



**CITY COUNCIL WORKSHOP MEETING AGENDA**  
**Tuesday, September 3, 2019, 4:30 PM**  
**City Hall, 616 NE 4th Ave**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. WORKSHOP TOPICS**

- A. Presentation of Conceptual Land Use Diagram for Camas Crossing  
Presenter: Paul Dennis, Cascade Planning Group and Tim Leavitt, OTAK

 [Camas Crossing Conceptual Land Use Plan](#)

- B. Community Development Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Phil Bourquin, Community Development Director

- C. Public Works Miscellaneous and Updates  
Details: This is a placeholder for miscellaneous or emergent items.  
Presenter: Steve Wall, Public Works Director

- D. Annex Building Renovations Update  
Presenter: Pete Capell, City Administrator

 [Annex Building Renovation Update Staff Report](#)

[Annex Building Tenant Improvement Fee Proposal](#)

- E. City Administrator Miscellaneous Updates and Scheduling  
Details: This is a placeholder for miscellaneous or scheduling items.  
Presenter: Pete Capell, City Administrator

**V. COUNCIL COMMENTS AND REPORTS**

**VI. PUBLIC COMMENTS**

**VII. ADJOURNMENT**

NOTE: The City welcomes public meeting citizen participation. For accommodations; call 360.834.6864.



## Staff Report

*September 9, 2019 Council Workshop*

### Annex Building Renovation Update

Staff Contact	Phone	Email
Pete Capell, City Administrator	360.834.6864	<a href="mailto:pcapell@cityofcamas.us">pcapell@cityofcamas.us</a>

**SUMMARY:** We hired LSW Architects to assist us in doing space planning and cost estimating for the Annex Building. They have a proposal to develop construction documents for the renovation. This was discussed with the Mayor and Department Heads and they recommended a few revisions. They include:

- Move the Fire Marshal's Office to the Annex Building and keep Capital Engineering in City Hall. This would enable us to terminate the lease for the current Fire Marshal's Office
- A few clarifications on the scope of work.
- Include construction management, as our staff do not have time to do that work.
- Add some possible add on items for Council's consideration for City Hall. They include:
  - Create a counter for Finance and close off the hallway. This causes a lot of confusion for citizens.
  - Additional conference room for Finance for cemetery discussions. One of the existing offices may serve this purpose.
  - Cubicle and furniture for City Hall

Additional and updated cost information will be available at the Workshop.

Based on Council's direction, we plan to bring an agreement to September 16, 2019 Regular Meeting for Council's consideration.



610 Esther Street, Suite 200  
Vancouver, WA 98660

360-694-8571

LSW-ARCHITECTS.COM

August 22, 2019

Pete Capell, City Administrator  
City of Camas  
616 NE Fourth Avenue, Camas WA 98607

**Re: LSW Fee Proposal for City Hall Renovation Expansion**

Dear Pete -

We are pleased to present the following fee proposal for the level one tenant improvement of the existing Bank of America building.

#### **Project Understanding**

The proposed project will consist of a tenant improvement of the first floor of the Bank of America building, approximately 4310 sf. Improvements are based on the approved block plan diagram and cost estimate dated July 25, 2019. Reference attached exhibit A, estimated project cost breakdown and exhibit B, ACC cost estimate and exhibit C, block plans.

#### **Scope of Services**

Design services will consist of the following.

- Design development of the current block plans
- Development of the construction documents and specifications for the permit set of drawings and construction.
- MEP design and documentation for construction documents and permit set of drawings.
- Consulting during bidding
- Construction Administration – Review of submittals, RFI's and change orders, LSW to attend construction meetings via conference call two times per month and visit site one time per month.

