

September 9, 2015

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Patti Johnson
Director Kittitas County Solid Waste/Maintenance Project Manager
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RE: Kittitas County
Ellensburg Rodeo Arena Seating Upgrade

208.676.8292
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Dear Patti,

Thank you for the opportunity to submit this proposal for providing architectural services for the Ellensburg Rodeo Arena Seating Upgrade. Based on our conversations, our proposal will be divided into three phases. The purpose of Phase 1 is to obtain stakeholder input and analyze factors that will influence the project scope and planning options. At the completion of Phase 1, planning goals and needs will be clearly articulated and technical requirements that affect potential design solutions will be identified. As part of Phase 1, a conceptual project design will be developed.

www.alscarchitects.com

During Phase 2 design opportunities will be explored, analyzed and a preferred design will be selected. The preferred design will be developed to about 60% completion and a detailed cost estimate prepared. The deliverables at the end of Phase 2 will be a design and budget that can be used to build support for the project and to pursue funding opportunities.

Phase 3 (after the project is funded) will include the completion of construction documents, bid period services, and construction phase services.

The following proposal is for Phase 1 services only. Once Phase 1 is completed, a fee for Phase 2 services will be provided.

Phase 1 Project Scoping:

1. Visioning Meeting: Review the existing master plan document with the building committee to determine which recommendations are valid and identify any new goals and objectives that must be addressed. This will also serve as a goal setting and visioning session for the project. Kittitas County is to determine who shall attend this meeting.
2. Meet with the four major stakeholder groups to determine their requirements/needs/preferences. The building committee shall identify stakeholders to be included in this process.
3. Hold three follow-up meetings with stakeholder groups to review proposed project scope and proposed conceptual plan (it is assumed these meetings can be conducted in one day).
4. Prepare a document that defines proposed events to be accommodated by the upgraded arena and the amenities required to support these events.

This document shall include the following:

- Proposed events to be accommodated.
- Amenities needed to support these events.
- Infrastructure improvements required to accommodate events.
- Preferred conceptual plan.
- Budget recommendation for project.

We will include the services of the following subconsultants in our Phase 1 services:

1. Historic Consultation: Gorman Preservation Associates
 - Perform Historic Property Inventory on the existing 50's and 60's era seating to be upgraded.
 - Consultation meeting with building committee.
 - Preliminary design recommendations.
 - These proposed tasks assume a complete rebuild of the 50's and 60's era seating sections.
 - See attached proposal from Gorman Preservation Associates for more details regarding historic preservation services.
2. Electrical Infrastructure Analysis: MW Engineering
 - Visit project site to perform facilities assessment of existing electrical systems.
 - Review available as-built documents and get information from utility providers.
 - Meet with facility maintenance personnel.
 - Provide electrical and mechanical cost consulting.
 - Prepare facilities assessment report.
3. Utilities Analysis: DCI Engineers
 - Visit project site to perform assessment of size and location of available utilities.
 - Review existing as-built documents.
 - Prepare an assessment report.
 - Assist ALSC will preliminary utility and structural construction costs.

The following tasks are assumed to be provided by Kittitas County:

- Determine attendees for initial visioning meeting.
- Determine stakeholders to be included in process.
- Notifications and meeting rooms for stakeholder meetings.
- Provide Design Team with any available site documentation, facility surveys, and current master plan.

Proposed fee:

We propose to provide the Phase 1 services above on an hourly plus expenses basis with a maximum not to exceed amount of \$ \$43,988, calculated as follows:

ALSC Architects			\$ 30,000
Gorman Preservation Associates	\$ 2,767	x 1.1 =	\$ 3,043
MW Engineering	\$ 4,250	x 1.1 =	\$ 4,675
DCI Engineers	\$ 3,600	x 1.1 =	\$ 3,960
Mileage allowance	\$ 2,100	x 1.1 =	\$ 2,310

(Mileage will be billed at the federal mileage rate, currently 57.5¢ per mile)
(Mileage expenses are estimated based on 10 trips at 360 miles per trip)

Total proposed Phase 1 maximum fee \$ 43,988

Preliminary schedule proposal: Phase 1 – 3 months
Phase 2 – 6 months

Please let me know if you have any questions or modifications to this proposal. With your approval of this proposal we can prepare an AIA Owner/Architect Agreement for this work.

Sincerely,



Jeffrey J. Warner

JJW:tmb:2015-047

cc: JJW/File