specialty Effects/Theatre Lighting (Carrousel Room Only):** Carrousel Room lighting design development including general lighting, maintenance lighting, special effect lighting, lighting control system, control system programming schedule, aiming plan for special effects lighting.
 - a. Specific deliverables include 60% level PDF design files, power and heat load estimates for lighting, product data sheets for lighting effects and controls equipment, budgetary cost approximation worksheet, construction documents, and construction specifications.

EXHIBIT A

- iv. **Retail Shop Design:** Design Development including location, size, adjacencies, characteristics, product category adjacencies, display and merchandising fixtures, store layout, cash-wrap design, entry/egress, foot-traffic patterns, lighting, signage, electrical power, communications needs, flooring, security, ambient music, and other retail potentials of common areas.
 - b. Deliverables with details sufficient for preparation of design development documents.
- v. **Third Party Energy Code Compliance:** Analysis and documentation necessary to support 3rd-party Non-Residential Energy Code compliance.
- vi. **Drawings:** Plans and other documents that fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate as defined in Exhibit C and expanded below
 - a. Building areas and volumes fixed.
 - b. Demolition and phasing plan
 - c. Foundation and Superstructure permit coordination
 - d. Primary consultant coordination
 - e. Specialty consultant coordination
 - f. Draft of project manual
 - g. Initial GMP pricing
 - h. Project performance criteria refined/confirmed

Design Development to be delivered on 24"x36" bond media, with cover sheet. Seven (7) sets hardcopy and one PDF electronic copy.

1.3 **Construction Documents:** **Not to exceed \$158,500.00**

This phase to be complete November 14, 2016

A. Deliverables:

- i. **Public Spaces Team Coordination:** Meetings as required with Berger Partnership regarding interface with open-space design; design studies and evaluations in response to same.
- ii. **Two (2) public presentations:** Public presentations to consist of illustrative plans and elevations, narratives, and slide show delivered by senior level Architect/Project manager in public forum.

***Note: Public meetings may be reallocated to other tasks/design phases by written authorization of the City.
See EXCLUDED SERVICES below.***

- iii. **Drawings:** Plans, specifications, and other documents describing the requirements for bidding, contracting, and construction of the Project

EXHIBIT A

including architectural, structural, mechanical plumbing and electrical systems, special effects/theater lighting, materials and such other elements as may be required and defined in Exhibit C.

Construction Documents to be delivered on 24"x36" bond media, with cover sheet. Seven (7) sets hardcopy and one PDF electronic copy.

1.4 Bidding and Negotiation: Not to exceed \$9,500.00

Deliverables: Services necessary from all design disciplines to assist the City in obtaining bids and awarding a contract for construction.

1.5 Construction Administration: Not to exceed \$125,000.00

Deliverables: Services necessary for administration of the construction contract and execution of construction contract requirements.

1.6 Project Closeout: Not to exceed \$9,500.00

Deliverables: Services necessary to close-out the construction contract including inspections; review of Operations and Maintenance Manuals; documentation of receipt of warranties, affidavits, and permits; preparation of final certificate for payment; **commissioning coordination including** coordination of scope and specification requirements, and limited construction phase consultation; and follow-up during warranty period.

1.7 Reimbursable Expenses: Not to exceed \$20,000.00

As defined in the Consultant Agreement and EXCLUDED SERVICES.

SERVICES BY OTHERS (Consultant shall coordinate accordingly with appropriate parties):

Landscape Design;
Civil Design (Storm, Sanitary Sewer, Water, Gas);
Other Utility Services to Building (Power, Telecommunications);
Geotechnical Services;
Site & Boundary Survey; and
SEPA Checklist.

EXCLUDED SERVICES:

Hazardous Materials Abatement;
Food Service Consulting;
Fire Sprinkler Engineering/Design (assumed N/A);
Traffic Engineering;
Quality Control Inspections/Testing;

EXHIBIT A

Bulk Printing; and

Public Process beyond the Scope of this Contract:

This provision recognizes that there may be occasions when this high-profile public project generates feedback or input from 3rd-party public stakeholders that raise unexpected questions about the building design or questions which are out-of-sequence with the design process prescribed in this contract. If, in the City's view, addressing such questions requires extensive support from the architect in the form of program analysis, cost analysis, design alternative studies, or other design effort, and if such effort compels the architect to defend, reconsider or reevaluate design decisions already approved by the City or otherwise clearly outside the program parameters established by the City, then such effort by the architect shall be eligible for additional services compensation.

