

1. 2:00 P.M. Agenda

Documents:

[2024-04-02 Parks And Commons Agenda.pdf](#)

2. Meeting Material

[2024-02-Financial-Report-Council](#)

Documents:

[McKenna Volunteer Application_Redacted.pdf](#)

[Proposed Revised Administrative Policy 5 .Pdf](#)

[ARC Master Plan Proposal.pdf](#)

[Emmons Proposal_Yachats Civic Plan_2024-03-18.Pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, April 2, 2024, at 2:00 pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82841590548>

Meeting ID: 828 4159 0548

AGENDA

I. Meeting Called to Order

II. Announcements

III. Citizens' Concerns

- Limited to items not on the agenda (5 min. limitation per person)
Issues may be considered for inclusion in future agendas by PCC

IV. Reports

- a. Trails (5 min.) [Link](#)
- b. City Manager (5 min.)
- c. City Coordinator (Krystal) (5- 10 min.) [Link](#)

V. New Business

1. **Discussion - Colleen McKenna, candidate for PCC**
 - a. [Meet and interview Colleen Link](#)
 - b. Vote whether to submit Colleen's name to City Council for PCC membership
2. **Discussion & Vote - Osprey pole repair**
3. **Discussion & Vote - New Admin Policy 5 wording, regarding memorial plaques** [Link](#)
4. **Discussion - ARC and Emmons Design Masterplan Proposals** [Link](#) and [Link](#)
 - a. Do you think that ARC and Emmons Design provided a useful framework for discussing the future uses of the city's resources, including buildings, parks, etc?
 - b. What, if anything, would you like to see focused on that you didn't see in their proposals?
 - c. Other comments and thoughts about either of the proposals
5. **Information Sharing - Pocket Parks**
 - a. Pocket park signs have been ordered
 - b. April 13 dedication planning
 - Meg and Michael met with Bobbi/Chamber at the end of January. Meg & Michael will be meeting again on April 3rd with Bobbi and Nichole.

- c. Bobbi would like PCC to present to the Council on April 17th on the Pocket Parks Project, to include a brief history, challenges, and how obstacles were overcome

6. Discuss/vote on the number of Prospect Park signs

- a. Prospect Park contains 3 distinct sections, with a single walking trail connecting each of them. There are currently Trail posts, but no signs denoting the existence of this lovely city park.
- b. We voted in March to request that the city order Prospect Park signs. How many do we wish to request?
- c. Below is a description of each park section. We need to decide whether to place
- a sign at each entrance of one, two, or three park sections (labeled below),
 - a sign at one entrance of some park sections, or
 - no signs at one or more park sections

Location	Looking north (up)	Looking south (down)
2nd Ave to 3rd Ave		
3rd Ave to King St.		
King St. to Radar		

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED 02/29/24 By: Kimmie Jackson, Deputy City Recorder

From: noreply@civicplus.com
To: [City Hall](#); [Kimmie Jackson](#)
Subject: Online Form Submission #253 for City of Yachats Volunteer Agreement
Date: Tuesday, March 5, 2024 4:55:34 PM

City of Yachats Volunteer Agreement

City of Yachats
501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name	Colleen
------------	---------

Last Name	McKenna
-----------	---------

Address	
---------	--

City	Yachats
------	---------

State	OR
-------	----

Zip Code	97498
----------	-------

Daytime Phone	
---------------	--

Evening Phone	Field not completed.
---------------	----------------------

Email	
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(Section Break)

Volunteer Activity

Please describe the type of volunteer work	Parks and Commons Commission
--	------------------------------

you are interested in performing or activity/event you wish to volunteer for.

Please list the date(s) or range of dates for which you would like to volunteer

Year Round

Statement of Interest or Related Experience for Commissions & Committees

Seasonal Ranger for National Park Service, Fremont City Parks, US Peace Corps Volunteer (in the Philippines) High School Science Teacher. I like parks and hiking and being in service to community.

Upload document, if needed

Field not completed.

(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name

Marilyn

Last Name

Riley

Address

[REDACTED]

City

Fresno

State

CA

Zip Code

93704

Phone Number

[REDACTED]

Relationship

Best Friend from teaching years

Years Known

Since 1985

Reference 2

First Name

Carol

Last Name

Sedano

Address

[REDACTED]

City	Waldport
State	CA
Zip Code	97394
Phone Number	[REDACTED]
Relationship	Friend
Years Known	25 years

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Leslie Miessner
Phone Number	[REDACTED]
Relationship	Wife
Name	Jenn Blaylock
Phone Number	[REDACTED]
Relationship	Daughter

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature	X
Date	3/5/2024
Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement	
I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.	
Parent/Guardian	Field not completed.
Minor	Field not completed.
Signature	Field not completed.
Date	Field not completed.
Version 2022-10-01	

Email not displaying correctly? [View it in your browser.](#)

PROPOSAL FOR PROFESSIONAL DESIGN SERVICES

CITY OF YACHATS CIVIC CENTER PROGRAMMING & MASTER PLAN STUDY

February 29, 2024 | Prepared by ARC Architects



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February 29, 2024

Neal Morphis, City Clerk
City of Yachats
City Hall
501 Hwy 101 N
Yachats, OR 97498



RE: Request for Proposal for City of Yachats Civic Center Programming and Masterplan Study

Dear Neal and Selection Committee,

ARC Architects is pleased to submit our proposal to the City of Yachats for architectural design, programming, and cost estimating services for the Civic Center Programming and Masterplan Study project.

Our total proposed fee for all listed services is **\$35,257** including reimbursable expenses, and our services will be billed on an hourly not to exceed basis. Our team is comprised of ARC Architects (Architect), The Beckwith Group (Programming), and DCW Cost Management (Cost Estimator).

OUR EXPERIENCE

ARC Architects has provided professional design services to public agencies for over 48 years and has significant municipal and community project experience. We are licensed in Oregon and Washington and specialize in Civic architectural design, comprising an extensive portfolio of master planning, new construction and renovation projects alike. We would appreciate the opportunity to share our expertise and experience to collaborate with your staff and community as you envision a civic center that champions your city's identity, vision, and current/future needs.

We have assembled a skilled and focused team of designers, programmers and estimators for this initial phase of your project, all of whom have worked with ARC on numerous municipal projects of similar scale and scope. Our experience will allow us to 'hit the ground running' while focusing our early efforts on listening to your needs, project goals, and potential challenges, and to tailor strategies that will turn your current vision into a built reality.

OUR COMMITMENT

Our practice is based on the principle of service. Above all, we strive to provide our clients with unmatched attention: from programming and design to completion and ribbon cutting. Those assigned to your project are committed to its advancement and are ready to commence with that work. It is with this attitude of client service that we respectfully submit our qualifications.

ARC's focus is on public projects that improve communities, and we appreciate the opportunity to work with you on this interesting and important project.

I will be your main point of contact on behalf of the design team and can be reached via phone or e-mail listed below. We look forward to meeting you and your staff.

Sincerely,

Jeff Wandasiewicz, AIA
Principal, ARC Architects
cell: (206) 383-7341
wandasiewicz@arcarchitects.com
119 S Main St, Suite 200, Seattle, WA 98104-2579
www.arcarchitects.com

ABOUT US



WHO WE ARE

Established in 1976, ARC Architects provides comprehensive professional design services for ambitious municipalities in the Pacific Northwest that are invested in the growth and prosperity of their communities. We work with our clients to refine space needs that accommodate future growth, enhance work environments for staff, and create welcoming community spaces for residents and visitors.

ARC is a regional expert in civic and community facility design with an award-winning portfolio of public projects including: city halls, public works centers, police and fire stations, community/senior/youth centers, public parks, and municipal offices. We place the highest priority on design, quality control, and service.

With team members located in Seattle and Portland, we have a skilled and nimble team of fifteen architects and project managers that provide a full range of services including: feasibility studies, site planning, programming, facility assessments, permit and construction documents, specification writing, bidding support, and construction administration supervision.

