


Stanwood Camano
School District

TO: BOARD OF DIRECTORS
FROM: GARY PLATT, EXECUTIVE DIRECTOR – CAPITAL PROJECTS
SUBJECT: APPROVAL OF CONTRACT AMENDMENT NO. 4 & SCOPE OF WORK
 PROPOSALS – PELLETIER + SCHAAR ARCHITECTS
DATE: FEBRUARY 6, 2018
TYPE: ACTION NEEDED



During the March 4, 2014 board meeting, a master contract with Pelletier + Schaar 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. A fee schedule was included in the master agreement. It is time to update the fee schedule for 2018. In addition, there are three (3) SOW agreements for capital levy funded projects that also need board approval.

Attached is Addendum No. 4 to the master contract with Pelletier + Schaar Architects, updating the fee schedule for 2018. The hourly fees for principal and project manager have not changed from 2017. The charge for drawings and copies of blueprints has increased.

The SOW's are for the levy funded projects as follows:

1. Exterior painting, cleaning, and repairs at Stanwood Middle School and Cedarhome Elementary School.
2. Flooring replacement at Stanwood Middle School.
3. Portable classroom improvements and modifications at various locations.

Recommendations:

We recommend the board **move to approve Addendum No. 4 to the master agreement with Pelletier + Schaar Architects for 2018.**

We further recommend the board **move to approve Pelletier + Schaar Architect's scope of work proposals for the following projects as attached:**

1. **Exterior painting, cleaning, and repairs at Stanwood Middle School and Cedarhome Elementary School.**
2. **Flooring replacement at Stanwood Middle School.**
3. **Portable classroom improvements and modifications at various locations.**

FEE SCHEDULE

PELLETIER ⊕ SCHAAR

Vision Based Architecture

Fees for Architectural Services

Services shall be provided on a time basis computed at the following rates:

Principal/Architect	\$110.00
Project Manager	\$ 95.00
Designer/Drafter	\$ 70.00
Clerical	\$ 35.00

Miscellaneous Expenses

The following expenses shall be reimbursed at cost and are not included in the fee for Architectural Services. Sales tax will be charged where applicable:

- A. Postage and shipping expenses.
- B. Copies of Drawings:
 - a. 24x36 (D size) @ \$4.50 / sheet
 - b. 42x30 (E size) @ \$6.50 / sheet
- C. Mileage to be billed standard IRS rate.
- D. Payment of permitting fees on behalf of client will incur a \$50 handling fee.

Consultants

The following costs shall be reimbursed at cost plus 10% and are not included in the fees for Architectural Services:

- A. Landscape Architect
- B. Structural Engineer
- C. Geo-Tech
- D. Civil Engineer
- E. Fees for special consultants (i.e. Archaeologist)

Travel

Travel shall be charged at one-half the hourly rate of Architectural Services Fees. The travel fees are not included in the estimated fees proposal. Travel fees will be charged for site visits or other visits to site locations for materials, meetings, etc., as required.

Invoices & Statements

Fees for Architectural Services and Reimbursable Expenses shall be billed monthly and are due on the 15th of the month in which the work was invoiced. All work on your project will stop unless payment is received by the 15th of the month. Payments received after the 15th will be subject to a finance charge which shall be billed on a subsequent statement. We also accept Visa, MasterCard, and Discover Card; call to arrange credit card payment.

Rate Expiration

The rates included in this fee proposal shall be valid through December 31, 2018.