2.0 SECTION 2-ADDITIONAL SERVICES: May include the following services

2.1 Exhibit Design (Beyond scope of Schematic Design):

Fee to be negotiated by staff and approved by Park Board prior to authorization.

A. Design Development

Deliverables:

- a. Development of approved Schematic / Concept
- b. Design Development drawings
- c. Preliminary graphic design
- d. Preliminary interpretive text
- e. Draft Specifications

B. Construction Documents and Final Design and Bid Package

Deliverables:

- a. Construction drawings of 3-D exhibits and layout
- b. Graphic design files (not including production files)
- c. Interpretive text
- d. Specifications
- e. Engineering review and drawings, as needed
- f. Identification of specialty construction vendors
- g. Updated construction estimates

C. Construction Reviews and Administration

Deliverables: Construction Administration during production, including creation of graphic production files, reviews of fabricator shop drawings, materials and color samples, exhibit prototypes, and interactive assemblies.

D. Construction Document Review

Deliverables: Review of approximately 80% complete construction drawings and communication of recommended changes or alterations.

EXHIBIT A

2.2 Specialty Effects/Theatre Lighting (Beyond Carousel Room):

Fee to be negotiated by staff and approved by Park Board prior to authorization.

Special Effects/Theater Lighting at Vestibule/Entry/Lobby, Looff Gallery Exhibits, Review/advise on specialty lighting for Party Rooms, and Computer model of Carousel Room to demonstrate lighting effects.

Deliverables: Lighting design including general lighting, maintenance lighting, special effect lighting, lighting control system, control system programming schedule, aiming plan for special effects lighting. Specific deliverables include AutoCAD and PDF design files, power and heat load estimates for lighting, product data sheets for lighting effects and controls equipment, budgetary cost approximation worksheet, construction documents, construction specifications, site visits and observation reports/recommendations.

Ellison, Berry

From: Steven J. McNutt <smcnutt@NACARCHITECTURE.com>
Sent: Tuesday, February 09, 2016 2:48 PM
To: Ellison, Berry; Harvey Morrison
Cc: Keith Comes
Subject: RE: Looft Contract Negotiations

Berry: I send this email as a follow-up to our discussion of the RFP Committee's rejection of our base fee proposal (i.e. not accepting this building as Schedule A, "more than average difficulty" at 10.29% fee) and the Committee's assertion that this building is a Schedule B Building (i.e. "average difficulty" at 8.90%). The difference in fee for a \$4.5M building is \$62,550.

We respectfully disagree. This Carrousel building will be a one-of-a-kind building with much complexity and kinship to Schedule A buildings that are purposely aimed for high architectural achievement such as a museum, art gallery, or exposition building. The Carrousel building will not be an "average difficulty" building comparable to an apartment building, office building, school or library. Here are a few of the many factors that suggest this building will be highly customized and thus more than average difficulty:

