

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 Classroom Portables Improvements and Modifications at Stanwood Middle School, Utsalady Elementary School, and Twin City Elementary School.

Dear Mr. Platt,

I appreciate you giving me the opportunity to provide architectural and engineering services for Classroom Portables Improvements and modifications at Stanwood Middle School and Utsalady Elementary School. As noted in the District's Capital Projects Levy for 2013 from additional recent inspections and observations conducted by David Pelletier and Matt Mitchell, Pelletier + Schaar; Liz Jamieson, Gary Platt, and Kevin Cruse of the Stanwood Camano School District on January 16, 2018 and January 25, 2018. The scope of the work for this project consists of repairs to the siding and roofing to existing portable classrooms at Stanwood Middle School, Utsalady Elementary School, and Twin City Elementary 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, not to exceed **\$7,700.00**

Pelletier + Schaar, LLC

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

PROFESSIONAL FEES

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

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Levy Projects Weekly Meetings:

- Attend all weekly projects meetings (budget 4 weeks this SOW)
- Update and provide weekly meeting agenda.

Investigation:

- Analyze data provided, summarize and prepare proposal.
- Coordinate scope of the engineers, designers and consultants.
- Confirm as-built conditions and prepare base architectural site plans of all portables.
- Coordinate design intent, budget and scope with School District.

Design Phase:

- Coordinate and review design plans and specifications with School District:
- Coordinate and review conditions and permit requirements with City of Stanwood Building official.

Documentation:

- Provide minimum bid & permit drawings set once the extent of repair and upgrade work is defined by Design Phase.
- Coordinate, schedule and make building permit application and track status.

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, select colors & develop color schemes as required.
- 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	\$7,500.00
Copies & Prints	\$200.00
Total all phases	\$7,700.00

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FEE SCHEDULE:

The hourly fees will be billed at the following 2017 rates.

Pelletier + Schaar, Architects

Principal	\$110.00
Project manager	\$95.00
Designer/Drafting	\$70.00
Clerical	\$35.00

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

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

Sincerely,



David Pelletier, AIA, LEED-AP

Stanwood Camano School District #401