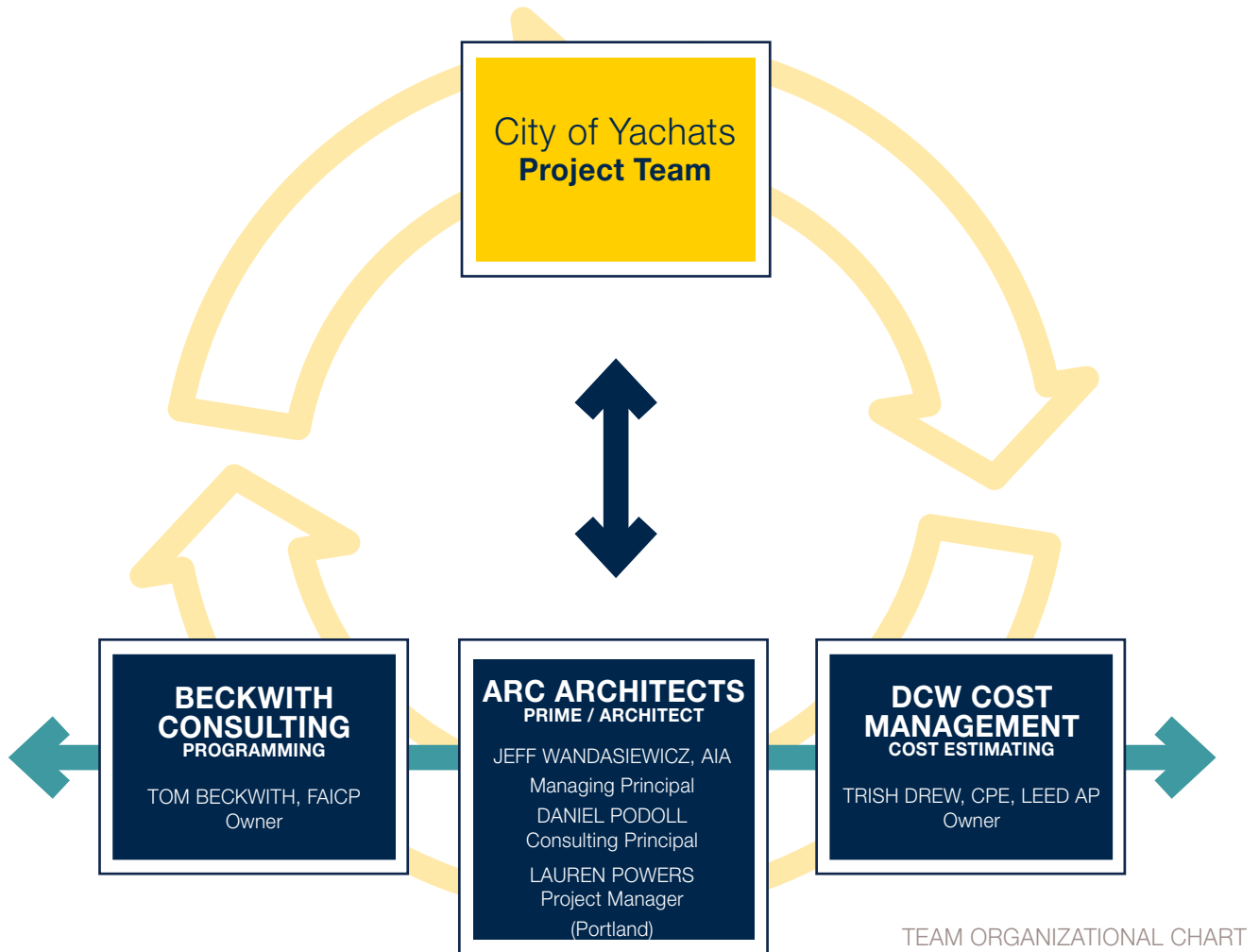
ARC is an experienced architectural services partner for smaller communities. Recent examples include past contracts for the cities of Cathlamet (population 575), Carnation (population 2,200), White Salmon (population 2,600), and Leavenworth (population 2,300).

With over 80% of our experience in the public sector, ARC is well-versed in tailoring our time and deliverables based upon your schedule and budgetary requirements. We are inclusive, avid listeners adept at finding hidden opportunities and deliver a range of timely solutions that provide our clients piece of mind that all avenues have been explored for their master plan.

RELEVANT PROGRAMMING & MASTER PLAN PROJECTS:

- Ashwood Park Master Plan (City of Bellevue)
- Carnation City Hall, Community Space & EOC
- Cathlamet Town Hall Redesign
- Cathlamet Waterfront Park Master Plan
- Covington Community & Aquatic Center Master Plan
- Duvall Public Facility Assessments & Programming
- East Wenatchee Civic Campus Master Plan
- Kent Civic Campus Master Plan
- Kirkland City Hall Renovations
- Leavenworth City Hall Assessment & Master Plan
- Leavenworth Front Street Park Redevelopment
- Leavenworth Library (Osborn School Adaptive Reuse)
- Lynnwood Neighborhood Community Center
- Monroe Civic Campus Master Plan
- Mountlake Terrace Civic Campus Mast Plan
- Mulkilteo Civic Campus
- Pilgrim Firs Master Plan
- Poulsbo Events & Recreation Center
- Redmond City Hall Redevelopment
- Richland City Hall
- Sammamish Civic Commons
- Seatac City Hall Master Plan
- Snohomish Carnegie Building (Commons & Library)
- Stanwood City Hall & Police Space Needs Assessment
- Toppenish Police Needs Assessment
- Union Gap Civic Campus (Police and City Hall)
- Wenatchee City Hall Redevelopment

PROJECT TEAM



BECKWITH



As the team leader and architect, ARC Architects will set the tone for an integrated design approach that will engage staff, code officials, and other stakeholders identified during the process. ARC's insights will define the project's scope, schedule & budget. Key team members are fully available to meet your project needs and our primary contact is Daniel Podoll, Principal. ARC will lead the comprehensive facility plan.

Tom Beckwith, FAICP established the Beckwith Consulting Group as a sole proprietorship in 1983 to provide urban planning, design, and development services to public and private clients throughout the Pacific Northwest. They have one of the highest implementation rates in the industry as attested to by their project results, 37 planning and design awards, and client references. Tom has extensive experience with public works planning and will spearhead the programming study.

DCW Cost Management is an independent WBE (Women's Business Enterprise) cost consultancy providing managed solutions for clients who are investing in infrastructure, property maintenance and construction development. Trish Drew is the company owner and provides independent third-party cost estimating (ICE) for budget and cost estimate validation. DCW will provide insights for soft costs, move strategies and other owner costs to understand the total project cost based on historical data from recent projects of similar scope and scale. Trish will provide cost estimates of the conceptual designs.



Wenatchee City Hall Redevelopment, Dept Adjacency Workshop

PROGRAMMING

Our team has significant City Hall and Civic needs assessment experience. We understand inter-departmental relationships and the multitude of ways municipal office buildings can work for users and visitors. We are adept at championing our clients' mission and program needs, balancing public perception and input, and an understanding interior and site attributes such as zoning, sensitive areas, climate, topography, market trends, security, connectivity, and infrastructure.

As needs assessment lead, the Beckwith Consulting Group specializes in programming, planning, cost estimates, development concepts, and alternative financing and delivery methods strategies for public works centers, city halls and county courthouses, police and sheriff stations, jails and detention centers, courts, fire stations, community and recreation centers, museums, and cultural arts facilities.

The Beckwith Group annually averages \$500,000 in fees ranging from projects accomplished on an hourly retainer basis to planning projects with fees in excess of \$500,000 and development projects with construction costs in excess of \$300,000,000.

Functional requirements

Full time equivalent (FTE) staff projections

3 September 2021

Departments	Full time equivalents (FTE)			FTE/1,000 population		
	19.2	22.0	24.0	19.2	22.0	24.0
City Administrator	2	2	2	0.10	0.10	0.08
Municipal Court	5	5	5	0.26	0.26	0.21
Finance/City Clerk	7	7	7	0.36	0.36	0.29
Human Resources	4	4	4	0.21	0.21	0.17
Community Development	11	11	11	0.57	0.57	0.46
Parks & Recreation	10	10	10	0.52	0.52	0.42
Public Works Engineering	12	12	12	0.63	0.63	0.50
City Hall total	51	51	51	2.66	2.66	2.13

Functional requirements - all departments

Building elements	Building reqmnt (nsf)			Net-gros multipli	Building footprint requirement		
	19.2	22.0	24.0		19.2	22.0	24.0
Common/Support Areas - City Hal	5,299	5,675	6,005	1.15	6,094	6,526	6,906
City Administrator	459	459	459	1.15	528	528	528
Municipal Court	2,066	2,200	2,333	1.15	2,376	2,530	2,683
Finance/City Clerk	1,179	1,179	1,179	1.15	1,356	1,356	1,356
Human Resources	621	621	621	1.15	714	714	714
Community Development	3,002	3,002	3,002	1.15	3,452	3,452	3,452
Parks & Recreation	906	906	906	1.15	1,042	1,042	1,042
Public Works Engineering	2,030	2,030	2,030	1.15	2,335	2,335	2,335
City Hall total	15,562	16,072	16,535		17,896	18,483	19,015

Parking requirements - City Hall

Parking employees	Parking requirement (each)			Site multipli	Site requirement (bldg+site)		
	19.2	22.0	24.0		19.2	22.0	24.0
City Administrator	2	2	2				
Municipal Court	5	5	5				
Finance/City Clerk	7	7	7				
Human Resources	4	4	4				
Community Development	11	11	11				
Parks & Recreation in City Hall	5	5	5				
Public Works Engineering	12	12	12				
City Hall total	46	46	46				
	75%	35	35	300	10,350	10,350	10,350
City vehicles and visitors							
City vehicles	2	3	4	300	600	900	1,200
Visitors - city hall day counters	4	6	8	300	1,200	1,800	2,400
Visitors - city hall day meetings	6	8	10	300	1,800	2,400	3,000
Subtotal parking	47	52	57		13,950	15,450	16,950
Subtotal building - 1 story footprint					17,896	18,483	19,015
Total site in square feet					31,846	33,933	35,965
Total site in acres - buildable or covered area					0.7	0.8	0.8
Subtotal parking	47	52	57		13,950	15,450	16,950
Subtotal building - 2 story footprint					8,948	9,241	9,508
Total site in square feet					22,898	24,691	26,458
Total site in acres - buildable or covered area					0.5	0.6	0.6

Monroe City Hall, Functional Requirements & Projections

PROGRAMMING EXPERIENCE:

- 77 functional programs
- 68 facility consolidation studies
- 41 life-cycle cost evaluations
- 41 lease/purchase analyses
- 17 building recruitments
- 62 building retrofits
- 12 site recruitments
- 68 building design criteria
- 44 environmental impact statements
- 10 design/bid/build projects
- 6 design/build-develop competitions
- 24 space plans and interior designs
- 8 financial O/M programs
- 6 joint venture projects and programs
- 4 property disposal projects/programs
- 4 property management programs