- **Building Geometry:** The early studies suggest this building will have an organic form and curvilinear footprint. In preliminary discussions about this zone of the Park, the Berger Partnership favors this form. By comparison, "average difficulty" buildings predominantly have rectilinear geometry—straight walls, straight roof lines—where we can use conventional off-the-shelf construction techniques and details. This building will have no such ordinary details and we will have to creatively develop all the wall sections from scratch, without the advantage of precedent from a previous typical project type. By contrast, with schools and office buildings, there are many off-the-shelf details and very conventional techniques—that we can use and modify easily.
- **Building Components:** We will have many custom one-of-a-kind details for building components that are customized to this one-of-a-kind building. For example, instead of fixed windows with conventional operable sashes, the Carrousel's windows are desired to open broadly to the perimeter and invite people to walk in during fair weather. This requires extensive atypical product research, structural coordination, code analysis (for energy issues), and original detailing. An ordinary window system would generate no comparable design effort.
- **Structural Complexity:** Designing a roof structure that is light in mass and appearance (almost floating) is not average difficulty. This will be a complex challenge. We will not want an easy-to-design joist system that creates a too-heavy mass hovering over the building and smothering the Carrousel space. And all of this must be done with curvilinear framing plans.
- **Mechanical Complexity:** The HVAC system will not be ordinary. It must have a museum-quality environment with humidity control to preserve the wooden-carved horses. In addition, Bette Largent has expressed a preference for a radiant-heated floor as the primary heat source (in addition to cooling and ventilation requirements).
- **Electrical Complexity:** The lighting systems and fixtures will be highly customized to enhance the customer experience—and not be routine "average difficulty" drop-in fluorescent fixtures. The sound systems will not be anything like that of any office building.
- **Coordination with the Carrousel:** Coordination with carrousel itself is a unique endeavor with unique criteria. Designing to accommodate a major piece of moving equipment within the building adds an aspect of complexity that is beyond that of a Schedule B building.

In addition, we do not believe it is a reasonable position to assert that, okay, part of the building is Schedule A and the rest is Schedule B. We resist this analysis for two reasons:

1. When we do theaters, they have many back-of-the-house spaces...and the state does not selectively apply a reduced fee to such spaces. We believe this is because all facilities have secondary and support spaces—and the state fee schedule has taken this into consideration.
2. There is no backside of this building where we can diminish the design outcome to “average” difficulty and/or average design achievement. To suggest this would say that the Carrousel “jewel box” can have a portion of it that looks like an office building or wing of a school. In short, it’s okay for 1/3 of the building to be simplified and downgraded. Sure, the interior secondary spaces are less complex internally, but the building envelope they reside in should not be lower-tier architecture that is average difficulty. In fact the early design studies suggest these secondary parts of the building will have an organic curvilinear form with different theme materials than the “jewel box” ...but comparable envelope complexity.

The City’s own Request for Qualifications (RFQ) sets the sights for this project very high—and we would assert—into the category of Schedule A buildings. Here are some quotes from that RFQ that do not suggest a “average” difficulty building from the Schedule B list:

- “...to design and engineer a new multi-purpose facility and **exhibition gallery** for Riverfront Park’s historic Loeff Carrousel; one of the country’s most beautiful and well-preserved, hand-carved wooden carousels.” *This suggests connections to an exposition building as well as a museum...both Schedule A building types.*
- “...a design that maximizes the public’s experience at Riverfront Park and accommodates Park staff needs; as well as, optimization of storytelling, ongoing operations, high performing mechanical systems for the protection of wood carousel carvings, and longevity.” *Again suggestions of a museum-quality experience and environment.*
- “...the Riverfront Park Master Plan proposes a queuing gallery, utilizing a large hallway, between the entry to the Carrousel Room, to tell the story of Charles Loeff, his body of work, and Spokane’s Loeff Carrousel.” *Again suggestions of an exposition gallery and/or museum.*
- Experience required: “Proven record of delivering well received public spaces, public facilities, and galleries.” *The allusion to art galleries again.*

Berry, this is an important project for Parks and important for NAC. We have invested hugely in pursuit of this project, and we will not let it slip away. To ensure that these negotiations have an acceptable outcome, we have been very thorough, open and transparent about our menu of services and fees—trying to accommodate design and budget goals that have been somewhat unclear in terms of scope and dollars. But, so far, every time we have seemingly landed on an acceptable agreement, a new voice emerges to push back.

With the present proposed reduction to Schedule B, I can candidly say that the fee would be hovering around break-even status, plus-or-minus, putting us at risk of slipping into red ink. Again, we are determined to undertake this design commission, but this is the second time we have been pressed to reduce fee, and we must at least push back on this particular issue—because we consider it fundamentally fair and reasonable to see this building as a Schedule A “more than average difficulty” building.