#### **Potential Additional Services (at Client's request; not included in Lump Sum Fee):**

3d digital or physical models other than itemized in Scope of Services

- Measuring and facility assessment of items not shown in Client provided drawings of existing building
- 3d digital or physical models other than itemized in Scope of Services
- Scope changes due to deviations from defined Scope of Project
- Changing or editing previously prepared documents due to unforeseen conditions
- Services necessitated by decisions of the Client not rendered in a timely manner or any other failure of performance on the part of the Client or Client's consultants and contractors.
- Record drawings
- Furniture procurement

#### **Summary of Services Not Provided:**

- Hazardous material identification, testing, and/or abatement
- Permit/Agency Process fees

- Professional services that the Architect is not licensed to perform including structural, civil, fire sprinkler, low voltage and acoustic engineering/design. Such services shall be provided by Owner's consultants or by Architect's consultants as an amendment to this Agreement.
- Mechanical fee excludes the following and will be billed on a time and material basis at client's request: security and A/V design, ELCCA services, commissioning support, detailed HVAC load calculation, revisions to design after DD including VE items and bid alternates.

**Deliverables :**

- Design Development drawings
- Construction / Permit drawings
- Mechanical, electrical, lighting and plumbing drawings
- Architectural specifications
- Furniture layout and specifications
- Mechanical, electrical, lighting and plumbing specifications

**Schedule of Services**

Design Development	Four Weeks
Construction Documents	Four Weeks
Bidding	Three Weeks
Permitting	Three Weeks
Construction	Twenty-four Weeks
<b>Total Project Duration</b>	<b>38 Weeks</b>

**Compensation Arrangement**

LSW shall provide Basic Services on a Lump Sum Fee basis. Additional services, if necessary, to complete the project or agreed to by the Client and Architect, will be accrued in accordance with LSW's Hourly Billing Rates. Printing costs and other reimbursable expenses will be charged at cost plus ten (10) percent.

MKE & Associates Fee:	\$25,190
<u>LSW Architects Fee:</u>	<u>\$74,000</u>
<b>Total Fee:</b>	<b>\$99,190</b>

**Additional Services**

MKE telecommunications Systems Design:	\$ 2,750
MKE technology and Security Coordination:	\$ 2,750
LSW furniture design, specifications and layout:	Included in Architects fee above

**Proposed Project Team**

Architect	LSW Architects
MEP Lighting	MKE & Associates

**Agreement Signatures**

If this proposal meets with your approval, please sign below and return to our office and we will issue an AIA Form of Agreement for your review.

Offered by  
LSW Architects, PC

Accepted by  
City of Camas

\_\_\_\_\_  
Amy Noe, Designer

8.22.19

\_\_\_\_\_  
Pete Capell, City Administrator

8.22.19

**Exhibit A**

Updated Cost Estimate (See Exhibit B)	\$561,554
LSW Architectural Fee	\$74,000
MKE & Associates Fee	\$25,190
Estimated Permit Fees	\$13,000
Estimated Furniture Cost	\$219,652 (includes installation and sales tax)
Block Plan and Programming Fee	\$26,700
<u>Conceptual Cost Estimating Fee</u>	<u>\$13,350</u>
<b>Estimated Total Project Cost</b>	<b>\$933,446</b>

## Exhibit B

### Camas City Hall Renovations

Camas, WA  
LSW Architects  
Vancouver, WA  
Conceptual Design Estimate 1.2

### ACC Cost Consultants, LLC

Stanley J. Pszczolkowski  
8060 SW Plafie Street, Suite 110  
Tigard, Oregon 97223-8489  
Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com

Estimate Date: 26-Jun-19  
Document Date: 10-Jun-19  
Print Date: 25-Jul-19  
Print Time: 1:21 PM  
Constr. Start: TBD

