

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Works/ Administration Division

DATE: January 27, 2015

REQUESTED ACTION: Approval of professional services agreement with TCF Architecture, PLLC, in an amount not to exceed \$37,210 (reference RFP #679) to complete Phase I of a facility needs assessment for the Department of Public Works; and authorize the Acting County Manager to sign the agreement.

SR Number:

FOR APPROVAL BY: X BOCC COUNTY MANAGER HEARING

PUBLIC WORKS GOALS:

- Provide safe and efficient transportation systems in Clark County
- Create and maintain a vibrant system of parks, trails and green spaces
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a healthy, desirable quality of life
- Increase partnerships and foster an engaged, informed community
- Cultivate a nimble, responsive work force
- Make Public Works a great place to work

BACKGROUND

Clark County Public Works Operations facilities, located on prime industrial land next to the county railroad, may be better suited for private industrial development. The existing facilities are outdated and most do not meet building codes. This analysis will consider future Public Works operations for the next 20 to 50 years, to start planning for future generations.

The county issued request for proposals #679 to solicit proposals from qualified architectural and engineering firms to perform a "facility needs assessment" for the Department of Public Works. The county received six responses. TCF Architecture, PLLC, was selected by a review panel to perform these professional services.

Phase I of this project involves a cost-benefit analysis of three scenarios. 1) Continue business "as is" in outdated facilities, with minimal improvements; 2) Build new facilities/major renovations on the current site, as well as renovate and improve the 149th Street facilities; 3) Relocate the majority of maintenance operations to a yet to be determined location central to the service areas for optimal response and travel times. A high level study of the County's service areas will be included. This effort will quantify existing business operations and potential new business models for the deployment of maintenance programs, with the goal of maximizing operational efficiencies. Depending on the outcome and direction of Phase I, the next phase will include a more in-depth study of space needs and site locations.

ADMINISTRATIVE POLICY IMPLICATIONS

None known at this time.

COUNCIL POLICY IMPLICATIONS

None known at this time.

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PW15-006

PREVIOUS REVIEWS AND ACTIONS

The concept of this study was discussed with the Finance Team in the fall of 2014. They recommended moving forward with this initial study.

COMMUNITY OUTREACH

Not applicable at this time.

BUDGET IMPLICATIONS

Check one.

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

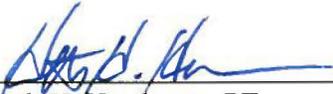
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Copies are available by close of business on the Thursday after council deliberations.

DISTRIBUTION OF COUNTY MANAGER STAFF REPORTS:

Public Works Administration – Anita Temme

PUBLIC WORKS APPROVALS:



 Heath H. Henderson, PE
 Public Works Director/County Engineer

Attachments:

- Professional Services Contract
- Proposal from TCF

CC: General Services: Laura Pedersen;
Public Works: Anita Temme, Sue Stepan, Scott Rood, Linda O’Leary; Parks: Bill Bjerke,

APPROVED: 

 CLARK COUNTY, WASHINGTON
 BOARD OF COUNTY COUNCILORS

DATE: Feb. 3, 2015

SR #: 014-15

COUNTY MANAGER ACTION\RECOMMENDATION

By: Mark McCauley

Date:

SR Number:

REQUESTED ACTION: Approval of professional services agreement with TCF Architecture, PLLC, in an amount not to exceed \$37,210 (reference RFP #679) to complete Phase I of a facility needs assessment for the Department of Public Works; and authorize the Acting County Manager to sign the agreement.

COUNTY MANAGER RECOMMENDATION:

Action	Conditions	Referral to council?
<i>Approval\denial</i>	<i>Enter conditions or requests here</i>	<i>Yes\No</i>

Mark McCauley
Acting County Manager

DISTRIBUTION

Public Works Administration – Anita Temme

PW15-006

Professional Services Contract For TCF Architects

THIS AGREEMENT, entered this 3rd day of Feb. 2015, by and between CLARK COUNTY, after this called "County," a political subdivision of the State of Washington, and TCF Architecture, PLLC after this called "Contractor."