Steven J. McNutt AIA
NAC Architecture

From: Ellison, Berry [mailto:bellison@spokanecity.org]
Sent: Monday, February 08, 2016 2:22 PM
To: Steven J. McNutt; Harvey Morrison
Cc: Keith Comes
Subject: RE: Loeff Contract Negotiations

Steve, the RFP Committee rejected the basis of the contract as a Schedule A Building Type. They are considering this a Schedule B Building (average difficulty). This modifies the fee percentage to 8.90%.

Can we talk tomorrow morning? I have a break at 930am, I hope you’re available.

Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects (effective July 1, 2015)

When budgeting for state capital projects, the estimated value of the Architectural/Engineering (A/E) Basic Services fee (Exhibit A) can be determined by using these fee guidelines. The guidelines are divided into three levels determined by the type and complexity of the building. They are used in the preparation of capital budget requests for Washington State public works building projects under the jurisdiction of the Department of Enterprise Services, universities, natural resource agencies, and the Department of Transportation. A/E Basic Services are defined in this document.

The payment of A/E fees represents some of the most important dollars spent on a project. These funds are an investment affecting both the quality and successful completion of a project. Recognizing this, calculation of a fee structure to obtain quality design at a reasonable cost presents a challenge. There are pros and cons associated with any system used to set fees, and there is great variation in the types and complexity of state construction projects.

These fee guidelines originally were the outcome of a study coordinated by the Office of Financial Management (OFM) to review other fee guidelines and identify approaches used by other states. The study included state agencies, the Washington Council of the American Institute of Architects, American Council of Engineering Companies of Washington, and state universities. State agencies documented examples within state government where the existing fee system posed problems, and they proposed changes that would improve the state system. Higher education agencies provided evaluations of the scope, magnitude, and methods used to establish fees for design services at peer institutions. Updates to the fee guidelines also have considered issues raised by the design community.

Use of the Guidelines

These fee guidelines should be used in preparing capital budget requests to determine the maximum amount that may be payable for A/E basic service fees in fixed price agreements and percent of construction cost agreements. The guidelines define the standard basic services (based on the definition of basic services) that should be included in each design phase of state public works projects for the typical design/bid/build process. They also provide further definition of what are considered reimbursable expenses, extra and other services.

Agencies may choose to pay design consultant fees or allow extra and other charges in a manner other than described in these guidelines, and any additional cost (above the level provided by the guidelines) may be paid from other agency resources.

Percent Fee Compensation

The standard fee schedule has been prepared to establish a basis for determining the scope and cost of design services and to focus the attention of agencies on the quality, capability, and prior performance of the firms being selected for public works projects.

The fee schedule is used to prepare capital budget requests. The actual contracts for basic services payable to the A/E shall be a negotiated fixed amount or percentage of the maximum allowable construction cost of the project not including fees; licenses; permits; sales taxes; contingencies; and change orders caused by A/E errors or omissions, or change orders which do not require design consultant services. Based on the specific circumstances of each project, the final negotiated fee may be above or below the guidelines shown on the schedule. In addition to the basic services fee, allowances will be negotiated for services not covered in the basic services contract.

Maximum Allowable Construction Cost

The Maximum Allowable Construction Cost (MACC) is defined as the total sum available to the general contractor for construction purposes, including all alternates. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the general contractor. The budget for A/E basic services is based on the MACC plus construction contingency as reflected in the Capital Budgeting System (CBS) and the updated cost estimating form (C-100). The negotiated fee for A/E basic services should be based on the MACC only as shown in Exhibit A – A/E Fee Schedule.

Remodel Design

A/E costs and effort may vary greatly between individual remodeling projects of the same dollar amount. Consequently, each project will be analyzed on an individual basis. As a general rule, the fee will be based upon the building type classification. When program changes are significant or if warranted by other conditions, fees noted under those schedules **may** be increased by *up to three percent* for basic services. Factors to be considered include:

- Age and character of the building
- Availability and accuracy of existing plans and specifications
- Extent and type of program revisions
- Requirement to maintain the building's existing character
- Extent of mechanical and electrical involvement

Phased construction in occupied buildings may substantially affect the construction schedule. More field observation and coordination may require consideration of additional fees beyond the basic services contract amount.