FEASIBILITY, CIVIC PLANNING CONCEPT DESIGN & SITE PLANNING

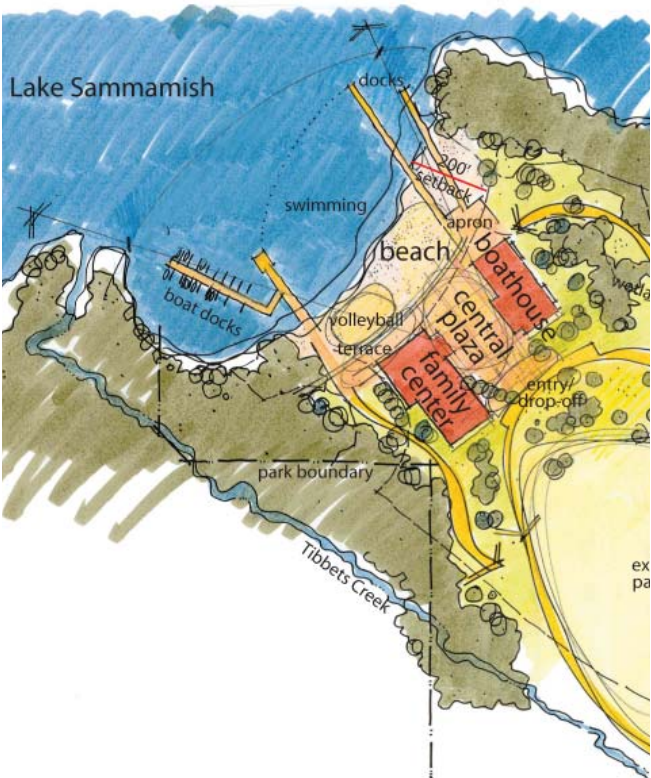
ARC Architects has worked with many public agencies for programming, planning, and feasibility studies. We know how to bring together multiple stakeholders and develop direction and consensus. Our team is experienced with public meetings and working within the public process to gather the necessary input from the community, staff, and key decision makers. ARC Architects helps public agencies plan for their future.

CATERING THE RESULTS TO OUR CLIENTS

Successful facility and site planning requires knowledge of program needs, agency mission, public perception and input. We start with existing studies, site maps, and drawings to understand issues that frame the planning effort and look for constraints and opportunities for the site. Key stake holders are interviewed in order to understand and define the program for the facility or site.

DESIGN CONCEPTS

We develop concept options that address agency’s mission, programming requirements, building function, and site relationships. These concepts are developed with our clients’ input and presented at public meetings as needed.



Lake Sammamish Community Waterfront Master Plan

COST ESTIMATING EXPERIENCE

ARC Architects uses a third party consultant estimator for most of our projects. **DCW Cost Management** will bring forth their knowledge of recent bidding, anticipated bid climates, and historic data to the conversation.

Our team’s record of cost control is exceptional - our estimates have averaged within 5% of bid amounts and required change orders have averaged less than 3%, even with over 50% of our work as renovations. Our approach to cost estimating is based on a system of checks and balances, designed to provide estimates that are sensitive to changing market conditions.

As we program and lay out your spaces, we can organize spaces with increasing levels efficiency in mind. An efficient use of space can reduce square footage, which in turn reduces the overall construction and future maintenance costs. Your team will then be able to see the qualitative and quantitative impacts in a true apples-to-apples comparison, and determine which is the best path forward as the project moves further into design.

Over the useful life of a project, the up-front capital cost pales in comparison to the operation and maintenance costs. The City will be able to make informed decisions about the kinds of materials and equipment to maintain or replace—things that really save money over time. Choosing efficient, flexible and cost effective solutions will save the City money month after month, adding up to huge savings over time.

DCW Cost Management Schematic Design Cost Plan July 15, 2021 7

Carnation City Hall
Community Center & Emergency Operations Center

Building Summary		%	\$/SF	TOTAL	
		Gross Area: 12,990 SF			
A10	Foundations	4%	21.17	275,039	
A20	Basement Construction	0%	0.00	0	
A	Substructure	4%	21.17	275,039	
B10	Superstructure	17%	82.69	1,074,170	
B20	Exterior Enclosure	10%	51.47	668,639	
B30	Roofing	3%	15.48	201,042	
B	Shell	30%	149.64	1,943,852	
C10	Interior Construction	7%	32.43	421,249	
C20	Stairways	0%	2.35	30,500	
C30	Interior Finishes	6%	27.87	362,060	
C	Interiors	13%	62.65	813,809	
D10	Conveying Systems	2%	7.89	102,500	
D20	Plumbing Systems	2%	11.94	155,149	
D30	Heating, Ventilation & Air Conditioning	10%	50.89	661,113	
D40	Fire Protection	1%	6.40	83,089	
D50	Electrical Lighting, Power & Communications	9%	42.49	551,926	
D	Services	24%	119.61	1,553,777	
E10	Equipment	0%	0.71	9,200	
E20	Furnishings	1%	4.48	58,225	
E	Equipment & Furnishings	1%	5.19	67,425	
F10	Special Construction	0%	0.00	0	
F20	Selective Demolition	0%	0.00	0	
F	Special Construction & Demolition	0%	0.00	0	
BUILDING ELEMENTAL COST BEFORE CONTINGENCIES		72%	358.27	4,653,902	
Z10a	Contingency - Design	5.00%	4%	17.91	232,695
Z10b	Contingency - Contractor	4.00%	3%	15.50	201,328
BUILDING ELEMENTAL COST INCLUDING CONTINGENCIES		79%	391.68	5,087,925	
Z21a	General Conditions	7.00%	6%	27.42	356,155
Z21b	General Requirements	7.50%	6%	31.43	408,306
Z22	Office Overhead & Profit	5.00%	5%	22.53	292,619
Z23	Bonds and Insurance	1.50%	1%	7.10	92,175
Z24	Permit and Sales Tax	0.00%	0%	0.00	By Owner
BUILDING CONSTRUCTION COST BEFORE ESCALATION		97%	480.15	6,237,180	
Z30	Escalation to start date (Q2 2022)	3.10%	3%	14.88	193,353
RECOMMENDED BUDGET		100%	495.04	6,430,532	

Carnation City Hall Cost Estimate Summary

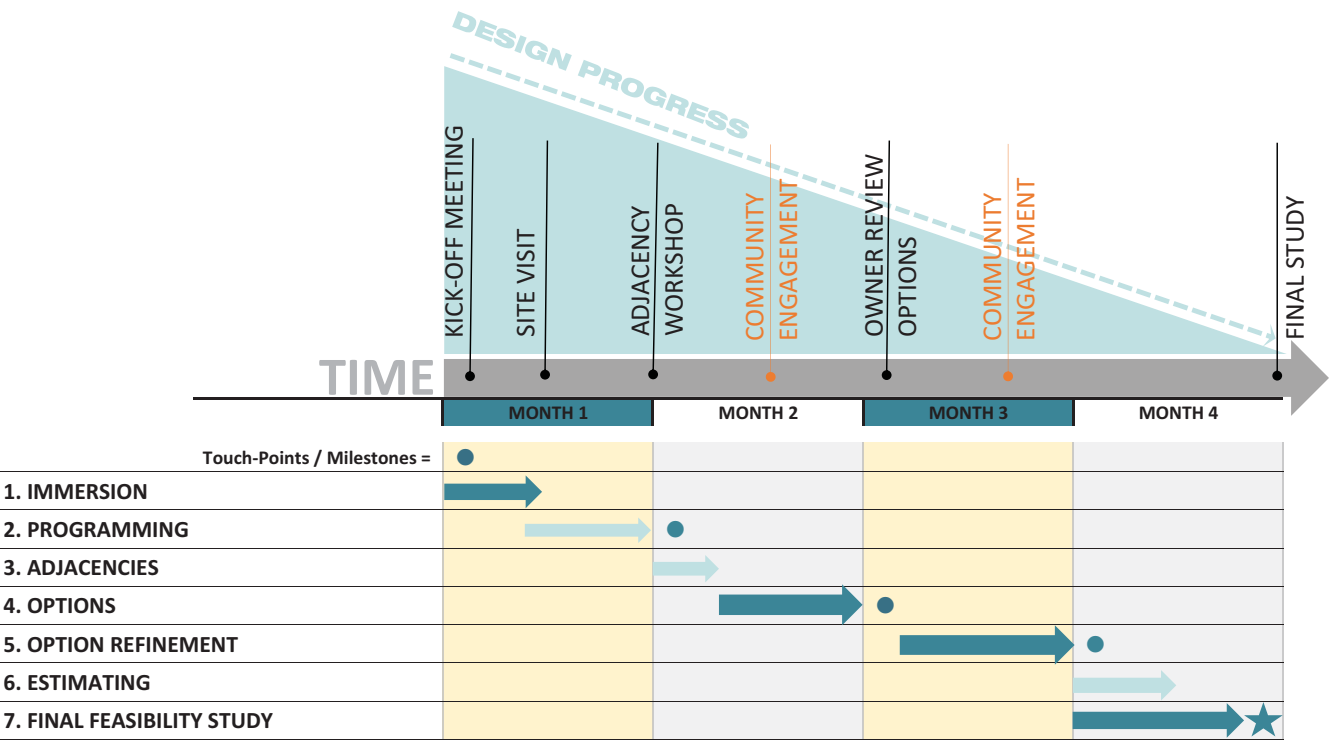
PROJECT APPROACH

PROJECT UNDERSTANDING

The City of Yachats is requesting fee proposals to provide programming, public engagement, masterplanning, and cost estimating services. Yachats is a small coastal city in the southernmost area of Lincoln County, Oregon, United States. The master planning will be focused on the civic campus, looking at how to best utilize existing buildings and what building improvements, additions or future development is recommended to meet their short- and long-term development goals.

