

January 30, 2018

Gary Platt, Executive Director, Business & Operations
Stanwood-Camano School District No. 401
26920 Pioneer Highway
Stanwood, WA. 98292

**Statement of Work (SOW):
Professional Design Services for Select Flooring Replacement at Stanwood Middle School**

Dear Mr. Platt,

Thank you for giving us the opportunity to provide architectural services for flooring replacements at Stanwood Middle School. As noted in the District's Capital Projects Levy for 2013 and from additional recent inspections and observations by yourself, Pelletier + Schaar, School Principal Tod Kluntz, Liz Jamieson of the Stanwood Camano School district and Kevin Cruse of the Stanwood Camano School District on January 16, 2018. The scope of work for this project consists of architectural planning and documenting services for the repairing and replacement of select areas of flooring at the afore mentioned school.

This proposal provides a design that meets or exceeds the "Standard of Care" for the industry for the work, however from time to time the underlying local jurisdiction may require additional analysis or project requirements not anticipated before initial project submittal. Any additional analysis will be billed at a "Time and Expense" rate based on our standard hourly rates.

All work to be done in accordance with the Scope of Basic Services outline in the Master Agreement document dated June 2, 2015.

We will charge for our services on an hourly basis per fee schedule listed below with an allowance of fees for hours of professional services not to exceed **\$5,000.00**

I have prepared a summary of services and fees for the work.

PROFESSIONAL FEES

We propose the following breakdown of fees for services as outlined above:

Levy Projects Weekly Meetings:

- Attend all weekly projects meetings (budget 4 weeks this SOW)

Pelletier + Schaar, LLC

26911 98th Drive NW, Suite B, Stanwood, Washington 98292 p (360) 629-5375

- Update and provide weekly meeting agenda.

Investigation:

- Analyze data provided, summarize and prepare proposal.
- Visit site and verify and document conditions.
- Confirm as-built conditions and prepare base floor plans and other detailed conditions of all impacted areas.

Design Phase:

- Develop initial schematic flooring scoping drawings and details. Copies of plans to be provided to the School District for review, comment and approval.

Documentation:

- Visit site to confirm and update scope.
- Provide bid drawing set once the scope and pattern of work is defined by Design Phase.

Construction: Bid/Permit and Construction Administration Services:

- Clarify and amend the documents and respond to Contractor/Subcontractor inquiries during the bid/negotiation phase. Review submittals and product samples and facilitate selection of colors.
- Attend preconstruction meetings/ amend documents.
- Assist in administration of the construction documents.
- Attend on site construction meetings.
- Prepare Substantial Completion Punch List, Final Completion Site Visit, and project close-out documentation.

Pelletier + Schaar, Architects	\$4,900.00
Reimbursable Expenses	\$100.00

These services do not include mechanical, electrical, envelope weather-proofing consultation services or other hazardous material assessment or inspection. Additional engineering services or conditions reporting requiring the services of other consultants may be required if certain conditions are encountered. An allowance for additional services is listed below.

FEE SCHEDULE:

The hourly fees will be billed at the following 2018 rates.

Pelletier + Schaar, Architects:

Principal	\$110.00
Architect/Project Manager	\$95.00
Designer/Drafting	\$70.00
Clerical	\$35.00
OAC Cost Estimating	\$140.00

Reimbursable Allowance: (For qualifying mileage, printing, postage and delivery services)

Exclusions & Additions: This proposal does not include the services of a waterproofing consultant, hazardous materials surveying and reporting, mechanical, electrical or lighting designer. Other additional services, reports or information such as critical areas, or other necessary reports are not included in this proposal but, may be required.

Sincerely,



David Pelletier, AIA, LEED-AP

Stanwood Camano School District #401