Fee Modifications

It is recognized that there may be considerable variance between projects of a similar size and type that may necessitate modification of the A/E fee schedule. Examples of special circumstances that may necessitate such modifications include:

- Unusual site conditions
- Unique problems requiring specialized or extensive consulting services
- Renovations required by additions to an existing structure
- Unusually slow or fast development schedule (fast track, design build, GC/CM)
- Contractor design (fire protection systems)
- Large portions of work outside the control of the prime architect (wetlands mitigation)

Other circumstances where a fee modification may be appropriate include the following:

Repetitive Design

Where all or part of a project is a site adaptation of a previous design, the basic services fee shall be negotiated, recognizing the reduced level of services. This usually reduces the program analysis, design, and bidding document preparation costs to an amount necessary to update the documents for site work, code revisions, etc. Reductions must be considered on a case-by-case basis.

Equipment and Substantially Reduced Work Requirements

Where a project involves a substantial amount of expensive equipment that may be relatively easy to accommodate, fees should be reduced accordingly. Likewise, any contract or modification to a contract where work requirements are substantially less than indicated by the application of a percentage fee need to be addressed separately. Projects with disproportionate elements of high cost, such as earth moving, may be relatively easy to design and fees should be reduced accordingly.

Prototype Design

The initial design of a prototype facility, such as a housing unit at an institution, may warrant a full design fee based on the previous development of the prototype. However, the fee for A/E basic services for all additional replications of the prototype constructed at the same time or at other locations in the future shall be calculated at 40 percent of full fees.

Policy Regarding Geographic Location of Consultant

It is the state's policy to obtain the highest quality design services for a fair and equitable payment to the design firm. The state recognizes that the investment for quality design services is directly related to a well-organized construction process and maximum functionality of the completed project. With this in mind, proposals for design services will be accepted from all firms wishing to work for the state, and evaluated based on the firm's capability, competency, and experience in successfully completing similar projects.

The fee structure should be appropriate for each project, regardless of the location of the consultant. The basic services fee includes all travel costs associated with the performance of basic services within a 50-mile radius of the project. General expenses for the cost of travel and per diem between 50 and 350 miles shall be based on state rates and may be reimbursable to the extent they are reasonable and negotiated within the A/E agreement. Travel expenses beyond 350 miles for both the agency and consultants must be justified in writing when submitting a budget request to OFM.

Basic Services Fee Breakdown

The following is a guide for splitting the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of the guidelines is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur when most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of activities normally included in each phase, see the A/E Basic Services section.

The basic fee categories are described below:

Percent of Basic Services Fee	
Schematic Design	18
Design Development	20
Construction Document	31
Bidding	2
Construction	27
Project	2

A/E Basic Services

A/E Basic Design Services consist of the services described in the following pages and are included on the Capital Project Cost Estimate within CBS. These design services include normal architectural, structural, civil, mechanical, and electrical engineering services.

Schematic Design Services (18 Percent)

In the Schematic Design phase, the A/E provides those services necessary to prepare Schematic design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the agency. Design should be conceptual in character, based on the requirements developed during the predesign phase, approved by the agency, or program requirements provided by the agency and reviewed and agreed upon by the A/E.

Schematic design includes the following:

Project Administration	Services related to schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.
Disciplines Coordination	Coordination between the architectural work and engineering work and other involved consultants for the project. When specialty consultants are used, additional coordination beyond basic services may be required and negotiated for appropriate phases of the work.
Document Checking	Review and coordination of project documents.
Consulting Permitting Authority	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.
Data Coordination User Agency	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services responding to scope of work (program/predesign) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.
Structural Design	Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.
Mechanical Design	Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.
Electrical Design	Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.
Civil/Site Design	Services consisting of site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage, and sanitary systems, if applicable.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Specifications	Services consisting of preparation for agency's approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.
Materials Research	Services consisting of identification of potential of architectural materials, systems, and equipment.
Scheduling	Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the schematic design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of schematic design documents by the A/E to agency representatives.