The current civic campus includes the following buildings and parks.

- 1. City Hall - 501 Hwy 101, Yachats, OR 97498
- 2. Commons Building – 441 Hwy 101 N Yachats, OR 97498
- 3. Library – 560 W 7th Street, Yachats, OR 97298
- 4. Yachats Commons Park – directly west of City Hall and Commons Building



PROJECT SCHEDULE

TIME MANAGEMENT

The key to our approach is the project schedule. This schedule will be the driving force for establishing a process that is inclusive and providing the momentum for informed decision making. Prior to the “inking” of the Notice to Proceed, we will collaborate with you to determine required meetings, attendees, milestones, and deliverables at each step along the way. This clear methodology sets the stage early and ensures a positive conclusion to the feasibility study.

Controlling the tempo of the project is essential. With the establishment of calendar dates, the meeting agenda becomes the tool for focus on specific topics and issues. ARC is adept at leading a process that keeps discussions on point and productive. With ARC’s leadership, this master plan study will provide the City with a logical and quantifiable civic campus

master plan design that has a primary focus on community buy-in.

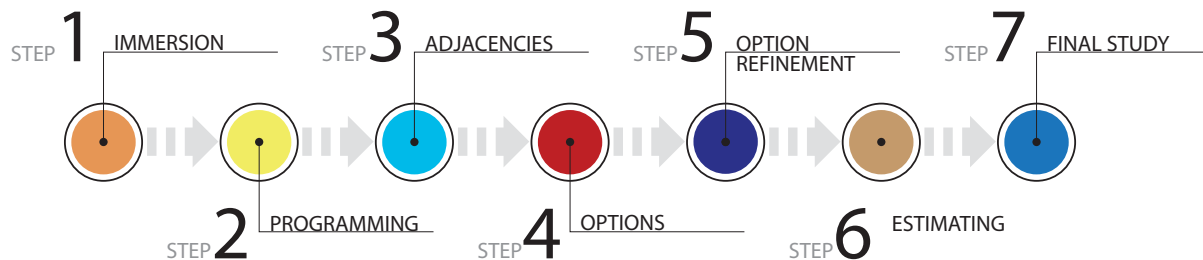
As a small architecture firm of fifteen design professionals, ARC is a nimble and focused team partner, able to meet our clients’ constrained and/or shifting timelines.

We are committed to providing quality results in an expedited fashion. The tasks outlined on within this proposal form the framework for generating a project schedule.

In general, we would anticipate a project of this size to span approximately 4 months. As in all things, we would want to confirm this with you and make refinements based on Owner needs, funding milestones, and information unearthed as we start the immersion process.

OUR COLLABORATIVE APPROACH

The key to ARC's success in delivering responsive service within established time limitations is embodied in our project approach. This multistep approach has been a catalyst for our focus on Civic & Community projects and is based on simple yet comprehensive design principles of (1) designing community-based, appropriate architecture, (2) providing places that are delightful, enjoyable, safe, and accessible, (3) designing projects that are affordable to build and operate, and (4) embracing and promoting sustainable design.



STEP ONE – IMMERSION

We begin by understanding your needs, the site, and the opportunities and challenges present.

- Identify Steering Committee members and the City's Project Management Lead / set project goals
- Coordinate project schedule / decision milestones
- Familiarization with current city organizational charts
- Understanding of current work habits and layouts; what works, what doesn't.
- Site visit / tour of existing facilities.
- Identify any existing design or facility standards

STEP TWO – PROGRAMMING

- Meet with your team to review current and projected staffing levels, common space needs, equipment and material needs, service delivery methods, department work styles and known deficiencies.
- Develop draft program document
- Distribute program document for review and comment

STEP THREE – ADJACENCIES

- Consolidate steering committee's comments into one single option
- VE process if necessary
- Meet with your team to establish how departments interact between each other, equipment and storage uses, and with the public (if applicable)
- Develop an adjacency chart
- Distribute adjacency chart for review and comment

STEP FOUR – OPTIONS

- Identify the attributes of the sites including size, access, solar orientation, topography, utilities, and critical areas will likely make it onto this list.
- Sites will be analyzed on their capabilities to meet site goals
- The building program will be overlaid to further explore site fit opportunities
- Develop diagrammatic building options
- Develop diagrammatic site organization options
- Identify growth, build out areas
- Present options to steering committee for review and comment
- Community survey

STEP FIVE – OPTION REFINEMENT

- Consolidate steering committee review comments into one final site/building diagrammatic option
- Communicate relationships (on site, neighborhood, city)
- Present option to steering committee for approval
- Gather community feedback

STEP SIX – ESTIMATING

- Furnish materials to estimator
- Identify all project costs, including soft costs not attributed to the construction (hard) costs

STEP SEVEN – FINAL STUDY

- Complete packaging of background documents and final concept documents
- Present study to Steering Committee

EFFECTIVE COMMUNICATION

Communication is an integral part of ARC's project management. It's especially critical as pressures to manage scope, budget, schedule and technical issues increase. ARC will provide a constant focus on the project's broader planning and design goals, including sustainable design, project inclusiveness, and respect for the City's representatives and protocols.

In order to ensure that effective communication is an integral consideration in the completion of each task we (1) at the onset of the project establish a team directory, (2) establish and broadcast protocols regarding point(s) of contact, lines of communication, preferred methods of communication, and (3) create, monitor and adjust as required as information is shared with all involved to clearly assign responsibilities and maintain established milestones.

We are adaptable and realize protocols change and need to accommodate the unforeseen, and we account for that need on our projects and our office workload as a whole. This inherent flexibility allows us to produce complete, quality deliverables that meet or exceed expectations.

ARC Architects works as a team and provides excellent design service to all our clients. We have weekly office meetings and a very detailed office management schedule to make sure all teams have the resources needed for each project. We have the capacity and will increase our available time as needed for any tasks from beginning through Construction Administration. All ARC staff assigned to your project(s) will be cc'd on every e-mail correspondence to allow for immediate response and no gaps in miscommunication. ARC utilizes all available virtual / electronic means of communication.

As architects, we have strong visual awareness and an eye for detail. We work closely with your team to make sure that what is proposed meets necessary standards, either code enforced and owner defined.

We take pride in attending periodic Public / City Council meetings and will assist your team in providing clear and effective data and presentation material to express the intent of the master plan, illustrate a range of options, and outline the resulting pros and cons in order to best make decisions.

Yachats is well within ARC's geographic range of current projects, with all of our workload being within the Pacific Northwest. We understand working in smaller municipalities and appreciate the uniqueness each brings.

The design team is readily available, virtual or in-person for any desired meetings. It is important to have the expertise that is required for this important contract. We would appreciate consideration to make this upcoming project a success.

UNDERSTANDING CITY STANDARDS, PLANNING REQUIREMENTS, AND CODES

ARC is well-versed in achieving full compliance with building codes and local regulations. On behalf of our clients, we determine if their projects are compliant with local, State and County codes. Complying with city municipal codes for design standards and accessibility requirements is integral to every project we undertake. We understand that city planning requirements are put in place to maintain and champion the established identity of place, and we see these requirements as opportunities to provide solutions that speak to and resonate with the communities we serve.

ARC has permitted projects through countless local jurisdictions at the town, city, state, and federal levels.

DEMONSTRATED ABILITY TO PERFORM HIGH QUALITY WORK

ARC specializes in thoughtful, appropriate solutions with a commitment to sustainability and sensitivity to natural and historic contexts. At the same time, ARC consistently produces solutions that achieve design excellence within tight budgets.

Since its founding, the firm has consistently received recognition for its work. Our recent/relevant accolades include the 2023 American Institute of Architects (AIA) Washington Council Civic Design award for the Wenatchee City Hall Redevelopment project, 2021 AIA Washington Council Civic Design Honor Award for the William Shore Aquatic Center Renovation and Expansion, the 2019 AIA Washington Council Civic Design Merit Award for Rainier Beach Community Center, the 2019 AIA Washington Council Civic Design Merit Award for Eastside Tacoma Community Center, and the 2018 Infrastructure Assistance Coordinating Council Award for the Union Gap Civic Campus project.

With a clear understanding of your goals, we define each sub-consultant's scope of work and generate updated project schedules for everyone. We are always available for consultants and we make sure our team members meet all deadlines.

We take pride in the success of our projects and in helping public agencies make the most of every dollar. At ARC, we control for errors of omission and technical errors, while ensuring clear coordination among different disciplines. With this framework in mind, we are able to lead the design team towards meeting your schedule, budget, and vision.

ARC DESIGNS FOR SMALLER MUNICIPALITIES



CITY OF UNION GAP

UNION GAP CIVIC CAMPUS POPULATION 6,163

ARC Architects is the architect and engineering team of record for the Union Gap Civic Campus. Since its grand opening in November of 2018, this Infrastructure Assistance Coordinating Council (IACC) award winning project embodies the City's commitment to providing a state-of-the-art, yet modest, civic complex to better serve its constituents and enhance the working environment of its staff.



