

# WORK SESSION AGENDA

**Casper City Council**  
**City Hall, Council Meeting Room**  
**Tuesday, October 25, 2022 at 4:30 p.m.**



| <b>Work Session Meeting Agenda</b>   |                                  | Recommendation      | Beginning Time | Allotted Time |
|--|----------------------------------|---------------------|----------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |                                  |                     |                |               |
| 1.   | Council Meeting Follow-up        |                     | 4:30           | 5 min         |
| 2.   | Transit Stop and Signage Update  | Information Only    | 4:35           | 30 min        |
| 3.   | Station #1 Design                | Direction Requested | 5:05           | 60 min        |
| 4.   | 1%#17 Community Projects Process | Direction Requested | 6:05           | 45 min        |
| 5.   | Agenda Review                    |                     | 6:50           | 10 min        |
| 6.   | Legislative Review               |                     | 7:00           | 10 min        |
| 7.   | Council Around the Table         |                     | 7:10           | 10 min        |
| Approximate End Time:  |                                  |                     |                | 7:20          |

*\*Please silence cell phones during the meeting\**

October 14, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
Scott Dresher, Transit Manager  
Katie May, Transit Supervisor  
SUBJECT: Updates to Transit Stops and Signage

**Meeting Type & Date:**

Council Work Session, October 25, 2022.

**Action Type:**

Information Only

**Recommendation:**

That Council consider the new transit stop signs and updates to the service areas on the Purple, Red, and Yellow routes as the first phase of the implementation recommendation outlined in the 5-Year Transit Strategic Development Plan.

**Summary:**

The 5-Year Transit Strategic Development Plan, adopted in May 2021, and included as a Council goal, recommended signage improvements at the 125 stops located throughout the service areas in Casper, Evansville, Mills, and Natrona County. The bus stop signs provide basic service information (i.e. route color and identifier number, transit office phone number, website, and predictive arrival time). Bus stops are considered the “front door” of a community’s public transit service, and are an investment required to retain existing customers, as well as to attract new ones.

The MPO and Transit team members designed the new bus stop signage to coordinate with the Casper Area Transit branding – Link and Assist. The design concept was reviewed by members of the Casper Disability Council to ensure it was functional. Bids were solicited from local sign contractors. City staff in Casper and Mills partnered with their respective public service departments to outline the plan for installing the new signage. Installation of the first phase of signs (approximately 66 signs) is planned within the next two (2) weeks.

Route changes on this first phase are minimal. The Red route saw the addition of the new State Office building in March, and the Purple route saw the addition of a new residential stop and a new commercial stop at the Dollar General in Mills. The Yellow route saw the move of the west Walmart stop to a safer location away from the propane tanks in front of the store, per recommendations by the Fire department, Walmart management, and propane contractor. All

route maps and website documents have been updated. In addition, City staff has reviewed the benches, shelters, and curb paint associated with these routes to confirm their condition, and the Parks department is assisting with any tree trimming to ensure sign visibility at the stops.

The Blue, Orange, and Green routes will be updated in the second phase of this implementation plan, planned for early next year.

**Financial Considerations:**


The cost for the new signage is included in the Advertising/Promotion line item of the City's FTA 5307 operating grant.

**Oversight/Project Responsibility:** Transit and MPO staff in the Community Development Department will oversee this project.

**Attachments:**

None.

October 25, 2022

MEMO TO: J. Carter Napier, City Manager 

FROM: Jacob Black, Fire Chief

SUBJECT: Fire Station 1 Replacement Funding

**Meeting Type & Date**

Council Work Session  
October 25, 2022

**Action Type**

Direction Requested

**Recommendation**

That Council provide direction to secure funding to acquire land if needed and an estimated \$1.56 Million to begin the engineering and design for the replacement of Casper Fire-EMS Station 1 that will include future plans for Fire Administration.

**Summary**

Casper Fire-EMS has identified the need to replace the current Fire Station 1 due to age, maintenance requirements, and the future needs of the department. Fire Station 1 is a 46-year-old facility constructed in 1976. It was built using precast construction which only allows for few options for remodel or modification.

It would be more effective to construct a new station to ensure stable infrastructure, future growth, and optimum operational effectiveness. In the last 3 years, \$254,000 has been invested to upgrade the alerting system, flooring, and remodel the kitchen for the station to remain functional. The station still needs upgrades to windows, doors, garage doors, lockers, a front fascia remodel, sewer lines replaced, rear parking lot replacement, and front driveway replacement. The facilities condition report obtained by Buildings and Structures estimates \$1,904,725 in maintenance for the facility through 2027.

Station 1 is the last of the five fire stations to be replaced. All other stations have been replaced through one cent funding:

- Station 3: 12,800 SF; \$2.74 Million; 2011
- Station 2: 9,500 SF; \$2.39 Million; 2014
- Station 6: 12,250 SF; \$3.45 Million; 2017
- Station 5: 9,086 SF; \$3 Million; 2019

\$1,000,000 in one cents funds were dedicated to this project in the initial One Cent #17 funding allocations. After non-profit funding was identified as a need, the \$1,000,000 was allocated to non-profits.

Private and public sector development is actively occurring in the downtown core and Old Yellowstone District. The property development with Station 1 as a downtown anchor is a catalyst for further economic development and long-term sustainability of downtown Casper.

Maintaining infrastructure with proactive capital planning and investment strategies is one of Council's three strategic goals. Fire Station 1 would be strategically located in the downtown area and foster growth of the City's core through infrastructure development, the creation of public spaces, and supportive facilities. Once a location is secured, signing with illustrations at the site will educate the public as the project develops.

### **Financial Considerations**

Property costs for downtown lots are unknown until a lot is identified for purchase, if needed. Estimated costs for the engineering and design of the structure are \$1.56 Million. Projected costs for buildout range from \$14.53 Million to \$23.32 Million.