WITNESSETH

WHEREAS, the contractor has been chosen through a competitive bid process by County RFP #679 and has the expertise to provide "professional services for architectural project management and cost benefit analysis for Clark County Public Works Operations areas".

WHEREAS, Clark County does not have available staff or expertise to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as follows:

A. Generally: To provide professional services for Clark County and to perform those services more particularly set out in the attached proposal attached hereto and incorporated herein by this reference as Exhibit "A."

2. Time. The contract shall be deemed effective beginning January 15, 2015 and ending August 3, 2015.

3. Compensation. County shall pay the Contractor for performing said services upon receipt of a written invoice according to the following schedule:

A. Fees paid Contractor shall be those fee schedules set forth in "Exhibit A". Compensation will be provided on an Hourly, Not to Exceed basis of \$37,210.00. A budget of \$1,000 is estimated in this proposal.

4. Termination. The County may terminate this contract immediately upon any breach by Contractor in the duties of Contractor as set forth in contract. The waiver by the County of one or more breach shall not be held or construed as a waiver of any subsequent breach or breaches. Further, County may terminate this contract upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination.

5. Independent Contractor. The Contractor shall always be an independent contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification / Hold Harmless. The Contractor shall defend, indemnify and hold the County, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, negligent errors or negligent omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and

cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, as respects the Contractor's employees, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.

8. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, federal or state legislation that is not or may during the term of this agreement be enacted as to all persons employed by the Contractor in performance of the work pursuant to this agreement and shall assume exclusive liability therefore, and meet all requirements thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.

9. Contract Documents: Contract documents consist of this agreement and Exhibit "A", which consists of the Contractor's Scope of Work and Compensation Proposal documents. Where provisions of the contract and provisions of Exhibit A are inconsistent, the provisions contained in the Contract shall be controlling.

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between County and the Contractor, shall be incorporated in the written amendments to the agreement.

12. Public records act: Notwithstanding the provisions of this Agreement, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to the Clark County Public Records Officer/Department of Public Works.

13. Governing Law. This agreement shall be governed by the laws of the State of Washington. Venue for any litigation shall be Clark County, Washington.

14. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, Contractor agrees to keep such information confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and

shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. This Contract further covenants that in the performance of this agreement, no person having such interest shall be employed.

16. Consent and Understanding. This agreement contains a complete and integrated understanding of the agreement between the parties and supersedes any understandings, agreement, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

17. Severability. If any provision of this agreement is held invalid, the remainder would then continue to conform to the terms and requirements of applicable law.

IN WITNESS THEREOF, County and the Contractor have executed this agreement on the date first above written.

CLARK COUNTY

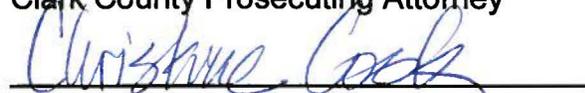


By Mark McCauley,
Acting County Manager

Contractor:
TCF ARCHITECTURE, PLLC

By Randy Cook,
Managing Principal

APPROVED AS TO FORM ONLY
ANTHONY F. GOLIK
Clark County Prosecuting Attorney



By Christine Cook
Sr. Deputy Prosecuting Attorney

Vendor/Contractor:

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes

No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

December 29, 2014

Ms. Laura Pedersen
 Program Manager
 1300 Franklin Street
 6th Floor, Suite 650
 Vancouver, WA 98660

**RE: CLARK COUNTY - PUBLIC WORKS OPERATIONS AND DEPT. OF ENVIRONMENTAL SERVICES
 FACILITIES STUDY – PHASE 1 – MAINTENANCE DEPLOYMENT LOCATION ANALYSIS
 TCFA Project No. 2014-013.01**

SCOPE & FEE PROPOSAL FOR PROFESSIONAL SERVICES

Dear Laura:

On behalf of TCF Architecture and our design team, we want to thank you and Clark County for the opportunity to assist you with planning for future maintenance operations facilities. As discussed, in lieu of the program development work proposed in our initial scope of services, we have prepared this reduced level of initial planning services to focus primarily on the preferred location for maintenance service deployment. Exhibit A.1 provides a summary description of all proposed work tasks and the corresponding fee budgets for hourly services under each task. We are including only two sub-consultant team members for this reduced work scope.