CARNATION CITY HALL POPULATION 2,200

ARC Architects is currently the architect of record for the Carnation City Hall (& Police) development project for Carnation, a small, tight knit and passionate constituency that lies at the confluence of the Snoqualmie and Tolt rivers in Western Washington. ARC plays a crucial role in their public outreach for this new facility, creating imagery and content for public presentation and surveys, tabulating and qualifying voter feedback, and assuring the new City Hall will reflect the identity of this intentionally small town.



CATHLAMET CITY HALL POPULATION 575

ARC Architects is the on-call architect for Cathlamet, a heritage-rich and historically respectful town located along the Ocean Beach Highway of the Columbia River in Wahkiakum County, WA. ARC believes no project is too small if the result improves the health, safety and welfare of the communities we serve. We are currently providing services for adding awnings and new siding to their existing pre-fabricated metal shed building the utilized for Town Hall and Public Works.



STANWOOD POLICE & CITY HALL POPULATION 7,068

ARC Architects provided architectural and estimating services for a feasibility and capital needs assessment of the City's existing Police and City Hall facilities, as well as predesign services to aid the client in test fitting a new Civic Campus on various sites throughout Stanwood. ARC understands and designs for staff who work in smaller communities, knowing they take on multifaceted roles. Our predesign championed their protocols and workflows to more effectively provide quality services to the public.



WHITE SALMON COMMUNITY CENTER POPULATION 2,601

Located on the Columbia River Gorge, is a small city in Klickitat County, Washington. ARC is their architect for the White Salmon Community Center Feasibility Study, which includes architectural, engineering, and estimating services to study the feasibility of a new Community & Youth Center that also includes a meeting hall, performance venue, and multi-family housing.



LEAVENWORTH CITY HALL / LIBRARY / PARK POPULATION 2,383

ARC Architects is the architect for the City of Leavenworth's City Hall, Library Adaptive Reuse, and Front Street Park renovations projects, located in the heart of downtown Leavenworth on the Cascade Mountain of Washington. ARC collaborated with city staff and the local design review board to achieve solutions that meet their Bavarian-styled village standards. ARC is also led the community engagement for all projects, recently attending the annual Leavenworth Festhalle, where community members can provide in-person feedback to planning- and construction-level design solutions.

CATHLAMET CIVIC WATERFRONT PARK MASTER PLAN



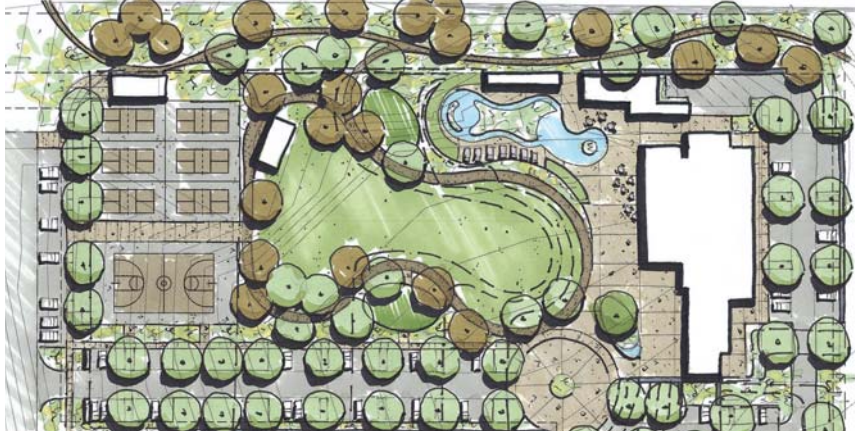
Modest improvements to the existing Town Hall were proposed to help identify the building's civic presence and enhance employee work environments.

COVINGTON COMMUNITY/AQUATIC CENTER MASTER PLAN



At a high level, the team was tasked with an apples-to-apples comparative analysis between the expansion and renovation of the existing Covington Aquatics Center and a new City Hall, Aquatics & Recreation Facility located in the Civic town center.

POULSBO EVENTS & RECREATION CENTER MASTER PLAN



PROJECT DETAILS

Owner: City of Poulsbo
Location: Poulsbo, WA
Duration: 2021-2022

City of Poulsbo is studying how to best develop a large parcel of land and consider the market demand and financial feasibility for a new Poulsbo Events and Recreation Center (PERC). ARC Architects worked closely with the City and the large Steering Committee to review the recent community surveys, evaluate a large variety of programming options, and analyze the site.

Located adjacent to a new hotel and the Olympic College Campus, the feasibility study focused on providing recreation amenities not currently available in the community and expanding on those in popular demand. An outdoor pool is desired by the community as well as outdoor passive recreation, additional sports fields, pickle ball, and basketball. Poulsbo continues to consider the options for this property and potential funding implications.



EVERGREEN STATE FAIR REDEVELOPMENT PLAN



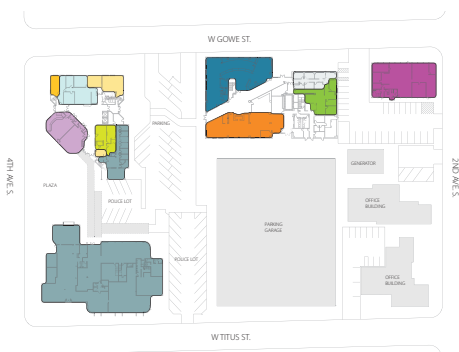
PROJECT DETAILS

Owner: Snohomish County
Parks, Rec. & Tourism
Location: Monroe, WA
Duration: 2021

In collaboration with Snohomish County Parks, Recreation & Tourism, this new master plan for the Evergreen State Fairgrounds is aimed at addressing its immediate needs, as well as planning for its future expansion and development.

Throughout its phased implementation, this master plan includes replacing several buildings in disrepair as well as the preservation of the historic buildings and fabric of the site. The proposed central pedestrian corridor would better accommodate fair functions, bring together the disparate structures, and make space for new community amenities, all in a thoughtfully-designed, park-like setting.

KENT CIVIC CAMPUS FEASIBILITY STUDY

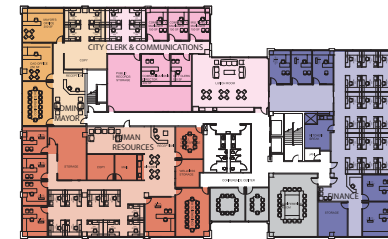
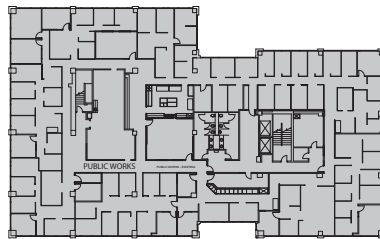
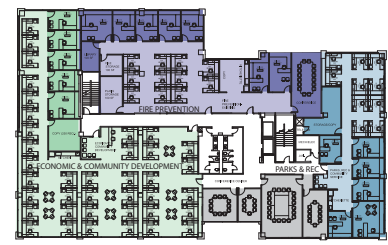
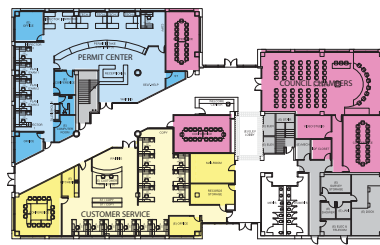


ARC Architects worked with City of Kent to analyze their City Hall Campus including City Hall, the Kent Police Department (KPD), Annex Building, and Centennial Center. KPD needed to increase the size of their existing space by 50% and to consolidate their decentralized staff teams into a mostly centralized location that is more effective and efficient in meeting their operational needs. After the failure of the \$34 million bond measure in 2014 to build a new facility, the City changed its approach to utilize existing spaces in an effort to identify current space efficiencies and better serve the public and provide improved space for staff and police.

The feasibility space planning study showed potential to use the existing space with a modest addition. Unfortunately, the potential construction cost of \$24M was more than the City desired to spend at the time.

PROJECT DETAILS

Owner: City of Kent
Location: Kent, WA
Duration: 2017-2018



MOUNTLAKE TERRACE TOWN CENTER MASTER PLAN

PROJECT DETAILS

Owner: City of Mountlake Terrace
Location: Mountlake Terrace, WA
Duration: 2018

The City of Mountlake Terrace Town Center Master Plan captures the City's vision for a Civic Campus redevelopment project unites existing and new facilities on a single campus. The site is connected to the Mountlake Terrace Transit Center via Veterans Memorial Park, the newest hub in Sound Transit's expanding light rail system.

ARC's services included Public Outreach, Program Development, Concept Alternative Plans, a Preferred Design Concept, and Cost Estimates for a new Public Gathering and Event Space, integration of Public Art, Police Department expansion and renovation, construction of a new 18,000 sf City Hall, and staff / public parking.



CARNATION COMMUNITY SPACE (CITY HALL / EOC)



PROJECT DETAILS

Owner: City of Carnation
Location: Carnation, WA
Duration: 2022-2024

The Carnation Community Space provides several vital municipal needs within a single structure including: Carnation City Hall and Council Chambers, the City of Carnation Emergency Operations Center (EOC), and a community event space equipped with a kitchen. With the majority of the City being within the floodplain, the structure provides a suitable base for a second floor (ECO) where municipal services would co-habit.

ARC worked with a representative group of Council Members, City Staff, local business owners, and residents to produce a design that reflected the unique character and identity of the City of Carnation.