Property acquisition would be the initial step in the project, as the engineering and design would adapt to the location for specific requirements.

### **Oversight/Project Responsibility**

Jacob Black, Fire Chief, Casper Fire-EMS

Jason Speiser, Deputy Chief, Casper Fire-EMS

### **Attachments**

Casper Fire-EMS Station 1 replacement project cost summary based on a 2019 evaluation by WSFK Architects.

WSFK Architects Phase 1 Feasibility Study & Space Needs Assessment (2019); Potential sites, space needs assessments renderings, and onsite reconstruction evaluation document (2020).

GSG Architecture Opinion of Probable Cost for Architectural and Engineering Services for Casper Fire Department Station 1 Replacement.

WSKF email estimate for Architectural and Engineering Services for Casper Fire Department Station 1 Replacement.

**CASPER FIRE ADMINISTRATION + STATION 1**

**KEY FACTS SUMMARY**

The following is a summary of key facility facts for the Fire Administration and Fire Station 1. This fact summary is being provided to allow for a quick understanding of the existing conditions and associated deficient conditions.

**Fire Administration - City Center Bldg.**

**Facility Profile**

1. Existing Facility Constructed 1956; 63 year service
2. Shared use with Police Department
3. Fire Administration Occupies approximately 7,770 SF on 2 floors
4. Space required to meet today's standards; 14,000 SF

| Facility Component               | Existing     | Proposed      | Diff.        | \$/Low*        | \$/High*       |
|----------------------------------|--------------|---------------|--------------|----------------|----------------|
| A. Lobby/Reception/Command Staff | 1,959        | 7,766         | <b>5,807</b> |                |                |
| B. Community Risk Reduction      | 2,288        | 2,001         | <b>-287</b>  |                |                |
| C. Training                      | 2,951        | 2,435         | <b>-516</b>  |                |                |
| D. Support Spaces                | 569          | 1,724         | <b>1,155</b> |                |                |
| <b>ADMIN. BUILDING TOTAL</b>     | <b>7,767</b> | <b>13,926</b> | <b>6,159</b> | <b>\$7.00M</b> | <b>\$7.42M</b> |

**Significant Facility & Operations Deficiencies**

- Inadequate facility security and personnel protection; **personnel at risk**
- Inadequate public service space (unable to adequately service the public); **operational deficiency**
- Inadequate space for training (unable to accommodate fire fighter training); **standard & operational deficiency**
- Lack of expansion space for added personnel; **operational deficiency**
- Does not comply with Building Code, Category IV, Essential Facilities requirements, **code deficiency**

**Fire Station 1**

**Facility Profile**

1. Existing Facility Constructed 1976; 43 year service
2. Four, drive-thru apparatus bays; 12 bunkrooms, dormitory style
3. Contains approximately 13,145 SF of space
4. Space required to meet today's standards; 24,200 SF

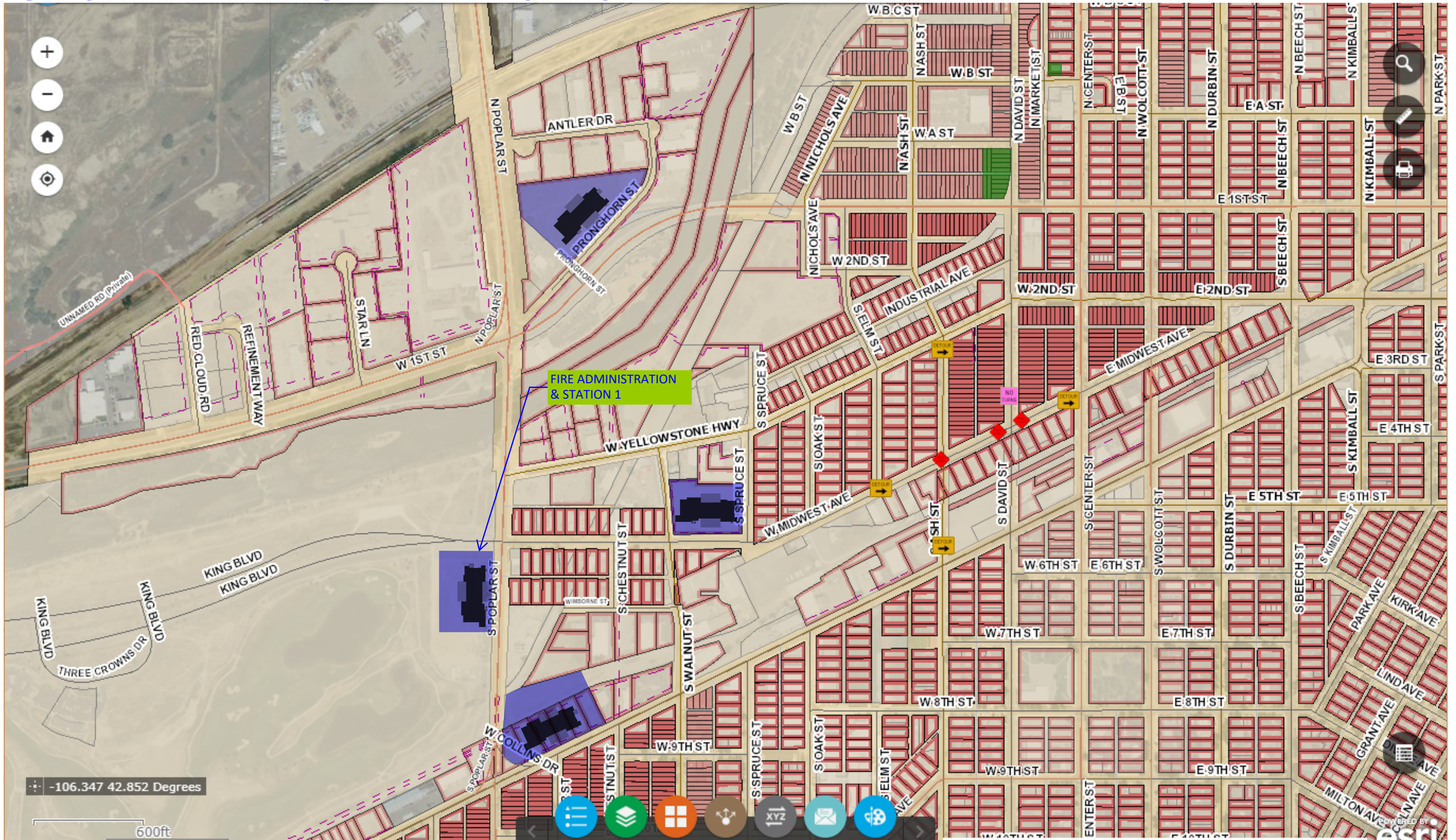
| Facility Component                | Existing      | Proposed      | Diff.         | \$/Low*        | \$/High*       |
|-----------------------------------|---------------|---------------|---------------|----------------|----------------|
| A. Lobby/Reception/Command Staff  | 570           | 543           | <b>-27</b>    |                |                |
| B. Apparatus Bays/Support Space   | 7,068         | 15,927        | <b>8,859</b>  |                |                |
| C. Bunkrooms/Toilets-Showers      | 2,289         | 3,083         | <b>794</b>    |                |                |
| D. Kitchen/Dining/Dayroom/Fitness | 3,218         | 4,657         | <b>1,439</b>  |                |                |
| <b>STATION 1 TOTAL</b>            | <b>13,145</b> | <b>24,210</b> | <b>11,065</b> | <b>\$9.19M</b> | <b>\$9.76M</b> |