TCF Team Members

The following firms are part of the TCF Team for the project. Those in bold face are part of the Phase 1 workscope:

- **Architecture/Project Management:** **TCF Architecture**
- Civil Engineering: SCJA
- Equipment / Operations: Parsons Brinckerhoff (PB)
- Mechanical/Electrical Engineering: Interface Engineering
- Structural Engineering: AHBL Engineers, Inc.
- **Commercial Valuation Consulting** **Neil Walter Company**
- **Cost/Benefit Analysis** **FCS Group (FSCG)**
- Others: To be determined as needed

Scope of Services

Below are descriptions of the Work tasks proposed for Phase 1 planning services, further clarifying and defining the basis for the work scope descriptions in Exhibit A.1 and describing deliverables under each task. Separate proposal letters are provided by each sub-consultant and attached as additional exhibits to this letter.

Task 1 – General Project Management

TCF will provide on-going management of the work and general administration of the Contract including consultant coordination, schedule development and management, and day-to-day communication with the County.

Deliverables

- **Project Schedule:** TCF will prepare a schedule for the Phase 1 project work using MS Project, or Smartsheet. Periodic updates to the schedule will be provided as the project progresses.

- **Web-Based Management:** TCF will host a “Sharepoint” site to manage documentation and communication throughout the course of the planning work.

Task 2 – Existing Facilities Commercial Valuation

The TCF Team will provide consulting services for determining the commercial value of the existing facilities on 78th Street and 149th Street.

- 2.1 Commercial Valuation – 78th Street Property** NWC will provide market analysis research to determine a valuation range for the 78th Street property. (See Attachment C.2)
- 2.2 Commercial Valuation – 149th Street Property** NWC will provide market analysis research to determine a valuation range for the 78th Street property. (See Attachment C.2)
- 2.3 General Real Estate / Valuation Assistance** TCF and NWC will provide general assistance to the County for commercial valuation and decision-making related to the existing properties, as well as exploration of potential new properties for the purpose of evaluating alternative facility development scenarios. (See Attachment C.2)

Deliverables

- **Commercial Market Assessment:** NWC will provide a Market Assessment report for the 78th Street and 149th Street properties, along with summary information regarding potential properties in the area determined as the service area centroid.

Task 3 – Maintenance Deployment Analysis

The TCF Team will assist the County in the analysis of maintenance service deployment, exploring and identifying alternative physical locations for maintenance operations that can minimize long term operational costs and optimize the deployment of maintenance services.

The County will provide TCF with the following information:

- County mapping showing primary destination locations for maintenance services for each maintenance division.
- Completed “Existing Maintenance Deployment” matrix using template provided by TCF. This matrix will provide TCF with essential information regarding the existing operations at the existing facilities.
- Completed “Vehicle Inventory and Parking Analysis” matrix using spreadsheet template provided by TCF. This matrix will provide TCF with essential information regarding all vehicles and other rolling stock utilized and serviced by the County.

Deliverables

- **Maintenance Services Deployment Matrix:** TCF will prepare a matrix organizing the essential maintenance services deployment information for use in exploring and identifying alternative deployment location scenarios under Task 4.

Task 4 – Facilities Scenarios Comparison and Evaluation

The TCF Team with consultant, FCS Group, will prepare a comparative analysis for the projected 50 year economics of three primary development scenarios. We anticipate: 1) Status Quo (Rebuild/expand existing facilities in place at existing sites; 2) Construct a new facility at the 78th Street site and 149th Street Site, and improve remote facilities; or 3) construct a new central facility on a new site, with possible improvements to remote facilities. These scenarios will be further refined and defined with County staff.

- 4.1 Data Collection / Confirmation** TCF and its consultants will collect and assemble available maintenance deployment data and documentation, developed as part of other tasks, for use in preparing a comparative analysis of the alternative development scenarios. Data will be confirmed with the County to ensure accuracy and completeness.