WENATCHEE CITY HALL IMPROVEMENTS

PROJECT DETAILS

Owner: City of Wenatchee
Location: Wenatchee WA
Duration: 2018-2022

AWARDS

AIA Civic -
Award 2023

In collaboration with the City of Wenatchee and our consultant team, ARC Architects assessed the conditions of the existing four-story Wenatchee Federal Building building (circa 1972) and developed space planning and cost-benefit recommendations to adapt the building into their City Hall within their \$10 million construction budget.

The redevelopment of the City Hall brings all of the City's departments under a single roof. With nearly 56,000 square feet of tenant improvements spanning multiple stories, this project includes a refined, public-facing customer service center and council chambers, while providing city staff with an industrial, yet modern and functional workspace, with a primary focus on natural daylight, technology, and unparalleled acoustics. The building program offers flexible modes of collaboration that encourage a lively, dynamic, and productive workspace while simultaneously accommodating the future growth needs of the City.



COMMUNITY ENGAGEMENT



Over **80%** of our projects include public outreach.

above: Public Meeting #1 (of 3) for Mountlake Terrace Town Center Master Plan
below: Design Options, Carnation Community Space, City Hall & EOC

OUTREACH & VISIONING

The cornerstone of ARC's projects is our facilitation of stakeholder participation. Our 45 years of practice has been largely defined by public projects that demand community and elected official approval.

Gaining guidance from those interested in or impacted by a project creates the setting for meaningful public comment. This participation invests the community in the process and the design and can foster their support for funding and other project needs. Most importantly, it results in a designs that fit well with a community's aesthetic and financial values.

The key to successful consensus building is a well thought out series of meetings, each clearly focused on issues and input needed at each phase of a project's design. Our responsibility is to make sure these meetings build upon earlier meetings and studies.

We will meet in-person with City Staff and the Community. At an initial public meeting we will explain the overall goals, the deliverables that are expected, and summarize the findings in a digestible and engaging manner with the public.

In subsequent meeting(s) ARC will present options that address site design, building design, phasing, and rough order of magnitude and costs. We will ask that those present reflect on the pros, cons, and merits (or de-merits) of each option.

At every milestone during the public outreach process, ARC supports your team in providing narratives and agenda documents for public posting, as well as electronic and printed material for brochures, website posting and presented material to increase public turnout.



TEAM MEMBER RESUMES

a|r|c ARCHITECTS TEAM LEAD / ARCHITECT



JEFF WANDASIEWICZ MANAGING PRINCIPAL

Jeff is a registered architect and principal with more than 20 years of experience. He began his career at ARC in 2001 and has been an owner since 2013. Specializing in Civic / Municipal projects, he has a keen ability to implement visual techniques to clearly express design intent to clients, builders and the general public. Recent comparable projects include Cathlamet, Carnation, and Monroe City/Town Halls.

Jeff is passionate about designing quality projects for smaller municipalities in Pacific Northwest and his work with ARC has recently been recognized by Washington's Infrastructure Assistance Coordinating Council (IACC).

EDUCATION

Arizona State University
Masters of Architecture, 2001
University of Florida
B.A. Architectural Design, 1999
summa cum laude

REGISTRATION

State of Washington, 2010

AWARDS / AFFILIATIONS

American Institute of Architects
(AIA)
AIA WA Civic Honorable Mention,
2023

RELEVANT EXPERIENCE

Carnation Community Space (City Hall / EOC)
Union Gap Civic Campus
Mountlake Terrace City Hall & Police
Sammamish Commons City Hall, Police, & EOC
Wenatchee City Hall Redevelopment
SeaTac City Hall & Police Feasibility Study
Redmond City Hall Renovations
Kent City Hall & Police Feasibility Study
Kirkland City Hall Renovations & EOC
Union Gap City Hall & Police
Monroe City Hall
Mukilteo City Hall
Cathlamet Civic Waterfront Master Plan
Leavenworth City Hall & Public Works Feasibility
Toppenish Police Department Feasibility

Union Gap Civic Campus Master Plan

KEY

(A) Playground



(B) Spray Ground

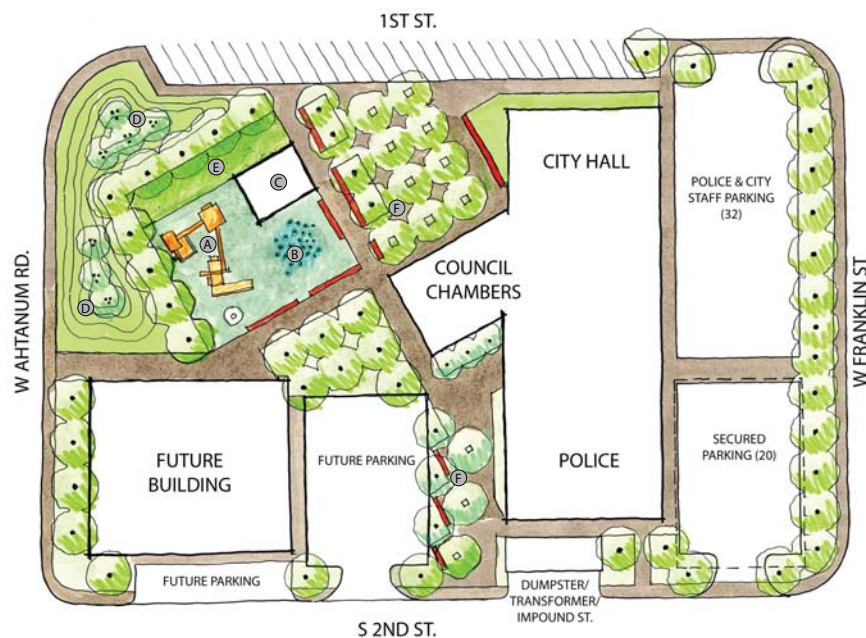


(C) Park Structure with Restrooms

(D) Landscape Berms for Screening Playground

(E) Play Lawn

(F) Plaza with Seat walls



a|r|c ARCHITECTS

TEAM LEAD / ARCHITECT



DANIEL PODOLL

CONSULTING PRINCIPAL

Daniel Podoll brings 30 years of experience with a wide range of architectural projects and an extensive technical background in operations and maintenance facilities in the Pacific Northwest. As team leader, his ability to listen and translate a client's desires into reality is one of his strongest assets. He communicates well with consultants for participation in the design process which, in turn, draws due diligence from the entire team to meet the project costs and schedules, vision and goals. Dan has an overall goal of designing safe, affordable, functional, attractive, and responsive facilities that meet or exceed client expectations.

EDUCATION

Pennsylvania State University
Bachelor of Architecture, 1990

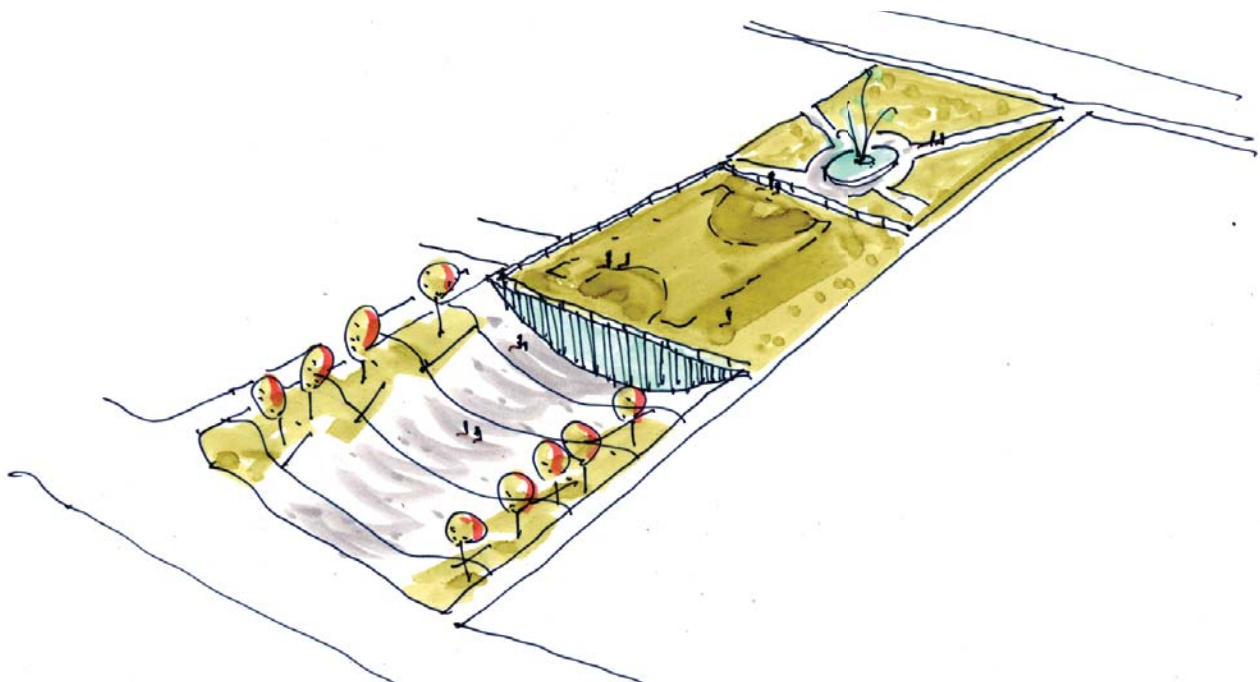
AWARDS / AFFILIATIONS

DBIA National Merit Award, 2019
WRPA Facility Spotlight Award,
2017
IESNA, Illumination Design Award,
2008
AIA Disaster Preparedness and
Response Committee

RELEVANT EXPERIENCE

Auburn Community & Youth Center
Bonney Lake Public Works Facility
East Wenatchee Public Works Facility
Leavenworth Public Works Feasibility
Issaquah Public Works Feasibility
SeaTac Public Works Facility Feasibility
City of Seattle, ADA Review of Fire Stations 11, 20, 26, and 29
Fire Station 32 Facility Assessment
2010 City of Seattle, DOJ ADA Citation Corrections
Center for Human Development Feasibility Study
Cowlitz Regional Community and Conference Center
Kittitas County Armory Remodel
Ashwood Park Master Plan

Ashwood Park Master Plan



a|r|c ARCHITECTS

TEAM LEAD / ARCHITECT



LAUREN POWERS

PROJECT MANAGER

Lauren grew up in Portland, OR and after living in Seattle for 8 years relocated back to Oregon in 2021. She has dedicated her work towards cultivating equitable design. She is a project manager and licensed architect with more than 10 years of experience, focused on mixed-use and community-oriented design. She has a commitment to establishing a culture of engaged design, and leads projects that address the needs of a variety of users through a collaborative process with multiple stakeholders. Lauren brings extensive knowledge of regional land use codes, permitting processes, and public design review processes. She previously served as a board member on the City of Seattle's East Design Review Board.