**Significant Facility & Operations Deficiencies**

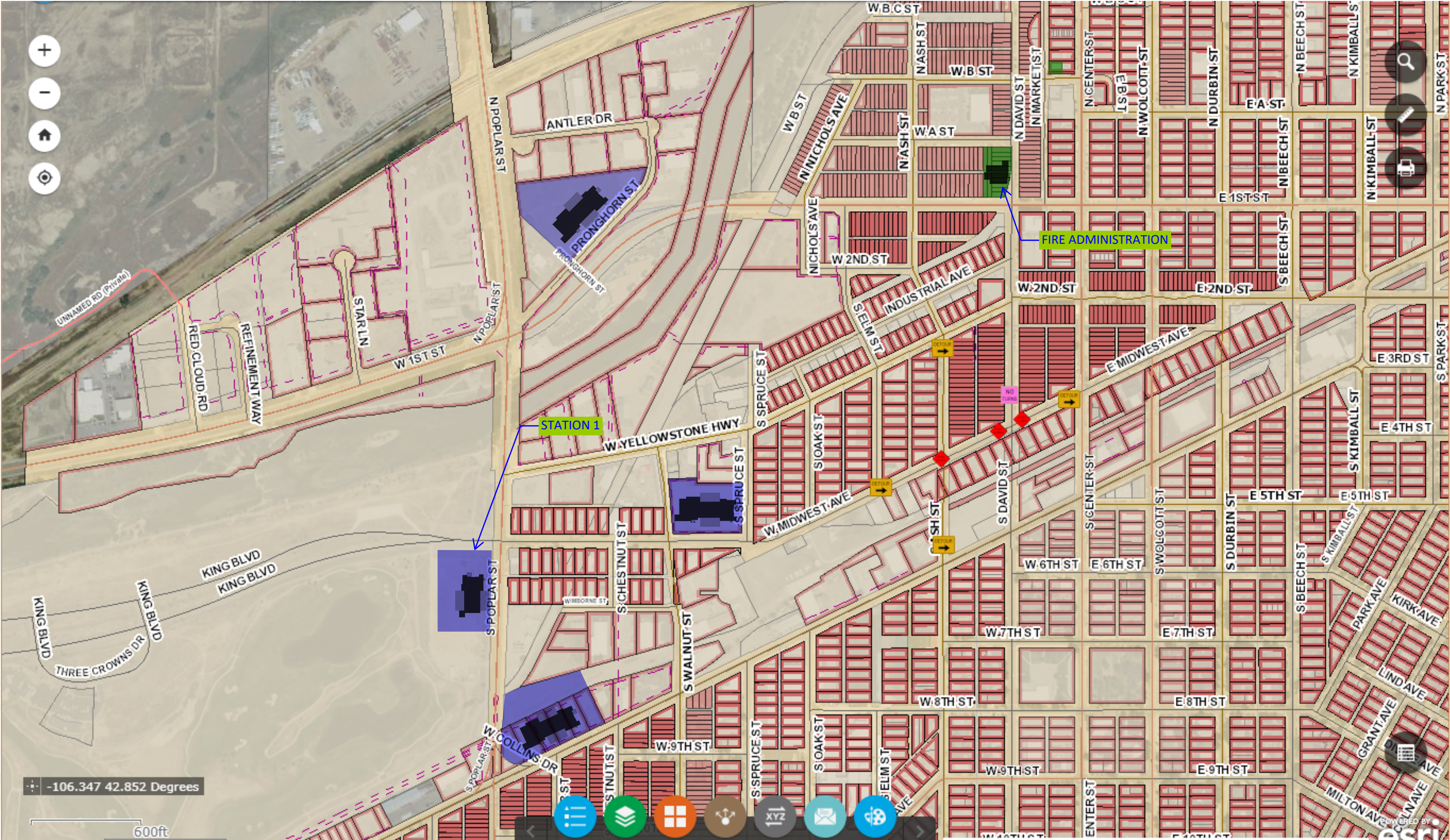
- Inadequate facility security and personnel protection; **personnel at risk**
- Lack of appropriate space for Health & Wellness decontamination protocols & personnel care; **personnel at risk**
- Lack of appropriate storage space for Self-Contained Breathing Apparatus (SCBA); **potential exposure to toxins**
- Insufficient space for gear storage & personal protective equipment care & maintenance; **standards deficiency**
- Code non-compliance with fire rated separation (bunkrooms); **code deficiency**
- Insufficient space for daily apparatus maintenance & equipment checks; **operational deficiency**
- Does not comply with Building Code, Category IV, Essential Facilities requirements; **code deficiency**