#### BANK OF AMERICA BUILDING REMODELING

##### 2.1 | BOA - Level 1, Option 1

sheet B101

	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>Selective Demolition</b>						
remove flooring/base	3,990	sf	1.50	5,985		
remove restroom flooring/base	320	sf	5.00	1,600		
remove ceilings	4,400	sf	2.00	8,800		
remove door/frame, single	14	ea	200.00	2,800		
remove stud partitions	576	sf	6.00	3,456		
remove bank counter - allowance	1	sum	1,500.00	1,500		
remove drive-up teller casework - allow.	1	sum	750.00	750		
remove drop box/patch wall	1	sum	2,000.00	2,000		
sawcut/remove conc slab @ new piping	0	sf	50.00	0		assume not required
remove misc equip/finishes - allowance	1,500	sf	1.00	1,500		
haul & disposal	10%	of	28,391.00	2,839		
temp barricades & protection	15%	of	28,391.00	4,259		
Sub-total	4,310	sf	8.23 /sf		\$35,489	
<b>Structural</b>						
patch/repair conc slab @ plumbing	0	sf	40.00	0		assume not required
Sub-total	4,310	sf	0.00 /sf		\$0	
<b>Doors &amp; Partitions</b>						
int. alum doors, pair	1	ea	5,500.00	5,500		
int. wood door/HM frame, single	14	ea	1,700.00	23,800		
int. alum storefront @ vestibule	40	sf	80.00	3,200		
repair/refinish exist ext. doors	4	lvs	750.00	3,000		
partitions: 4" studs, gyp bd (2), insul.	576	sf	14.00	8,064		
patch/repair exist walls - allowance	4,310	sf	2.00	8,620		
misc wood blocking/steel supports	4,310	sf	1.25	5,388		
Sub-total	4,310	sf	13.36 /sf		\$57,572	
<b>Finishes</b>						
clean/prep exist floor	4,310	sf	1.50	6,465		
carpet tile	3,700	sf	2.50	9,250		
walk off carpet mat @ vestibule	70	sf	10.00	700		
polished concrete @ restroom	260	sf	7.50	1,950		
polished concrete @ lobby	280	sf	8.00	2,240		
rubber stair treads/risers	0	sf	40.00	0		
rubber base	1,140	lf	2.75	3,135		
rubber base @ restrooms	100	lf	3.00	300		
susp. acoustical tile ceiling	3,790	sf	5.00	18,950		
susp. gyp board ceiling	330	sf	11.00	3,630		
gyp board ceiling @ lobby	280	sf	12.00	3,360		
frp wainscot	400	sf	8.00	3,200		assume 4" h @ all walls
paint new/exist walls	12,000	sf	1.00	12,000		
Sub-total	4,310	sf	15.12 /sf		\$65,180	
<b>Casework</b>						
customer counter w/ wood veneer/quartz	11	lf	750.00	8,250		
Sub-total	4,310	sf	1.91 /sf		\$8,250	

**Camas City Hall Renovations**

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<b>BANK OF AMERICA BUILDING REMODELING</b>	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>1   BOA - Basement - Continued</b>						
Other						
door/room signage - allowance	4,310	sf	0.50	2,155		
standard toilet compartment	2	ea	1,000.00	2,000		
ADA toilet compartment	2	ea	1,200.00	2,400		
toilet accessories	1	sum	4,000.00	4,000		
TV wall bracket @ meeting rooms, lobby	4	ea	300.00	1,200		
replace shades @ exist windows	570	sf	11.00	6,270		assume manual roller shades
systems furniture @ open office areas	2,200	sf	0.00	0		assume by Owner
Sub-total	4,310	sf	4.18 /sf		\$18,025	
Fire Protection						
no work required	4,310	sf	0.00	0		building not sprinklered
Sub-total	4,310	sf	0.00 /sf		\$0	
Plumbing						
restroom fixtures/piping	8	ea	5,000.00	40,000		4 wc, 4 lav
Sub-total	4,310	sf	9.28 /sf		\$40,000	
<b>2.1   BOA - Level 1, Option 1 - Continued</b>						
HVAC						
new VRF system & controls	1	allw	50,000.00	50,000		assume option 1
Sub-total	4,310	sf	11.60 /sf		\$50,000	
Electrical						
service/distribution	4,310	ea	14.00	60,340		
interior lighting/controls	4,310	sf	13.00	56,030		susp, recessed LED fixtures
fire alarm	4,310	sf	5.00	21,550		new system
Sub-total	4,310	sf	32.00 /sf		\$137,920	
<b>SUB-TOTAL 2.1   BOA - Level 1, Option 1</b>				412,436	<b>\$412,436</b>	
Estimating/Construction Contingency			15.00%	61,865		
<del>Index To Construction Start</del>	<del>TBD</del>		<del>5.00%</del>	<del>23,715</del>	0.00	
General Conditions, Bonds & Insurance			13.00%	64,742		
General Contractor OH & Profit			4.00%	22,510	172,833	41.91%
<b>TOTAL DIRECT CONSTRUCTION COST</b>						
<b>2.1   BOA - Level 1, Option 1</b>	<b>4,310</b>	<b>sf</b>	<b>\$135.79 /sf</b>		<b>\$585,269</b>	
					<b>- \$23,715</b>	
					<b>\$561,554</b>	