EDUCATION

University of Oregon
Bachelor of Architecture, 2011
Minor in Business, 2011

REGISTRATION

State of Washington, 2016

AWARDS / AFFILIATIONS

AIA WA Civic Award of Honor, 2021
AIA WA Civic Honorable Mention,
2023
AIA Seattle Honorable Mention,
2017

RELEVANT EXPERIENCE

Carnation Community Space (City Hall / EOC)
East Wenatchee Public Works Center
East Wenatchee Police Department Programming
Graham Terry Apartments
King County Department of Defense Tenant Improvement
Kirkland City Hall Virtual Service Center and Exhibition
Marysville Public Works Programming and Facility Assessment
Mt. Baker Housing Renton Ave Apartments
Shore Aquatic Center Renovation and Addition
South Whidbey Aquatic & Recreation Center
Teatro ZinZanni World Headquarters
Wenatchee City Hall Redevelopment
White Salmon Community Center Masterplan Study

White Salmon Community Center Masterplan Study



BECKWITH GROUP

PROGRAMMING



TOM BECKWITH, FAICP

PRINCIPAL

Tom has over 35 years experience providing functional requirements, space plans, site and building assessments, design concepts, cost estimates, life cycle costs, financial strategies, design/bid/build documents, design/develop agreements, design/build competitions, and agency moving efforts for over 86 separate projects.

He has been directly involved in the subsequent design and development of over 50% of all of his programming projects - or provided the functional programs and design criteria with which subsequent design and build teams completed a significant number of the remainder. His plans and projects have one of the highest implementation rates in the consulting industry and have been recognized with 38 awards from a variety of civic and professional organizations.

Tom's level of involvement is continuous from contracting through acceptance of final deliverables of this study.

EDUCATION

Graduate School of Design,
Continuing Education, Harvard
University
Masters in Urban Planning, University
of Washington

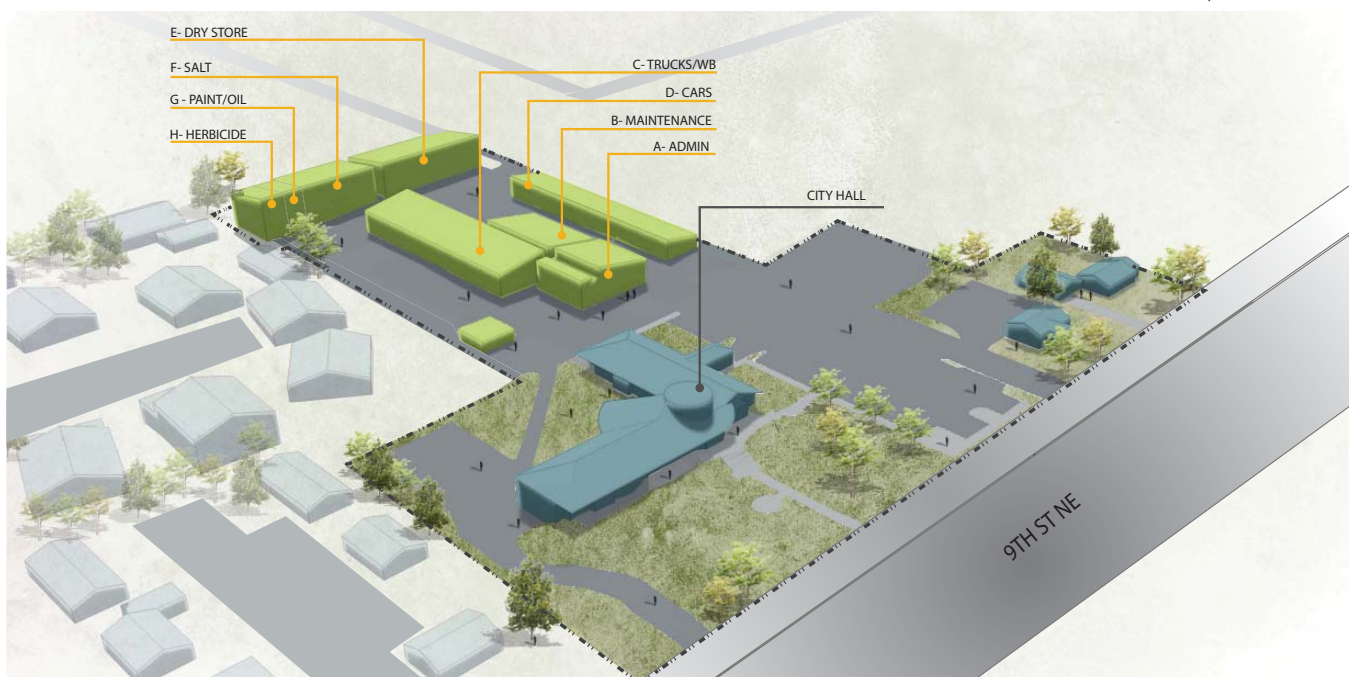
AWARDS / AFFILIATIONS

Assoc. of WA Cities Award for the Gig
Harbor Civic Center Plan
Governor's Smart Communities Award
for Edmonds Strategic Action Plan
Vision 2020 Award for the Downtown
Renton Redevelopment Plan

RELEVANT EXPERIENCE

Shoreline Public Works Yard
Chelan County Public Works Master Plan
San Juan Public Works Yard Master Plan
East Wenatchee Civic Master Plan
Bellingham Municipal Facilities Master Plan
Burlington Public Safety Building Planning/Design
Washington State Department of Natural Resources Compound Master Plan
Blaine Municipal Facilities Master Plan
Tukwila Municipal Facilities Master Plan
Olympia Municipal Facilities Master Plan
Kent Municipal Facilities Master Plan
SeaTac Public Works Facility Feasibility

East Wenatchee Civic Campus Master Plan



DCW
COST ESTIMATING



TRISH DREW, CPE, LEED AP
OWNER

Trish Drew, CPE, LEED AP brings 30+ years of construction industry experience to our team, with over 20 years in construction management. She has been an active member of the design team achieving maximum design to budget results. Beginning at the programmatic level, Trish works with the team to provide “live” budgetary feedback on design concepts, thus significantly reducing redesign. She has a thorough working knowledge of labor efficiencies, market fluctuations, project budgeting, competitive estimating, and contract negotiation.

Trish’s level of involvement is continuous from contracting through acceptance of final deliverables, and through any amended services for plan implementation, facility design up until the final cost estimate prior to bidding.

EDUCATION

Marketing and International Business
Studies, University of Washington,
1982

AWARDS / AFFILIATIONS

Certified Professional Estimator (CPE)
LEED Accredited Professional
Women Business Enterprise
Washington Women Business
Enterprise Oregon
King County Small Contractor /
Supplier
Women Owned Small Business
Amer. Association of Cost Engineering
Amer. Society of Professional
Estimators
American Institute of Architects

RELEVANT EXPERIENCE

Lincoln City Cultural Center Site Improvements – Lincoln City, OR
Coos Bay Library Option Study – Coos Bay, OR
Grants Pass Library – Grants Pass, OR
Illinois Valley Library – Cave Junction, OR
Astoria Public Library Option Study – Astoria OR
Longview Library Upgrades – Longview, WA
Redmond Pool – Redmond, WA
Auburn Community & Youth Center - Auburn, WA
Shore Aquatic Center – Port Angeles, WA
Squaxin Island Tribe Aquatic and Community Activity Center – Shelton, WA
Marysville Public Works Programming & Facility Assessment
Camp Korey Historic Renovation – Carnation, WA
Toppenish Police Master Plan - Toppenish, WA

Sammamish Commons Master Plan



REFERENCES

CITY OF DUVALL

FACILITIES NEEDS ASSESSMENT AND MASTER PLAN

Development of a sound, actionable and fiscally responsible, multiyear facilities maintenance and asset optimization plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all City departments.

Assessments/Planning services included:

- City Hall
- Public Works Maintenance Operations Center
- Police Station
- PW / Building / Engineering Building
- Depot (old Railroad) Building
- Two buildings in Old Town used for interim staffing and community rentals/events
- Community Center (aka Youth Center, WRECK Center)
- Duvall Visitors Center
- Wastewater Treatment Plant (WWTP)
- Historic Dougherty Farmstead (1888)



Small Town. Real Life.