- 4.2 Draft 50 Year NPV Analysis** TCF and the FCS Group (FCSG) will prepare a 50 Year NPV comparative analysis of the various development scenarios determined under Task 4.1. The NPV will include projected assumptions for facility capital construction costs (based on cost data for similar facilities), personnel travel time to service areas, annual operational costs for facilities (IE utilities and maintenance as well as replacement costs for major systems), and projected productivity savings based on facility model. Numeric information will be presented in table form.

- 4.3 Final NPV Analysis** Following review of the Draft NPV analysis information with the County, TCF and FCSG will prepare a final NPV document for use in communications with the County Manager and Council, incorporating any new data as appropriate.

Deliverables

- **Development Scenario Summary Report:** A summary report chapter within the overall Phase 1 Predesign Study, outlining the methodology, findings of fact, and summary of development alternatives (scenarios) for facilities.
- **50 Year Net Present Value Comparison:** Report data and summary provided by FCSG showing comparison of the projected costs (capital and operational) of facilities development scenarios over a 50 year period. The data will be presented in table format, along with an executive summary. Key information will be formatted for use in Power Point slides.

Task 5 –Report / Presentations

TCF will consolidate all documentation developed for the Phase 1 work into a report binder and assist the County staff in the preparation of tools and materials for communicating the findings of the analysis and recommendations for next steps.

- 5.1 Report** TCF will assemble a report consolidating documentation from Tasks 2-4 above, and include an Executive Summary for use in communicating the basic findings of the analysis and next steps.

- 5.2 Power Point Presentation** TCF will assist the County in developing a Power Point presentation for use in presenting the findings of the Phase 1 work, potential recommendations, and next steps.

- 5.3 Presentation** TCF principal, Randy Cook, will attend a meeting with the County Manager and/or Council to present and review the findings of the study and answer questions.

Deliverables

- **Report:** TCF will provide the complete report electronically (.pdf format) on a CD, ready for printing. The number of hard copies will be as determined by the County. The County will pay for printing hard copies directly to the selected printing company, separate from the TCF contract.
- **Power point Slides:** TCF will provide Power Point slides as needed to assist the County in the development of a Power point presentation.

Compensation

Services will be provided on an Hourly Not-to-Exceed basis, based on standard rates for each consulting team member. Rates will remain in effect through the end of 2015, and will be adjusted annually. Hourly fee budgets for individual work task activities are identified in the attached Exhibit A.1 (summary) and A.1a (TCF hours/rates).

Subsequent Project Phases

The scope of any future planning and design phases will be determined following the completion of the Phase 1 workscope.

Reimbursable Expenses

A budget for approved reimbursable expenses is included in this proposal, as indicated in Exhibit A.1. The majority of anticipated expenses are for travel, printing costs directly incurred as part of the project work, not including the printing costs for the formal report document, which will be paid by the County directly to a selected printing company and based on the number of copies desired by the County.

If this proposal meets with your understanding and approval, please execute the PSA and include this letter and associated attachments as exhibits. Laura, we look forward to developing a strong working relationship with you and the Clark County staff. Thank you!

Sincerely,



Randy Cook, AIA, LEED AP
Principal/Project Manager

Attachments:

- Exhibit A.1 Scope of Services and Compensation Matrix (12-29-14)
- Exhibit A.1a TCF Personnel hours and Fees (12-29-14)
- Exhibit B: TCF Schedule of Rates and Charges
- Exhibit C.1 FCS Group Proposal Letter (12-4-14)
- Exhibit C.2 Neil Walter Company Proposal Letter (12-4-14)

CLARK COUNTY
Public Works and Environmental Services
Facilities Study

TASK NO.	WORK SCOPE SUMMARY	TEAM MEMBER FEE BUDGETS							TOTALS
		TCF Architecture and Project Mgmt.	PB (Equipment/ Operations)	Interface (MEP/FP)	AHBL (Structural)	SCJA (Civil Eng. / Surveying)	FCS Group (Cost/Ben) (C.1)	Neil Walter Company (Real Estate) (C.2)	

See separate scope/fee proposal letters from each consultant. Total fee budgets are summarized below.

Services - Phase 1: The scope of services described in this document are intended to provide the County with a preliminary Cost-Benefit evaluation for various maintenance deployment location scenarios.