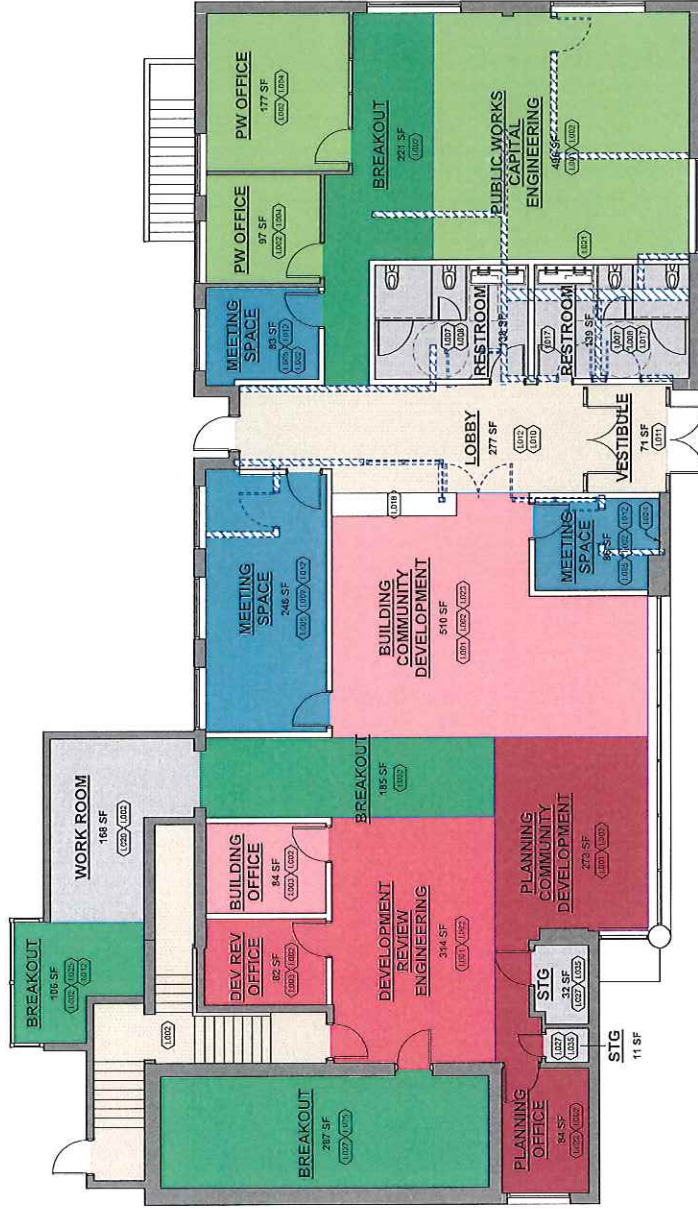


WALL TYPE LEGEND	
	DEMOL WALL
	EXISTING WALL
	NEW WALL

KEYNOTE LEGEND	
Key Number	Description
1001	DEMOL EXISTING INTERIOR WALLS, FLOOR ROOF FOR POWER AND DATA TO SYSTEMS FURNITURE. NOT CHANGING NUMBER BASE AND LIGHTING. REMOVE ALL EXISTING PARTITION WALLS AND PROVIDE (3) DUPLEX OUTLETS AND DATA.
1002	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1003	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1004	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
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1011	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
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1017	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1018	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1019	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1020	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1021	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1022	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1023	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1024	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
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1034	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.
1035	NEW MEETING AREA, NEW DOOR AND FRAME, PROVIDE (3) DUPLEX OUTLETS AND DATA.

GENERAL NOTES:  
1. NEW ACCESSIBLE ENTRANCE AT ALL DOORS.

Exhibit C



1 BOA LEVEL 1 FLOOR PLAN  
SCALE: 3/16" = 1'-0"