\* Includes 20% contingency factor

# CASPER FIRE POTENTIAL SITES



# CASPER FIRE POTENTIAL SITES





# City of Casper – Opinion of Probable Cost for Architectural and Engineering Services for Casper Fire Department Station I Replacement

Prepared by GSG Architecture

August 27, 2022

## EXPLANATION OF OPINION OF PROBABLE A&E SERVICE COSTS

GSG Architecture is providing this opinion of probable A&E service costs to assist the City of Casper in budgeting for the Design and Engineering services necessary for the Casper Fire Department Station No. 1 Replacement Project. The following opinions are based on the Williams, Spurgeon, Kuhl, and Freshnoch Architect's (WSKF) Casper Fire-EMS Administration and Headquarters Station No. 1 Feasibility Study and Space Needs Assessment dated August 6, 2019.

This study identified a need for a new Fire Administration building of 13,926 SF and new Station I of 24,210 SF with high side cost estimates of \$7.42M (\$532.81 / SF) and \$9.76M (\$403.14 / SF) respectively. A discussion of the costs of the proposed construction in 2019 and the probable costs today are relevant for several reasons in the establishment of probable architectural Costs for future design and Engineering work.

It is generally established practice in the A&E industry to estimate design costs as a percentage of construction costs. This is particularly true as projects increase in scope, scale, complexity and the number and type of engineering and design specialists required to execute a fully functional design. As the number of these factors increase, so will the cost of services as a percentage of cost of construction. However, as the overall size of a project increases the value of A&E services will fall as a percentage of construction costs. Therefore, a large and complex project will have a lower percentage cost for services than a smaller and similarly complex project, and a large but simple project would significantly lower percentage cost for A&E fees than a small and complex project.

The State of Washington has codified this process and produced a guideline of fees for services that reflect the overlapping scale of complexity of building type and the size of the project relative to establishment of A&E service costs as a percentage of construction costs. The guidelines and fee tables (last updated in 2015) are attached to this document and are available to download as PDF documents from the following addresses.

<https://ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/capinst/aeguidelines.pdf>

<https://ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/ae/ae-fees.pdf>

These tables cover base services only defined as Architectural Design, Civil Engineering, Structural Engineering, Mechanical Engineering and Electrical Engineering, other fairly significant services such as, IT/AV Engineering, Landscape Architecture and Interior Design are not included in this calculus because they can vary so significantly depending on the type and nature of the structure and site. For the purposes of this Opinion of Probable cost we will assume that the following full suite of A&E services are provided and extrapolate a fee for service for each structure (Administration Center and Station I Replacement) based on anticipated cost and complexity using the Washington State Guidelines as a starting point.

### Opinion of A&E cost based on providing the following services:

- Architectural Design
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- IT/AV Engineering
- Landscape Architecture
- Interior Design

**City of Casper – Opinion of Probable Cost for Architectural and Engineering Services for Casper Fire Department Station I Replacement**



Prepared by GSG Architecture

August 27, 2022

- Third Party Cost Estimation

One final and very significant factor will need to be considered in this opinion of A&E Service costs, and that is the rapidly escalating cost of construction. As was noted the cost of services has typically been based on a percentage of construction costs and historically this was worked well as costs for goods and services typically rose in tandem and were closely entwined over time. Since the WSKF study was produced in 2019 significant changes have occurred in the construction market and costs have risen by at least 30%. Estimated costs per square foot of \$ 532 for the Administration Center should now realistically be expected to be no less than \$700 / SF and Station I replacement costs should now be anticipated to be no less than \$525 / SF bringing the costs for each structure to approximately \$9.748M and \$12.71M respectively. However, this increase in construction cost does not translate to an increase in complexity or scope to the A&E team and while there have been necessary adjustments to wages in these fields since the 2019 WSKF study was produced, they are not pegged to construction costs and have not risen at the same rate.

So, while this opinion of probable fees will use the Washing State template to establish a baseline it will also be decoupled from the inflated construction costs and will include the adjustment necessary to provide the full slate of services listed above.

**Fire Administration Building (\$723,746 total fee for services)**

- 13,926 SF at \$700 / SF = \$ 9,748,200 construction Cost
- We judge this to be a Schedule B Structure (see attached Washington State fee templates) of Average Complexity justifying a fee of 8.07% of the construction cost for basic services; \$ 9,748,200 x 0.0807 = \$786,680
- Inflation adjustment factor 80%: \$786,680 x 0.80 = \$629,344
- Adjustment to include full range of services 115%: \$628,564 x 1.15 = **\$723,746 total fee for services**

**Station I Replacement (\$740,245 total fee for services)**

- 24,210 SF at \$525 / SF = \$ 12,710,250 construction Cost
- We Judge this to be a Schedule C structure (see attached Washington State fee templates) of Less than Average Complexity justifying a fee of 6.5% of the construction cost for basic services; \$ 12,710,250 x 0.0650 = \$826,166
- Inflation adjustment factor 80%: \$826,166 x 0.80 = \$660,933
- Adjustment to include full range of services 112%: \$628,564 x 1.12 = **\$740,245 total fee for services**

**Typical Fee Distribution by Phase**

|                         |             |
|-------------------------|-------------|
| *Programming            | 5%          |
| Schematic Design        | 20%         |
| Design Development      | 22%         |
| Construction Documents  | 24%         |
| Bidding                 | 5%          |
| Contract Administration | 23%         |
| Warranty Services       | 1%          |
| <b>Total</b>            | <b>100%</b> |

# City of Casper – Opinion of Probable Cost for Architectural and Engineering Services for Casper Fire Department Station I Replacement

Prepared by GSG Architecture

August 27, 2022

## \*Programming

If the City accepts the WSKF study as complete and valid programming document the on which the A&E team can faithfully and fully base the Schematic Design, then this phase and associated costs can be deducted from the fee totals noted above. However, since considerable time has passed since the study was completed, we would recommend that programming remain in the scope for the selected A&E team.

