



TO : BOARD OF DIRECTORS
FROM : GARY PLATT, EXECUTIVE DIRECTOR - BUSINESS SERVICES
SUBJECT : ARCHITECT FEE SCHEDULE UPDATE
DATE : FEBRUARY 21, 2017
TYPE : ACTION NEEDED

A handwritten signature in black ink, appearing to be "G. Platt", is written over the word "SERVICES" in the distribution list.

During the February 2, 2016, board meeting the fee schedule for the 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. It is time to update the fee schedule again for 2017.


Attached is Addendum No. 3 to the master contract with Pelletier + Schaar Architects updating the fee schedule for 2017.

Recommendations:

We recommend the board *move to approve Addendum No. 3 to the master agreement with Pelletier + Schaar Architects for 2017.*

FEB. 21, 2017

FEE SCHEDULE

PELLETIER  SCHAAR

Vision Based Architecture

Fees for Architectural Services

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

Principal/Architect	\$ 110.00/hour
Project Manager/Architect	\$ 95.00/hour
Designer/Drafter	\$ 70.00/hour
Drafter/Tech.	\$ 45.00/ hour
Office Manager	\$ 35.00/hour

Reimbursable Expenses

The following expenses shall be reimbursed at cost 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. Mileage to be billed standard IRS rate

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. 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. We also accept Visa, MasterCard, and Discover Card; call to arrange credit card payment.

Rate Expiration

The rates included in this fee proposal shall be valid through December 31, 2017.

Pelletier + Schaar, LLC ■ 26911 98th Drive NW, Suite B ■

Stanwood, WA 98292

p(360) 629-5375, f(360) 629-1095 ■ info@pelletierschaar.com ■

www.pelletierschaar.com