



August 19, 2020

Shawn Frederick
Snohomish Health District
3020 Rucker Ave Suite 306
Everett, WA 98201-3900

**Snohomish Health District
Fee Proposal – Rucker Building Facilities Plan**

Dear Shawn,

Mahlum is pleased to present our proposal to lead Snohomish Health District in strategic facilities planning for your Rucker Building. We are thrilled by the opportunity to join you in your long commitment to the people of Snohomish County and look forward to being a trusted partner of the District for years to come. The following outlines our understanding of the project requirements and the scope of services to meet your needs.

OVERVIEW/SCOPE

It is our understanding that the projects consist of the following:

- :: Facilities Planning for the Rucker Building located at:
 - :: 3020 Rucker Ave Suite 306 | Everett, WA 98201-3900
 - :: Building is currently owned and occupied by Snohomish Health District
- :: Site assessment of existing facility
- :: +/-60,000 sf on 3 floors
- :: Consolidating Snohomish Health District services to Ground Floor
- :: Establishing clear opportunities for leasable tenant space
- :: Specific program requirements to be established through Programming Phase

We propose the following scopes of service:

- :: Digitizing existing plan information in PDF format into Building Model for design and manipulation
- :: Facilities assessment of existing building
- :: Visioning session to establish project goals
- :: User group meetings with specific SHD departments to develop program requirements
- :: Strategic space planning and programming
- :: Budgetary cost estimating
- :: Bi-weekly progress meetings with Rucker Building Task Force or designated representatives
- :: Presentation of work at (2) two Board Meetings as required/requested



DELIVERABLES

We will provide:

- :: Assessment of existing conditions
- :: Executive Summary of project findings
- :: Numeric Program including SHD internal program areas and leasable spaces
- :: Conceptual space plans in colored, bubble diagram format for each floor identifying use and area requirements
- :: Vignettes of key program areas illustrating design concept
- :: Construction cost analysis of recommended plan
- :: Proposed design and construction project schedule

ASSUMPTIONS

This proposal assumes the following:

- :: Design team will be provided access to perform an in-person facility assessment

We reserve the right to revise this proposal if actual conditions deviate significantly from the assumptions enumerated above.

DESIGN SCHEDULE

We anticipate the following as the design schedule:

- :: Week of September 7 – Board Approval
- :: Week of September 14 – Project Kick-Off and Facility Site Visit
- :: Week of September 21 – Project Visioning and User Engagement Meetings
- :: Week of October 5 – Preliminary Program validation in advance of October Board Meeting
- :: Week of November 2 – Preliminary Plan Diagrams in advance of November Board Meeting
- :: Week of November 30 – Updated Plans with Preliminary Construction Cost Analysis in advance of December Board Meeting
- :: Week of January 11 – Final PDF Planning Report Recommendation to Board for adoption

EXCLUSIONS

This proposal is limited to pre-design/planning work associated with developing a facilities plan for the development of the Rucker Building. Design services for Schematic Design through Construction Administration will be contracted separately. The following are excluded from this proposal, but can be contracted separately if it is determined that they are required:

- :: Permit Documents
- :: Construction Documents
- :: Seismic Evaluations
- :: Mechanical, Electrical and Plumbing Engineering Services
- :: As-Built Verifications
- :: Models, Renderings or Visualizations for marketing or fundraising purposes
- :: Financial Analysis/Projections
- :: Retail Market Assessment
- :: Leasing Plans



COMPENSATION

For these services we propose compensation in the amount of **\$ 66,500.00**, allocated as follows:

Architecture Design Fees

Visioning/Project Definitions	\$	6,000.00
Facilities Assessment	\$	12,500.00
Program Validation	\$	4,000.00
Strategic Planning	\$	32,000.00
Final Documentation	\$	4,000.00
Architecture Total	\$	58,500.00

Cost Estimating Fees

Cost Estimating Total	\$	8,000.00
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Reimbursable expenses are charged at 1.1 times cost. They are estimated at \$1,000 and include the following:

- :: Courier, phone, fax, etc.
- :: Mileage
- :: Reproductions

The above scope of services reflects our understanding of the work required to develop a comprehensive function and needs assessment and responsive strategic space plan for your Rucker Building. We believe that together we can define a path for revitalization that will enable the District to evolve to meet the challenges of delivering community health in Snohomish County. Please feel free to give me a call if you have any questions or concerns. We are looking forward to establishing a great partnership with you and your team.

Sincerely,

PJ Bauser, Principal (Mahlum)

Snohomish Health District Approval

cc: Nancy Harmon, Accounting (Mahlum)