## Reimbursable Expenses

Reimbursable Expenses of the A&E team Will depend largely on their locality. Since most reimbursable expenses are attributed to travel and lodging costs, local teams will incur far lower costs than those requiring extensive travel to service the project. This is especially true during Construction when weekly onsite meetings are generally required.

## Escalation

Fees for services are dependent on a variety of factors including salaries, benefits, overhead and profit costs and inflationary trends. The opinion of fee for services provided here is based on the conditions at the time of the writing of this document. The City Should anticipate that service fees will rise between 2% and 6% per year until such time as final proposals from A&E team are provided at which point, they would be fixed for the term of the contract barring any changes of scope.

## Additional Owner Carried Costs

- **Geotechnical Investigation:** Typically, all new construction will require a Geotechnical Investigation to propose an appropriate foundation system. Costs will vary depending on the actual footprint of the structure proposed and specifics of the selected site which will determine the number and placement of the required borings. Costs per bore can be in the range of \$2,500 and the number of bores could range between two and twelve for a structure of this size. Generally speaking, more borings mean a more accurate picture of the subsurface conditions which may equate to fewer unknown and potentially expensive change orders once excavation begins.
- **Site Survey:** In order to accurately convey the grade, drainage, and utility adjustments necessary to support the design to the Civil Engineer's, the project team will need a topographic and utility Survey of the immediate area of building and site alterations. Once again costs for survey will vary depending on the size and location of the selected site. At a minimum, \$10,000 should be allocated to this task, though likely the survey can be performed for less than this amount within the city limits of Casper.
- **Construction Materials Testing:** Construction materials testing included laboratory testing of Structure materials and onsite inspection of Structural Connections and components that would be concealed in the final construction such as but not limited to welded and bolted steel connections, concrete compressive strength, masonry prism (mortar) and masonry grout, and concrete rebar placement. Depending on the complexity of the project and types of materials used these costs could range between 0.25% and 0.75% of construction costs.
- **Builder's Risk Insurance:** In spite of the name, this insurance is actually held by the Owner and protects the investment in materials and goods in place and paid for as the project progresses.

# City of Casper – Opinion of Probable Cost for Architectural and Engineering Services for Casper Fire Department Station I Replacement



Prepared by GSG Architecture

August 27, 2022

This is in addition to any liability or material insurance held by the Contractor. Material loss on the project that is not the responsibility of the contractor through negligence would be covered by this insurance. Rates would depend on the type and scope of project. Please consult your Insurance Carrier to discuss the required coverage.

- **Property Acquisition:** The City's cost to acquire property could vary exponentially depending on the site selected and the method of compensation.

# **Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects (effective July 1, 2015)**

---

When budgeting for state capital projects, the estimated value of the Architectural/Engineering (A/E) Basic Services fee (Exhibit A) can be determined by using these fee guidelines. The guidelines are divided into three levels determined by the type and complexity of the building. They are used in the preparation of capital budget requests for Washington State public works building projects under the jurisdiction of the Department of Enterprise Services, universities, natural resource agencies, and the Department of Transportation. A/E Basic Services are defined in this document.

The payment of A/E fees represents some of the most important dollars spent on a project. These funds are an investment affecting both the quality and successful completion of a project. Recognizing this, calculation of a fee structure to obtain quality design at a reasonable cost presents a challenge. There are pros and cons associated with any system used to set fees, and there is great variation in the types and complexity of state construction projects.

These fee guidelines originally were the outcome of a study coordinated by the Office of Financial Management (OFM) to review other fee guidelines and identify approaches used by other states. The study included state agencies, the Washington Council of the American Institute of Architects, American Council of Engineering Companies of Washington, and state universities. State agencies documented examples within state government where the existing fee system posed problems, and they proposed changes that would improve the state system. Higher education agencies provided evaluations of the scope, magnitude, and methods used to establish fees for design services at peer institutions. Updates to the fee guidelines also have considered issues raised by the design community.

## **Use of the Guidelines**

These fee guidelines should be used in preparing capital budget requests to determine the maximum amount that may be payable for A/E basic service fees in fixed price agreements and percent of construction cost agreements. The guidelines define the standard basic services (based on the definition of basic services) that should be included in each design phase of state public works projects for the typical design/bid/build process. They also provide further definition of what are considered reimbursable expenses, extra and other services.

Agencies may choose to pay design consultant fees or allow extra and other charges in a manner other than described in these guidelines, and any additional cost (above the level provided by the guidelines) may be paid from other agency resources.

## **Percent Fee Compensation**

The standard fee schedule has been prepared to establish a basis for determining the scope and cost of design services and to focus the attention of agencies on the quality, capability, and prior performance of the firms being selected for public works projects.