Design Development Services (20 Percent)

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved schematic design documents, the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the agency. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

Design development includes the following:

Project Administration	Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with user agency.
Disciplines Coordination	Coordination of the architectural work and the work of engineering with other involved consultants for the project.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
User Agency Data Coordination	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services consisting of continued development and expansion of architectural schematic design documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Structural Design	Services consisting of continued development of the specific structural system(s) and schematic design documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.
Mechanical Design	Services consisting of continued development and expansion of mechanical schematic design documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures.
Electrical Design	Services consisting of continued development and expansion of electrical schematic design documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.
Civil/Site Design	Services consisting of continued development of civil/site schematic design documents and development of outline specifications required for the project that are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.
Specifications	Services consisting of preparation for the agency's approval of proposed General and Supplementary Conditions of the Contract for construction, development of architectural outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs reflect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of design development documents by the A/E to agency representatives.

Construction Document Services (31 Percent)

In the construction documents phase, the A/E shall provide the services necessary to prepare for approval by the agency – from the approved design development documents; construction documents consisting of drawings, specifications, and other documents describing the requirements for construction of the project; and bidding and contracting for the construction of the project.

Project Administration	Services consisting of construction documents, administrative functions (including consultation, meetings and correspondence), and progress design review conferences.
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Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Disciplines Coordination	Coordination of the architectural work, with the work of engineering, and with other involved consultants for the project.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
User Agency Data Coordination	Review and coordination of data furnished for the project by the agency.
Architectural Design	Services consisting of preparation of drawings based on approved design development documents setting forth in detail the architectural construction requirements for the project.
Structural Design	Services consisting of preparation of final structural engineering calculations, drawings, and specifications based on approved design development documentation, which details structural construction requirements for project.
Mechanical Design	Services consisting of preparation of final mechanical engineering calculation, drawings and specifications based on approved design development documentation, setting forth in detail the mechanical construction requirements for the project.
Electrical Design	Services consisting of preparation of final electrical engineering calculation, drawing and specifications based on approved design development documentation, setting forth in detail the electrical construction requirements for the project.
Civil/Site Design	Services consisting of preparation of final civil/site design drawings and specifications based on approved design development documentation required for the project, which are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.
Specifications	Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, architectural specifications, coordination of specifications prepared by other disciplines, and compilation of the project manual.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the Construction documents plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
User Agency Assistance	Provide necessary information to user agency for the preparation of OFM requirements for release of allotments including preparation of cost statistics.

Bidding Phase (2 Percent)

In the Bidding Phase, the A/E, following the agency's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary for the A/E to assist the agency in obtaining bids and in awarding and preparing contracts for construction. In the case of phased construction, the agency may authorize bidding of portions of the work.

Project Administration	Services consisting of bidding administrative functions.
Disciplines Coordination	Coordination between the architectural work and the work of engineering and other involved consultants for the project.
Bidding Materials	Services consisting of organizing, coordinating, and handling Bidding documents for reproduction, distribution and retrieval, receipt, and return of document deposits.
Addenda	Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.
Bidding	Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents, attendance at bid opening, and documentation and distribution of bidding results.
Analysis of Substitutions	Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to receipt of bids.
Bid Evaluation	Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.
Contract Agreements	Assist using agency in notification of contract award, assistance in preparation of construction contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for agency approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the agency, of notice(s) to proceed with the work.

Construction Contract Administration Phase (27 Percent)

In the Construction Contract Administration phase, the A/E shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.

Project Administration	Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.
Disciplines Coordination Document Checking	Coordination between the architectural work and the work of engineering and other involved consultants for the project. Reviewing and checking of documents (required submittals) prepared for the project.
Permitting Authority Consulting	Services relating to applicable laws, statutes, regulations and codes of regulating entities relating to the agency's interests during construction of the project.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Construction Administration	Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to agency, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.
Construction Field Observation	Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents, and preparing related reports and communications. A/E to chair project meetings.
Project Representation	Services consisting of assisting the agency in selection of full- or part-time project representative(s).
Documents	Services consisting of preparation, reproduction, and distribution of clarification documents and interpretations in response to requests for clarification by contractors or the user agency. Maintenance of records and coordination of communications relative to requests for clarification or information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated.
Scheduling	Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the user agency.
Cost Accounting	Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.