See TCF Proposal letter for more detailed descriptions of services and deliverables for each task.

Team Member Acronyms/Definitions:

The County: Clark County
 PW: Public Works
 CMT: Core Management Team
 TCF: TCF Architecture (The Prime Consultant)
 Design Team: Refers to TCF and all TCF sub-consultants

TASK 1 - PROJECT MANAGEMENT / CONTRACT ADMINISTRATION									
1.1	<p>Project Management: This task & fee budget provides for TCF's management and administration of the Predesign work including contract management, consultant management & coordination, schedule development and management, and on-going communication and correspondence between TCF and the County.</p> <p>TCF will establish a project "SharePoint" website for the project enabling security-controlled access to information by authorized stakeholders.</p>	\$4,700							
TOTAL TASK 1		\$4,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,700.00

TASK 2 - EXISTING FACILITIES COMMERCIAL VALUATION									
2.1	<p>Commercial Valuation: 78th Street Properties: TCF with Consultant, Neil-Walter Company (Tom Brown), will perform a market analysis and prepare an opinion of property valuation for the 78th Street properties.</p>	\$940						\$1,000	
2.2	<p>Commercial Valuation: 149th Street Properties: TCF with Consultant, Neil-Walter Company (Tom Brown), will perform a market analysis and prepare an opinion of property valuation for the 149th Street properties.</p>	\$480						\$1,000	
2.3	<p>General Assistance to County: TCF will provide general coordination and communication with NWC to facilitate the efforts under Task 4. NWC will assist the team in researching potential new properties for use in development of the comparative analysis in Tasks 6.</p>	\$1,920						\$1,000	
TOTAL TASK 2		\$3,340.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$6,340.00

TASK 3 - MAINTENANCE DEPLOYMENT ANALYSIS									
3.1	<p>Maintenance Deployment Analysis: TCF will assist the County in researching and analyzing the deployment of County maintenance personnel, equipment and materials to be used in the comparison of facility development scenarios under Task 4. TCF will provide the County with a summary matrix of needed information to be completed and returned to TCF as described in the proposal letter.</p>	\$3,760							
TOTAL TASK 3		\$3,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,760.00

TASK NO.	WORK SCOPE SUMMARY	TEAM MEMBER FEE BUDGETS							TOTALS	
		TCF Architecture and Project Mgmt.	PB (Equipment/ Operations)	Interface (MEP/FP)	AHBL (Structural)	SCJA (Civil Eng. / Surveying)	FCS Group (Cost/Ben) (C.1)	Neil Waiter Company (Real Estate) (C.2)		
TASK 4 - MAINTENANCE DEPLOYMENT LOCATION COST-BENEFIT ANALYSIS										
4.1	Data Collection / Confirmation: TCF and its consultants will collect and assemble available data and documentation, developed as part of other tasks, for use in preparing a comparative analysis of distinct facilities alternative development scenarios. Data will be confirmed with the County to ensure accuracy and completeness.	\$1,880								
4.2	DRAFT 50 Year Net Present Value (NPV) Comparison of Facilities Development Scenarios: TCF and its consultants will prepare a 50 Year NPV comparative analysis of various development scenarios. The NPV will include projected assumptions for personnel travel time to service areas, annual operational costs for facilities (IE utilities and maintenance), and projected productivity savings based on facility model.	\$1,420					\$8,000			
4.3	FINAL NPV Documentation: Following review of the Draft NPV analysis information with the County, TCF and FCS will prepare a final NPV document for use in communications with the County Manager and Council.	\$1,420					\$2,000			
TOTAL TASK 4		\$4,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$14,720.00
TASK 5 - REPORT / PRESENTATIONS										
5.1	Report: TCF will assemble a report consolidating documentation from the above tasks, and including an Executive Summary for use in communicating the basic findings of the analysis and next steps.	\$3,010								
5.2	Power Point Presentation: TCF will assist the County in developing a Power Point presentation for communicating with Council and others.	\$940								
5.3	Presentation to Council/Others: TCF will assist the County staff in presenting the findings of the Study to the County Council and others as requested.	\$1,440								
TOTAL TASK 5		\$5,390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,390.00
TOTAL FEE BUDGETS PER TEAM MEMBER		\$21,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$3,000.00	\$0.00	\$34,910.00
TCF MARK UP FOR B&O TAX ON CONSULTANT SERVICES (10%)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$300.00	\$0.00	\$1,300.00
SUBTOTAL A&E PROJECT FEE BUDGET (Hourly Not To Exceed)										\$36,210.00
ESTIMATED REIMBURSABLE EXPENSE BUDGETS		\$1,000								\$1,000
TOTAL A&E PROJECT FEE BUDGET (Including Reimbursable Expenses)		\$22,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	\$3,300.00	\$0.00	\$37,210.00