The fee schedule is used to prepare capital budget requests. The actual contracts for basic services payable to the A/E shall be a negotiated fixed amount or percentage of the maximum allowable construction cost of the project not including fees; licenses; permits; sales taxes; contingencies; and change orders caused by A/E errors or omissions, or change orders which do not require design consultant services. Based on the specific circumstances of each project, the final negotiated fee may be above or below the guidelines shown on the schedule. In addition to the basic services fee, allowances will be negotiated for services not covered in the basic services contract.

## Maximum Allowable Construction Cost

The Maximum Allowable Construction Cost (MACC) is defined as the total sum available to the general contractor for construction purposes, including all alternates. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the general contractor. The budget for A/E basic services is based on the MACC plus construction contingency as reflected in the Capital Budgeting System (CBS) and the updated cost estimating form (C-100). The negotiated fee for A/E basic services should be based on the MACC only as shown in Exhibit A – A/E Fee Schedule.

## Remodel Design

A/E costs and effort may vary greatly between individual remodeling projects of the same dollar amount. Consequently, each project will be analyzed on an individual basis. As a general rule, the fee will be based upon the building type classification. When program changes are significant or if warranted by other conditions, fees noted under those schedules **may** be increased by *up to three percent* for basic services. Factors to be considered include:

- Age and character of the building
- Availability and accuracy of existing plans and specifications
- Extent and type of program revisions
- Requirement to maintain the building's existing character
- Extent of mechanical and electrical involvement

Phased construction in occupied buildings may substantially affect the construction schedule. More field observation and coordination may require consideration of additional fees beyond the basic services contract amount.

## Fee Modifications

It is recognized that there may be considerable variance between projects of a similar size and type that may necessitate modification of the A/E fee schedule. Examples of special circumstances that may necessitate such modifications include:

- Unusual site conditions
- Unique problems requiring specialized or extensive consulting services
- Renovations required by additions to an existing structure
- Unusually slow or fast development schedule (fast track, design build, GC/CM)
- Contractor design (fire protection systems)
- Large portions of work outside the control of the prime architect (wetlands mitigation)

Other circumstances where a fee modification may be appropriate include the following:

### Repetitive Design

Where all or part of a project is a site adaptation of a previous design, the basic services fee shall be negotiated, recognizing the reduced level of services. This usually reduces the program analysis, design, and bidding document preparation costs to an amount necessary to update the documents for site work, code revisions, etc. Reductions must be considered on a case-by-case basis.

### Equipment and Substantially Reduced Work Requirements

Where a project involves a substantial amount of expensive equipment that may be relatively easy to accommodate, fees should be reduced accordingly. Likewise, any contract or modification to a contract where work requirements are substantially less than indicated by the application of a percentage fee need to be addressed separately. Projects with disproportionate elements of high cost, such as earth moving, may be relatively easy to design and fees should be reduced accordingly.

### Prototype Design

The initial design of a prototype facility, such as a housing unit at an institution, may warrant a full design fee based on the previous development of the prototype. However, the fee for A/E basic services for all additional replications of the prototype constructed at the same time or at other locations in the future shall be calculated at 40 percent of full fees.

### Policy Regarding Geographic Location of Consultant

It is the state's policy to obtain the highest quality design services for a fair and equitable payment to the design firm. The state recognizes that the investment for quality design services is directly related to a well-organized construction process and maximum functionality of the completed project. With this in mind, proposals for design services will be accepted from all firms wishing to work for the state, and evaluated based on the firm's capability, competency, and experience in successfully completing similar projects.

The fee structure should be appropriate for each project, regardless of the location of the consultant. The basic services fee includes all travel costs associated with the performance of basic services within a 50-mile radius of the project. General expenses for the cost of travel and per diem between 50 and 350 miles shall be based on state rates and may be reimbursable to the extent they are reasonable and negotiated within the A/E agreement. Travel expenses beyond 350 miles for both the agency and consultants must be justified in writing when submitting a budget request to OFM.

### Basic Services Fee Breakdown

The following is a guide for splitting the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of the guidelines is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur when most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of activities normally included in each phase, see the A/E Basic Services section.

The basic fee categories are described below:

| Percent of Basic Services Fee |    |
|-------------------------------|----|
| Schematic Design              | 18 |
| Design Development            | 20 |
| Construction Document         | 31 |
| Bidding                       | 2  |
| Construction                  | 27 |
| Project                       | 2  |

## A/E Basic Services

A/E Basic Design Services consist of the services described in the following pages and are included on the Capital Project Cost Estimate within CBS. These design services include normal architectural, structural, civil, mechanical, and electrical engineering services.

### Schematic Design Services (18 Percent)

In the Schematic Design phase, the A/E provides those services necessary to prepare Schematic design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the agency. Design should be conceptual in character, based on the requirements developed during the predesign phase, approved by the agency, or program requirements provided by the agency and reviewed and agreed upon by the A/E.

Schematic design includes the following:

|  |  |
|--|--|
| <b>Project Administration</b>          | Services related to schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.   |
| <b>Disciplines Coordination</b>        | Coordination between the architectural work and engineering work and other involved consultants for the project. When specialty consultants are used, additional coordination beyond basic services <b>may</b> be required and negotiated for appropriate phases of the work.  |
| <b>Document Checking</b>               | Review and coordination of project documents.  |
| <b>Consulting Permitting Authority</b> | Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.   |
| <b>Data Coordination User Agency</b>   | Review and coordination of data furnished for the project by the agency.   |
| <b>Architectural Design</b>            | Services responding to scope of work (program/predesign) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.                                       |
| <b>Structural Design</b>               | Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.  |
| <b>Mechanical Design</b>               | Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.   |
| <b>Electrical Design</b>               | Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.      |
| <b>Civil/Site Design</b>               | Services consisting of site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage, and sanitary systems, if applicable. |



## Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

|                           |   |
|---------------------------|---|
| <b>Specifications</b>     | Services consisting of preparation for agency's approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.  |
| <b>Materials Research</b> | Services consisting of identification of potential of architectural materials, systems, and equipment.  |
| <b>Scheduling</b>         | Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.  |
| <b>Cost Estimating</b>    | Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the schematic design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC. |
| <b>Presentations</b>      | Services consisting of appropriate presentation(s) of schematic design documents by the A/E to agency representatives.  |

### Design Development Services (20 Percent)

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved schematic design documents, the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the agency. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.