Project Closeout (2 Percent)

Project Closeout	Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.
Record Documents (As-Builts)	Receive and review the contractors marked up field records. Supply the record documents to user agency. (Transferring the contractor's record of field changes to the original record drawings may be authorized by the owner as an additional service.)
Operations and Maintenance Manuals	Services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to user agency.
Warranty Period	Continued assistance to investigate contract problems that arise during the warranty period.

A/E Extra Services/Reimbursables and Other Services

The majority of projects should be completed within the structure of the basic fee schedule.

However, some projects will be more complex and require a range of Extra Services/Reimbursables and Other Services, which will be negotiated for specific tasks. These services typically require specialist expertise and may not neatly fall within one phase of service or another. As projects become more complex, they demand a variety of special studies and services. Extra Services/Reimbursables are services generally provided by the same A/E providing the basic services, and Other Services are those services generally provided by additional specialty consultants, either as subs to the prime A/E or as independent consultants directly contracted with the agency.

Extra services are not intended as an adjustment to basic services and should reflect actual anticipated cost. The following provides a guideline for evaluating the pricing of Extra and Other services, and establishing the eligibility of reimbursable expenses.

A. Pricing Consultants and Subconsultant Personnel

Multiplier	Negotiated rate within a range of 2 to 3.2 times employee direct base salary (not including fringe benefits, taxes, retirement contributions, or profit sharing).
Employees of Firm	Negotiated rate not to exceed a maximum of \$150 per hour.
Principal of Firm	A Principal is defined as a partner of a partnership, a stockholder of a corporation, or a duly authorized officer. The negotiated rate is not to exceed \$200 per hour.
Special Consulting Services	When special consulting services not normally associated with traditional project design are necessary, the fee may be outside of the above guidelines (such as expert witness or special investigations).
Service Charge on Sub-Consultant	Ten percent service charge may be added to work incorporated by addenda to the original agreement.

B. A/E Extra Services/Reimbursable Expenses

When drafting the A/E agreement, the Project Manager should review the following list in determining eligible reimbursable items. It is not all inclusive or exclusive and should only be used as a guide.

Alternative Cost Studies	Additional costing beyond the parametric estimates required in basic services as requested by the agency.
Energy Life Cycle Cost Analysis (ELCCA)	All projects over 25,000 square feet are required by Chapter 39.35 RCW to be analyzed for the cost of energy consumption and operation during its entire economic life.
Life Cycle Cost Analysis (LCCA)	All projects valued over \$5,000,000 or projects constructing new building space over 5,000 square feet are required to perform a life cycle cost analysis to evaluate the total cost of ownership for the building or building system. Agencies will utilize the Life Cycle Cost Tool (LCCT) which standardizes rates and methodology to perform the analysis.
Commissioning and Training	Cost to the A/E of assembly, tabulation, and indexing of all shop drawings and submittals on all equipment, controls, systems, and participating in an independent commissioning of the project and providing initial operator training on the maintenance of systems.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Enhanced Commissioning	A longer post occupancy phase, commonly referred to as enhanced commissioning, may be necessary to achieve the long-term desired performance of a new building or system. This work generally includes monitoring energy performance after construction, additional training to facility staff, and system adjustments to ensure the building continues to operate as originally designed.
On-Site Representative	On-site observation beyond the periodic site visits required under basic services for construction field observation.
Thermal Scans	Cost of an examination of a structure for thermal loss on existing facilities to be remodeled.
Value Engineering Participation and Implementation	Cost to the A/E for participation in the value engineering study and implementation of the accepted ideas that generate during the study.
Travel and Per Diem	Customary and approved costs to A/E during the course of basic and additional services (based on state rates and limited to between 50 and 350 miles).
Renderings, Presentations, and Models	Cost for special presentations, renderings, and models required for the project.
Document Reproduction	Additional cost of printing and mailing bidding and construction documents.
Advertising	Cost of required advertisements and placing bidding documents in plan centers announcing the bidding of the project.
Constructability Review Participation and Implementation	Cost to the A/E for participation in the constructability review and implementation of the accepted changes.
Leadership in Energy and Environmental Design	Cost of providing services for negotiation, documentation, and associated services required for sustainable design project certificates with the U.S. Green Building Council.
Separate Bid Packages	Cost to the A/E for preparation of separate bid packages typically used in GC/CM type projects.
Professional Liability Insurance	Where coverage is required in excess of \$1 million, reimbursement of excess premium costs will be considered as a reimbursable cost.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