P.O. Box 2181
1940 EAST D STREET, SUITE 100
TACOMA, WASHINGTON 98421

(253) 779-8400
FAX (253) 779-8401
WWW.NEILWALTER.COM

December 5, 2014

Clark County Public Works Project

Company Overview

Neil Walter Company is a full service commercial real estate company offering leasing, sales, property management and development of commercial real estate throughout the Northwest.

We specialize in warehouse and distribution facilities, office buildings, retail properties and land opportunities.

At Neil Walter Company, we strive to provide unsurpassed professional and comprehensive services to our clients by evaluating each real estate assignment from the perspective of a principal. By continually placing our client first, we ensure that our goals are met by first meeting the goals of our clients.

Since 1996, Neil Walter Company has been providing a full range of services including commercial real estate leasing and sales, tenant representation, property management, investment analysis, project management and entitlement services for the following property types:

- Institutional-grade industrial parks
- Downtown and suburban office buildings
- Commercial and industrial business parks
- Retail properties
- Developable land parcels

Our role would be to establish value with a complete market analysis of your current properties, as well as prospective sites. This opinion of value will address the pricing of the property in the same manner as an appraiser. A potential income analysis approach which would include a survey of the market on achievable rental income from comparable properties and applying this to the properties to establish a value based on income.

The other method that will be used to establish value will be the comparable sales approach. This will involve the most recent sales for comparable properties in the most comparable areas.

Fee: \$50.00 per hour, not to exceed \$3,000.00. Fees paid will be credited back to any transaction fees paid for the sale or purchase of properties.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Brown", written over a horizontal line.

Tom Brown
Neil Walter Company

**CLARK COUNTY
Public Works
Facilities Study - Phase 1**

**EXHIBIT A.1a
TCF Architecture
Personnel Hours**

Task	Principal-In-Charge	Principal - Design	Associate - PM/PA	Architect Team Leader	Architect - Job Capt.	Intern II	Intern I / Proj Coord	Admin. Support	TOTALS
Hourly Billing Rates	\$240.00	\$185.00	\$135.00	\$115.00	\$105.00	\$95.00	\$85.00	\$55.00	
Personnel	R. Cook			Mark Hurley			Brown/ Rezvani		
1 - PROJECT MANAGEMENT									
1.1 Management / Coordination / Communication	12			8			8	4	32
Subtotal Task 1 Hours	12	0	0	8	0	0	8	4	32
Subtotal \$	\$2,880	\$0	\$0	\$920	\$0	\$0	\$680	\$220	\$4,700
2 - COMMERCIAL VALUATION									
2.1 78th Street Properties	2			4					6
2.2 149th Street Properties	2								2
2.3 General / New Properties	8								8
Subtotal Task 4 Hours	12	0	0	4	0	0	0	0	16
Subtotal \$	\$2,880	\$0	\$0	\$460	\$0	\$0	\$0	\$0	\$3,340
3 - MAINTENANCE DEPLOYMENT ANALYSIS									
3.1 Prepare Maint Deployment Analysis	8			16					24
Subtotal Task 5 Hours	8	0	0	16	0	0	0	0	24
Subtotal \$	\$1,920	\$0	\$0	\$1,840	\$0	\$0	\$0	\$0	\$3,760
4 - FACILITY ALTERNATIVES COMPARISON / EVALUATION									
4.1 Data Collection / Assembly	4			8					12
4.2 Draft NPV Report	4			4					8
4.3 Final NPV Report	4			4					8
Subtotal Task 6 Hours	12	0	0	16	0	0	0	0	28
Subtotal \$	\$2,880	\$0	\$0	\$1,840	\$0	\$0	\$0	\$0	\$4,720
5 - PREDESIGN REPORT DOCUMENTATION									
5.1 Report	8			8			2		18
5.2 Power Point Presentations	2			4					6
5.3 Presentation to Manager / Council	6								6
Subtotal Task 7 Hours	16	0	0	12	0	0	2	0	30
Subtotal \$	\$3,840	\$0	\$0	\$1,380	\$0	\$0	\$170	\$0	\$5,390
	0	60	0	0	56	0	0	10	4
TOTAL TCF FEES	\$14,400	\$0	\$0	\$6,440	\$0	\$0	\$850	\$220	\$21,910