Design development includes the following:

|  |   |
|--|---|
| <b>Project Administration</b>          | Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with user agency.  |
| <b>Disciplines Coordination</b>        | Coordination of the architectural work and the work of engineering with other involved consultants for the project.   |
| <b>Document Checking</b>               | Review and coordination of documents prepared for the project.  |
| <b>Permitting Authority Consulting</b> | Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.  |
| <b>User Agency Data Coordination</b>   | Review and coordination of data furnished for the project by the agency.  |
| <b>Architectural Design</b>            | Services consisting of continued development and expansion of architectural schematic design documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts. |

## Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

|                          |  |
|--------------------------|--|
| <b>Structural Design</b> | Services consisting of continued development of the specific structural system(s) and schematic design documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.   |
| <b>Mechanical Design</b> | Services consisting of continued development and expansion of mechanical schematic design documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures.  |
| <b>Electrical Design</b> | Services consisting of continued development and expansion of electrical schematic design documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.   |
| <b>Civil/Site Design</b> | Services consisting of continued development of civil/site schematic design documents and development of outline specifications required for the project that are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.   |
| <b>Specifications</b>    | Services consisting of preparation for the agency's approval of proposed General and Supplementary Conditions of the Contract for construction, development of architectural outline specifications, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specifications of materials lists.  |
| <b>Scheduling</b>        | Services consisting of reviewing and updating previously established schedules for the project.  |
| <b>Cost Estimating</b>   | Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs reflect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options to stay within the MACC. |
| <b>Presentations</b>     | Services consisting of appropriate presentation(s) of design development documents by the A/E to agency representatives.   |

### Construction Document Services (31 Percent)

In the construction documents phase, the A/E shall provide the services necessary to prepare for approval by the agency – from the approved design development documents; construction documents consisting of drawings, specifications, and other documents describing the requirements for construction of the project; and bidding and contracting for the construction of the project.

|                               |  |
|-------------------------------|--|
| <b>Project Administration</b> | Services consisting of construction documents, administrative functions (including consultation, meetings and correspondence), and progress design review conferences. |
|-------------------------------|--|

**Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects**

|  |  |
|--|--|
| <b>Disciplines Coordination</b>        | Coordination of the architectural work, with the work of engineering, and with other involved consultants for the project.   |
| <b>Document Checking</b>               | Review and coordination of documents prepared for the project.   |
| <b>Permitting Authority Consulting</b> | Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.   |
| <b>User Agency Data Coordination</b>   | Review and coordination of data furnished for the project by the agency.   |
| <b>Architectural Design</b>            | Services consisting of preparation of drawings based on approved design development documents setting forth in detail the architectural construction requirements for the project.   |
| <b>Structural Design</b>               | Services consisting of preparation of final structural engineering calculations, drawings, and specifications based on approved design development documentation, which details structural construction requirements for project.  |
| <b>Mechanical Design</b>               | Services consisting of preparation of final mechanical engineering calculation, drawings and specifications based on approved design development documentation, setting forth in detail the mechanical construction requirements for the project.  |
| <b>Electrical Design</b>               | Services consisting of preparation of final electrical engineering calculation, drawing and specifications based on approved design development documentation, setting forth in detail the electrical construction requirements for the project.   |
| <b>Civil/Site Design</b>               | Services consisting of preparation of final civil/site design drawings and specifications based on approved design development documentation required for the project, which are normally prepared by the architect. See the Extra Services section for detailed civil design services beyond basic services.  |
| <b>Specifications</b>                  | Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, architectural specifications, coordination of specifications prepared by other disciplines, and compilation of the project manual.  |
| <b>Cost Estimating</b>                 | Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs shall reflect the level of design elements presented in the Construction documents plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule, and budget options to stay within the MACC. |
| <b>Scheduling</b>                      | Services consisting of reviewing and updating previously established schedules for the project.  |
| <b>User Agency Assistance</b>          | Provide necessary information to user agency for the preparation of OFM requirements for release of allotments including preparation of cost statistics.   |

## Bidding Phase (2 Percent)

In the Bidding Phase, the A/E, following the agency's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary for the A/E to assist the agency in obtaining bids and in awarding and preparing contracts for construction. In the case of phased construction, the agency may authorize bidding of portions of the work.

|                                  |  |
|----------------------------------|--|
| <b>Project Administration</b>    | Services consisting of bidding administrative functions.   |
| <b>Disciplines Coordination</b>  | Coordination between the architectural work and the work of engineering and other involved consultants for the project.  |
| <b>Bidding Materials</b>         | Services consisting of organizing, coordinating, and handling Bidding documents for reproduction, distribution and retrieval, receipt, and return of document deposits.  |
| <b>Addenda</b>                   | Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.   |
| <b>Bidding</b>                   | Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents, attendance at bid opening, and documentation and distribution of bidding results.   |
| <b>Analysis of Substitutions</b> | Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to receipt of bids.   |
| <b>Bid Evaluation</b>            | Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.  |
| <b>Contract Agreements</b>       | Assist using agency in notification of contract award, assistance in preparation of construction contract agreements when required, preparation and distribution of sets of contract documents for execution of the contract, receipt, distribution and processing, for agency approval, of required certificates of insurance, bonds and similar documents, and preparation and distribution to contractor(s) on behalf of the agency, of notice(s) to proceed with the work. |

## Construction Contract Administration Phase (27 Percent)

In the Construction Contract Administration phase, the A/E shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.