C. A/E Other Services

Consultant Selection Cost	Additional costs for private sector members of a selection committee if required (Chapter 39.80 RCW).
Specialty Consultants	<p>Cost of only those additional consultant services beyond A/E services provided under basic services. Specialty consultants include, but are not limited to:</p> <ul style="list-style-type: none"> • Acoustical Consultant • Civil Engineering additional services may include: <ul style="list-style-type: none"> ◆ Studies, reports, and calculations required to determine adequacy of existing systems or those required for permit review such as drainage, fire protection, or sewer ◆ Storm drainage design and connections ◆ Design or study of issues for "sensitive areas" such as wetlands, steep slopes, or flood plains ◆ Water supply connections to wells, treatment systems, storage, and off-site main extensions ◆ Sanitary sewer design and infrastructure ◆ Road and pavement improvements ◆ Storm water quality and quantity computations, reports, design and details ◆ Temporary erosion and sediment control reports and drawings ◆ Special studies and reports for other agencies • Communications Consultant • Cost Estimating Consultant • Electronic/Audio Visual Consultant • Elevator Consultant • Hazardous Material Consultant • Hospital/Laboratory Consultant Interior • Design Consultant Indoor Air Quality • Consultant Kitchen Consultant • Landscape Consultant • Quality Control Consultant Security Consultant
Geotechnical Investigation	Cost of subsurface testing and evaluation.
Commissioning	Cost of an independent commissioning of the project.
HVAC Balancing	Cost to balance systems.
Site Survey	Cost of conducting a survey independent from design A/E.
Testing	Cost of a technician's services in acquiring and testing samples of materials used in the project as required in the state building code.
Energy LCCA Review	Fee to be paid for review of the energy life cycle cost analysis.
Value Engineering	Cost for performing the required value engineering study on a project by an independent multi-disciplined team.

Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

Constructability Review/Plan Check	Cost for an independent consultant or contractor to review bid documents and determine if a project can be built as designed.
Graphics	Cost of special graphic and signage design.
Design/Code Plan Check	Cost of an independent plan check if not available within the local jurisdiction.
Other	Costs for requested documents, fax expenses, and special mail service when requested by owner.

D. Non-Eligible Expenses

- Consultants hired at A/E's option to perform basic services required by contract.
- Postage and handling of submittals, bid documents, correspondence, etc.
- Telephone expenses (local calls and line service).
- Copies of documents used by the A/E to perform normal services and not provided to owner.

A/E Fee Schedule - Building Types

<u>Schedule A</u>	<u>Schedule B</u>	<u>Schedule C</u>
Facilities with more than average design difficulty:	Facilities with average difficulty:	Projects with less than average design difficulty:
Art galleries Auditoriums (with stage) Communications buildings Courthouses Detention/correctional facilities, maximum Exposition buildings Extended care facilities Fish hatcheries Heating and power plants Hospitals Laboratories (research) Medical office facilities and clinics Mental institutions Museums Observatories Research facilities Sewer treatment plants Special schools Theaters and similar facilities Veterinary hospitals Water treatment plants	Apartment buildings Archive building Armories Auditoriums (without stage) College classroom facilities Computer rooms Convention facilities Day care families Detention/correctional facilities, minimum and medium Dining halls/institutes Dormitories Fire and police stations Gymnasiums Laundry and cleaning facilities Libraries Neighborhood centers and similar recreation facilities Nursing homes Office buildings Recreational building Residences Schools (primary and secondary) Science labs (teaching) Stadiums, multi-purpose Storage facilities, cold Transportation terminals Vocational schools	Civil and utility projects Emergency generator facilities Farm structures Greenhouses Guard towers Industrial buildings without special facilities Parking structures and garages Printing plants Prototype facilities (for any replication of previously designed facility) Service garages Shop and maintenance facilities Simple loft-type structures (without special equipment) Stadiums, grandstand type Warehouses