CONTACT

Steve Leniszewski, P.E.
Public Works Director /
Emergency Manager
425.939.8042
steven.leniszewski@duvallwa.gov

PROJECT DURATION

22 mons - MAY 2021 - FEB 2023

CITY OF LEAVENWORTH

SPACE NEEDS AND FACILITY ASSESSMENT

Space Needs & Facilities Assessment for the Department of Public Works and City Hall. Development of an action plan to address any identified existing deficiencies and meet future needs (30-plus years), future needs planning, initial concept designs.

Assessments/Planning services included:

- City Hall
- Library
- Public Works - 1440 Commercial Street Site
- Public Works - 1471 US Hwy 2 Site
- Public Works - NNA 14th Street Site
- Public Works - 1381 Commercial Street Site
- Front Street Park



CONTACT

Andi Zontek-Backstrum, PE
CIP Manager/Deputy Public
Works Director
509.548.5275 ext 134
azontek@cityofleavenworth.com

PROJECT DURATION

10 mons - MAR-DEC 2022

CITY OF SEATAC

CAPITAL NEEDS ASSESSMENT & PROJECT PLAN

Architectural/planning services for a detailed and thorough facility condition assessment and space plans for SeaTac City Hall and SeaTac Public Works Center with recommended corrective actions on all deficiencies and costs estimates for all corrections, and forecasting future maintenance and capital renewal needs and costs. Study included programming and conceptual design studies for the remodel and expansion of over 85,000 sf of municipal office space. All improvements are to increase customer service, increase employee safety, increase functionality of space for staff, and provide improvements to a facility to last another 40 years.



CONTACT

Michael Fitzpatrick
Parks Projects & Operations
Manager
206.973.4671
mfitzpatrick@seatacwa.gov

PROJECT DURATION

9 mons - JUL 2020 - FEB 2021

APPENDIX: TEAM FEE PROPOSALS

ARC Architects is delighted to submit our proposal for this Civic Campus Programming and Master Planning Study. As illustrated below, we have structured the basic services portion of the design team fees on the City's current funding.

The items listed under 'additional services' are elective and can be selected on an ala carte basis. We'd be happy to discuss more and provide input on each as well as the scope as a whole.

City of Yachats Master Planning Fee Proposal

Included Phases: Programming & Master Planning

2/29/2024

Fee Categories	fee	overhead	macc	amount	remarks
<i>Basic Consultants</i>					
architect	\$16,272	1		\$16,272	ARC
programming	\$11,950	1.1		\$13,145	Beckwith
cost estimating	\$4,900	1.1		\$5,390	DCW
				\$34,807	<i>Sub-Total</i>
<i>Estimated Expenses</i>					
architect	\$450	1		\$450	itemized below
sub-consultants	\$0	1		\$0	itemized below and per proposals
				\$450	<i>Sub-Total Estimated Expenses</i>
Total Compensation				\$35,257	

ARC Design Services	consulting p	managing p	arch pm	recent grad	remarks
Master Planning Services					
1 - Immersion	1	2	3		
2 - Programming	0	1	2		
3 - Adjacency Workshop	0	1	4		
4 - Options	1	2	12		2 options
5 - Option Refinement	1	2	6		1 masterplan with (1) alternates
6 - Cost Estimating	0	1	2		
7 - Final Report	1	1	10		
Meetings					
Virtual	1	3	3		assume (3) online
Site Visit	0	8	8		
Hours	5	21	50	0	
Hourly Rate	\$200	\$195	\$145	\$108	
Subtotal Fee	\$1,000	\$4,095	\$7,250	\$0	
ARC Design Services Fee				\$12,345	

ARC Estimated Expenses	fee	overhead	amount	remarks
printing	\$0	1	\$0	permit and bid sets excluded
estimated travel and other reimbursables	\$450	1	\$450	see list of typical architectural reimbursable expenses in proposal
ARC Estimated Expenses			\$450	

ARC Optional Additional Services	consulting p	managing p	arch pm	recent grad	remarks
Community Meeting Prep	0	1	4	4	
In Person Community Meeting	0	8	8	0	1 in-pesron
Hours	0	9	12	4	
Hourly Rate	\$200	\$195	\$145	\$108	
Subtotal Fee	\$0	\$1,755	\$1,740	\$432	
ARC Design Services Fee				\$3,927	

ARC Architects

Hourly Billing Rates Schedule 2024

All rates are reviewed annually each January

CLASSIFICATION	\$/HOUR
Consulting Principal	\$210
Managing Principal/Project Manager	\$195
Architect PM	\$145
Architect Designer	\$130
Staff Designer	\$118
Recent Graduate w/ Experience	\$108
Intern	\$93
Administration	\$110

Yachats Public Facilities

	labor hrs	labor cost	mtls & expenses	total cost
1 Start process				
a Compile/review background materials	2	\$400	\$0	\$400
2 Determine requirements				
a Analyze facility requirement trends	4	\$800	\$0	\$800
b Interview directors/tour facilities/inventory	24	\$4,800	\$750	\$5,550
c Conduct adjacency workshop	4	\$800	\$0	\$800
d Project facility requirements	8	\$1,600	\$0	\$1,600
e Conduct staff survey	12	\$2,400	\$0	\$2,400
f Review requirements with project participants	2	\$400	\$0	\$400
Contingency	5%			\$11,950
Project budget				\$11,950



415 1st Ave, #9671
Seattle, WA 98109
220 NW 8th Ave
Portland, OR 97209

206 259 2990
www.dcwcost.com
WBE WOSB SCS

February 27, 2024

Lauren Powers
ARC Architects
119 S Main St, Suite 200
Seattle, WA 98104

RE: City of Yachats, Programing & Master Planning

FP-OR-2024-0334

Dear Lauren Powers,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

A handwritten signature in black ink, appearing to read "TD", with a long, sweeping horizontal line extending to the right.

Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for the City of Yachats, Programing & Master Planning located in Yachats, OR. The cost study scope of work includes costing the master planning documents.

The intended design package consists of evaluating the civic campus, looking at how to best utilize existing buildings and what building improvements, additions or future development is recommended to meet their programing goals. The civic campus includes: City Hall, Common Building, Library, and Yachats Common Park.

Detailed Scope of Work:

Task 1 Preferred Option

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- This stage includes a maximum of two alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- One team and client meeting is included during this phase.

SCHEDULE 2
Fee Schedule

Fee Breakdown

	HRS	RATE	SUM
Task 1	28	\$175	\$4,900.00
SUM Total	28		\$4,900.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$4,900**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

SCHEDULE 3**DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule**

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$185.00
Specialists	\$175.00- \$185.00
Cost Estimators*	\$165.00 - \$175.00
Clerical	\$110.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: ARC Architects

DATE: 2/27/2024

DATE:

By: Trish Drew

By: Lauren Powers

Its: Managing Director

Its: Project Manager





*Thank you and the team for
your hard work. ARC has
provided us with excellent
service...again.*

Chris Dodd, Facilities Manager
City of Kirkland, Washington
Kirkland City Hall Renovations

THANK YOU FOR YOUR
TIME & CONSIDERATION





EMMONS DESIGN

Bobbi Price, Neal Morphis, Krystal Karstrom
City of Yachats
City Hall
441 US 101
Yachats, OR 97498

March 18, 2024

Re: Yachats Civic Master Plan _ Planning Proposal

Dear Bobbi, Krystal and Neal,
It was good to meet you all last Thursday and thank you for the walk around.

I got a good idea of the issues, and look forward to helping the City build consensus around a positive direction for the areas around City Hall.

Attached on Page 2 is a proposed scope for the Civic Master Planning Project.

Fee: \$30,000 including reimbursables (Printing, transportation, etc)
Invoices monthly. Invoices due on or before 14 days after invoice.

Can you please review and I'd be happy to amend. If this is acceptable to the City, this scope can be incorporated into an Agreement for signatures.

Sincerely,

Stuart Emmons, AIA, LEED AP



Yachats Civic Master Plan – Planning Proposal
March 18, 2024

1. Visit 1 (early April 2024)

- Existing Conditions Analysis

- Review any existing documents for existing buildings and park, surveys, wetland information, and previous planning documents.

- Measure buildings on site that do not have existing floor plans.

- Review previous history of facility use and community ideas that have been floated.

- Meet with individuals/groups to understand needs and wants.

- Meet with City to refine project direction, goals, milestones.

- Meet selected Stakeholders, determine other Stakeholders

2. Office work: Base drawing preparation, develop program, potential concept options.

3. Visit 2 (approx. April 23, 2024)

- City Staff, Stakeholder Meetings (approximately 4-5) - to establish some overall Concept Planning.

- Community Meeting 1 - blank canvas meeting.

4. Office work: Develop Options

5. City Staff Zoom Meeting - review concept ideas.

6. Visit 3 (approx. May 14, 2024) - Option Review

- Stakeholders collaboratively review options (possibly in groups) and prioritize programs/options.

- Community Meeting 2 - review options and select direction.

7. Office work: Refine Options

8. City Staff Zoom Meeting - review options.

9. Visit 4 (approx. June 4, 2024) - Option Review

- Community Meeting 3 (if needed) - finalize preferred option.

10. Office work: Final Report Preparation

11. City Staff Zoom Meeting - review final report.

12. Visit 5 (or 4) (June 18, 2024)

- Public Presentation

- Present Facilities Plan to City Council