

  
Stanwood Camano  
School District

TO: Board of Directors   
FROM: Gary Platt, Chief Financial Officer – Capital Projects  
SUBJECT: Approval of Contract Addendum No. 1 – Dykeman Architects  
DATE: December 3, 2019  
TYPE: Action Needed

During the April 2, 2019 board meeting, a master contract with Dykeman Architects for architectural and engineering services was approved. The master agreement provides a framework for developing the scope of work (SOW) for projects needing architectural services that are funded under the Facilities and Technology Levy.

Attached is Addendum No. 1 to the master contract. The addendum provides details regarding the services the district anticipates will be needed for playground safety improvements at Cedarhome, Elger Bay, and Utsalady elementary schools. This project was approved by voters as part of the 2019-22 Facilities and Technology Levy. We have begun the planning process for these improvements.

King County Director's Association (KCDA) has obtained public bids for playground improvements, which satisfies state bid laws. The district is a member of KCDA and intends to "piggyback" on their bid. Three of KCDA's contractors are working on proposals for our projects. All proposals should be ready for district review in January 2020. We anticipate awarding a contract for construction of all three schools to one contractor in February 2020, with final completion scheduled for late August 2020.

Dykeman Architects will prepare addendums for each future capital levy project for which their services will be needed.

Recommendations:

We recommend the board *move to approve Addendum No. 1 to the master agreement with Dykeman Architects for services related to playground safety improvements at Cedarhome, Elger Bay, and Utsalady elementary schools.*

November 18, 2019

Ms. Liz Jamieson, Director, Capital Projects  
Stanwood-Camano School District  
26920 Pioneer Highway  
Stanwood, WA 98292

RE: Architectural Services Proposal for Playground Safety Improvements at Three Sites  
Dykeman Project Number: 2019-009

Dear Liz:

Thank you for requesting a scope of work fee proposal to improve playgrounds at three (3) district sites: Cedarhome Elementary School, Elger Bay Elementary School, and Utsalady Elementary School. The objective is to permit, install and reach substantial completion of all three sites by the beginning of the 2020 school year.

Dykeman will prepare construction documents necessary for permitting, bidding and construction by playground equipment vendors. Construction administration is included in this proposal as described below.

A detailed scope of services is provided below in Attachment 'A'. We look forward to working with you on these projects.

### **ATTACHMENT 'A'**

#### **BASIC ARCHITECTURAL SERVICES:**

These architectural services apply to all three sites:

##### Pre-Design Services:

1. Attend two meetings with district staff.
2. Tour project sites.

##### Construction Documents:

1. Attend one meeting with district staff.
2. Prepare as-built site drawings, as required to accomplish the work. Owner to supply CAD/PDF backgrounds for Architect's use. Architect to field verify and modify backgrounds as needed.
3. Coordinate with playground equipment vendor drawings.
4. Answer supplier/vendor questions as required.
5. Coordinate work with the playground equipment supplier.

##### Construction Administration:

1. Attend two construction meetings with district staff.
2. Respond to RFI's.
3. Issue ASI's, PR's, CCD's and CO's as the project warrants.
4. Provide a punch list and back punch inspections.

**FEE BREAKDOWN BY SITE:**

**CEDARHOME ELEMENTARY SCHOOL**

Pre-Design Services	\$ 1,293.00
Construction Documents	\$ 4,333.00
Contract Administration	\$ 2,267.00
<i>Subtotal Cedarhome Elementary School</i>	<i>\$ 7,893.00</i>

**ELGER BAY ELEMENTARY SCHOOL**

Pre-Design Services	\$ 1,293.00
Construction Documents	\$ 4,333.00
Contract Administration	\$ 2,267.00
<i>Subtotal Elger Bay Elementary School</i>	<i>\$ 7,893.00</i>

**UTSALADY ELEMENTARY SCHOOL**

Pre-Design Services	\$ 1,293.00
Construction Documents	\$ 4,333.00
Contract Administration	\$ 2,267.00
<i>Subtotal Utsalady Elementary School</i>	<i>\$ 7,893.00</i>

**TOTAL FEES For ARCHITECTURAL SERVICES: (Estimated) \$23,679.00**

(Fees to be billed on an hourly basis)

**ADDITIONAL SERVICES (If requested by Owner):**

General description of Additional Services and as further defined by Exhibit "C" Standard Contract Provisions, and DYKEMAN'S hours charged in accordance with the current Schedule of Hourly Rates (copy attached as "Exhibit B").

1. Preparing materials for and attending presentations, meetings or hearings unless specifically defined in the Basic Services part of the Proposal.
2. Construction Cost Estimates.
3. Permit assistance – it is assumed that playground equipment vendors will apply for and submit all applicable permits with local jurisdiction.
4. Preparation of "As Built" record drawings.
5. Any other additional services, including but not limited to the above, if requested by the Owner.

**CONSULTANT SERVICES NOT INCLUDED:**

1. All consultant services are excluded from this proposal.

**REIMBURSABLE EXPENSE:**

**Actual Costs Plus 10%**

(Estimated reimbursable costs including mileage for travel to meetings is approximately \$1000.00)

1. All costs of reproduction of drawings and specifications including postage and handling.
2. Cost of models, and renderings when authorized, plus mounting and special preparation.
3. Travel expense (mileage) to and from the site for Architect.

**STANDARD CONTRACT PROVISIONS:**

The Master Agreement between Stanwood-Camano School District and Dykeman applies to this Proposal.

This Proposal is based on the assumptions noted herein. At times during the course of a project conditions and/or scope may change. If additional work is required, we will notify you ahead of time before proceeding so that you can advise us accordingly.

This Proposal, once signed, will form an agreement. We will proceed with Basic Design Services, as noted above, and will not prepare any other form of agreement. We hope that our Proposal meets your



approval and is consistent with your understanding. Please acknowledge by signing and return one copy for our file. If you have any questions, please do not hesitate to call.

**PROPOSED BY:**

*DYKEMAN, Inc.*

\_\_\_\_\_  
Patricia Sherman, AIA  
*Principal*

\_\_\_\_\_  
Date

**ACCEPTED BY:**

*Stanwood-Camano School District*

\_\_\_\_\_  
Liz Jamieson, AIA, LEED AP  
*Director, Capital Projects*

\_\_\_\_\_  
Date

Attachments: Exhibit "B" – Schedule of Hourly Rates



**Exhibit 'B'**
**2019 SCHEDULE OF HOURLY RATES**

<b>Staff Description</b>	<b>Basic Rates</b>	<b>**Special Consulting</b>
<b>PRINCIPALS</b> Tim Jewett Kelli Smith Michael Stevens	\$ 180.00/Hour	\$ 360.00/Hour
<b>ASSOCIATE PRINCIPALS</b> Trish Sherman Zach Ham	\$ 170.00/Hour	
<b>PROJECT MANAGER &amp; PROJECT ARCHITECT</b>	\$ 150.00/Hour	
<b>PROFESSIONAL EMPLOYEES &amp; TECHNICAL STAFF</b>	\$ 80.00/Hour to \$ 110.00/Hour	
<b>INTERIOR DESIGN STAFF</b>	\$ 80.00/Hour to \$ 150.00/Hour	
<b>GRAPHIC DESIGN STAFF</b>	\$ 80.00/Hour to \$ 125.00/Hour	
<b>CLERICAL/OFFICE STAFF</b>	\$ 100.00/Hour	
<b>OVERTIME RATES</b>	1.5 Times the Basic Rates	

\*\*Special Consulting is for expert testimony and consulting not a part of contracted Professional Architectural Services.