Exhibit B

2015 Hourly Rate and Expense Schedule

Effective: January 1, 2015

Description	Rates
TCFA Staff Positions:	
Managing Principal	\$240.00 / hour
Principal	\$185.00 / hour
Associate	\$135.00 / hour
Senior Architect / Interior Designer	\$125.00 / hour
Architect II / Team Leader	\$115.00 / hour
Architect I / Job Captain	\$105.00 / hour
Architect Intern II	\$95.00 / hour
Architect Intern I / Project Coordinator	\$85.00 / hour
Administrative Support	\$55.00 / hour
Subconsultant Services:	Cost plus 10%
Reimbursable Expenses:	
Travel	\$0.56 per mile
Submittal Computer Plots: small size	\$1.00/sheet
Submittal Computer Plots: large size	\$8.00/sheet
Air Travel and per diem	Cost plus 10%
Reproductions	Cost plus 10%
Shipping/Postage	Cost plus 10%
Photography (prints)	Cost plus 10%
Other (as authorized)	Cost plus 10%

Notes:

- 1) Rates will be adjusted at the end of each calendar year. Rates will not be adjusted more than 10% for any one category at the end of a calendar year for any project currently under contract.
- 2) Billing rates may, on occasion, be blended to approximately reflect specific personnel as well as specific tasks and services rendered.

Scope of Work and Task Plan

EXHIBIT C.1

Task 1 – Review and Gather Background Materials

To become familiar with the Clark County Public Works facility project, we will review the background materials on the project. Such materials include the project description and rationale, cost documents, space programming, alternative project designs, and operational plans.

Task 2 – Develop a Cost Benefit Framework

Based on the background review and the alternative project designs, we will develop a framework for analyzing the cost benefit of three alternatives: a status quo remodel, a new facility at the existing site, and a new facility at a new site. The framework will identify the parameters of the analysis, potential cost and benefit items, data needed, key assumptions, and methodologies. We will prepare a data request and establish a baseline of costs and benefits for the current facility's status quo design and compare it with the new facility alternatives. Any data collection will be done by the Clark County Public Works or TCF.

Task 3 – Conduct the Cost Benefit Analysis

Based on the framework established in Task 2, we will develop a high level present value financial forecast that identifies the net costs and benefits for each alternative and compares the costs and benefits of all the alternatives.

Task 4 – Prepare a Memorandum

Once the cost benefit analysis is completed, a memorandum summarizing the framework, methodologies, assumptions, and results will be prepared. We will provide the TCF with a draft memorandum to review, and then we will discuss the results and review any comments concerning the draft. Once the issues and comments have been addressed, a final memorandum will be issued.

BUDGET ESTIMATE

The table below summarizes our estimated cost to perform the task plan.

Tasks	Consultant Hours				Budget
	Principal	Analyst	Admin.	Total	
	Moy		Support	Labor Hours	
<i>Effective Hourly Billing Rates:</i>	\$225	\$120	\$80		
Task 1: Review and Gather Background Materials	2	-	1	3	\$530
Task 2: Develop a Cost Benefit Framework	2	2	-	4	\$690
Task 3: Conduct the Cost Benefit Analysis	8	32	-	40	\$5,640
Task 4: Prepare a Memorandum	12	3	1	16	\$3,140
Total Project Budget	24	37	2	63	\$10,000