


  
**Stanwood Camano**  
School District

TO : BOARD OF DIRECTORS  
FROM : GARY PLATT, EXECUTIVE DIRECTOR - BUSINESS SERVICES   
SUBJECT : ARCHITECT CONTRACT APPROVAL  
DATE : JUNE 2, 2015  
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. Attached is Contract Amendment No. 1, which updates the fee schedule to include a new rate for architectural services. Pelletier + Schaar added a staff architect position to assist with district projects. The new position will be billed at a rate that is lower than the rate for principal architects. All other rates remain the same as specified in the master agreement.

These rates are effective through December 31, 2015. An SOW is in place for all capital projects currently involving this firm.

We recommend the board *move to approve the attached Amendment No. 1 to the Pelletier + Schaar master agreement.*

## Amendment #1 to Master Agreement

### Attachment A Pelletier + Schaar Architects Fee Schedule

#### Fee Schedule

##### Fees for Architectural Services

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

##### Principals

David Pelletier	\$100.00/hour
Pearl Schaar	\$100.00/hour
Aaron MacDonald	\$85.00/hour
Drafting/designer	\$ 65.00/hour
Clerical	\$ 35.00/hour

##### Reimbursable Expenses

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

- A. Postage and shipping expenses.
- B. Copies of Drawings:
  - a. 24x36 (D size) @ \$3.00 / sheet
  - b. 42x30 (E size) @ \$4.50 / sheet
  - c. 8 1/2x11 @ .10 / sheet
  - d. 11x17 @ .12 / sheet
- C. Millage to be billed standard IRS rate of .56 / mile.

##### 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. Land Use/Permit Coordination
- F. Fees for special consultants (i.e. Archaeologist)

##### Travel

Travel shall be charged at one-half the hourly rate of Architectural Services Fees.

##### Statements

Fees for Architectural Services and Reimbursable Expenses shall be billed monthly and are due on 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.

##### Rate Expiration

The rates included in this fee proposal shall be valid through December 31, 2015

AMENDMENT #1 TO MASTER AGREEMENT

**Attachment A**  
Pelletier + Schaar Architects Fee Schedule

**STANWOOD-CAMANO SCHOOL  
DISTRICT NO. 401**

**PELLETIER + SCHAAR  
ARCHITECTS**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_