|   |   |
|---|---|
| <b>Project Administration</b>                         | Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.  |
| <b>Disciplines Coordination<br/>Document Checking</b> | Coordination between the architectural work and the work of engineering and other involved consultants for the project. Reviewing and checking of documents (required submittals) prepared for the project. |
| <b>Permitting Authority<br/>Consulting</b>            | Services relating to applicable laws, statutes, regulations and codes of regulating entities relating to the agency's interests during construction of the project.   |

**Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects**

|                                       |  |
|---------------------------------------|--|
| <b>Construction Administration</b>    | Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to agency, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.   |
| <b>Construction Field Observation</b> | Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents, and preparing related reports and communications. A/E to chair project meetings.  |
| <b>Project Representation</b>         | Services consisting of assisting the agency in selection of full- or part-time project representative(s).  |
| <b>Documents</b>                      | Services consisting of preparation, reproduction, and distribution of clarification documents and interpretations in response to requests for clarification by contractors or the user agency. Maintenance of records and coordination of communications relative to requests for clarification or information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated. |
| <b>Scheduling</b>                     | Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the user agency.  |
| <b>Cost Accounting</b>                | Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.  |

**Project Closeout (2 Percent)**

|   |  |
|---|--|
| <b>Project Closeout</b>                   | Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment. |
| <b>Record Documents (As-Builts)</b>       | Receive and review the contractors marked up field records. Supply the record documents to user agency. (Transferring the contractor’s record of field changes to the original record drawings may be authorized by the owner as an additional service.)   |
| <b>Operations and Maintenance Manuals</b> | Services consisting of processing, reviewing, commenting on, taking appropriate action, and transmitting Operations and Maintenance Manuals provided by the contractor to user agency.   |
| <b>Warranty Period</b>                    | Continued assistance to investigate contract problems that arise during the warranty period.   |

## A/E Extra Services/Reimbursables and Other Services

**The majority of projects should be completed within the structure of the basic fee schedule.**

However, some projects will be more complex and require a range of Extra Services/Reimbursables and Other Services, which will be negotiated for specific tasks. These services typically require specialist expertise and may not neatly fall within one phase of service or another. As projects become more complex, they demand a variety of special studies and services. Extra Services/Reimbursables are services generally provided by the same A/E providing the basic services, and Other Services are those services generally provided by additional specialty consultants, either as subs to the prime A/E or as independent consultants directly contracted with the agency.

Extra services are not intended as an adjustment to basic services and should reflect actual anticipated cost. The following provides a guideline for evaluating the pricing of Extra and Other services, and establishing the eligibility of reimbursable expenses.

### A. Pricing Consultants and Subconsultant Personnel

|   |  |
|---|--|
| <b>Multiplier</b>                       | Negotiated rate within a range of 2 to 3.2 times employee direct base salary (not including fringe benefits, taxes, retirement contributions, or profit sharing).  |
| <b>Employees of Firm</b>                | Negotiated rate not to exceed a maximum of \$150 per hour.   |
| <b>Principal of Firm</b>                | A Principal is defined as a partner of a partnership, a stockholder of a corporation, or a duly authorized officer. The negotiated rate is not to exceed \$200 per hour.                                   |
| <b>Special Consulting Services</b>      | When special consulting services not normally associated with traditional project design are necessary, the fee may be outside of the above guidelines (such as expert witness or special investigations). |
| <b>Service Charge on Sub-Consultant</b> | Ten percent service charge may be added to work incorporated by addenda to the original agreement.   |

### B. A/E Extra Services/Reimbursable Expenses

When drafting the A/E agreement, the Project Manager should review the following list in determining eligible reimbursable items. It is not all inclusive or exclusive and should only be used as a guide.

|  |   |
|--|---|
| <b>Alternative Cost Studies</b>                | Additional costing beyond the parametric estimates required in basic services as requested by the agency.   |
| <b>Energy Life Cycle Cost Analysis (ELCCA)</b> | All projects over 25,000 square feet are required by Chapter 39.35 RCW to be analyzed for the cost of energy consumption and operation during its entire economic life.   |
| <b>Life Cycle Cost Analysis (LCCA)</b>         | All projects valued over \$5,000,000 or projects constructing new building space over 5,000 square feet are required to perform a life cycle cost analysis to evaluate the total cost of ownership for the building or building system. Agencies will utilize the Life Cycle Cost Tool (LCCT) which standardizes rates and methodology to perform the analysis. |
| <b>Commissioning and Training</b>              | Cost to the A/E of assembly, tabulation, and indexing of all shop drawings and submittals on all equipment, controls, systems, and participating in an independent commissioning of the project and providing initial operator training on the maintenance of systems.  |

**Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects**

|   |  |
|---|--|
| <b>Enhanced Commissioning</b>                                   | A longer post occupancy phase, commonly referred to as enhanced commissioning, may be necessary to achieve the long-term desired performance of a new building or system. This work generally includes monitoring energy performance after construction, additional training to facility staff, and system adjustments to ensure the building continues to operate as originally designed. |
| <b>On-Site Representative</b>                                   | On-site observation beyond the periodic site visits required under basic services for construction field observation.  |
| <b>Thermal Scans</b>  | Cost of an examination of a structure for thermal loss on existing facilities to be remodeled.   |
| <b>Value Engineering Participation and Implementation</b>       | Cost to the A/E for participation in the value engineering study and implementation of the accepted ideas that generate during the study.  |
| <b>Travel and Per Diem</b>                                      | Customary and approved costs to A/E during the course of basic and additional services (based on state rates and limited to between 50 and 350 miles).   |
| <b>Renderings, Presentations, and Models</b>                    | Cost for special presentations, renderings, and models required for the project.   |
| <b>Document Reproduction</b>                                    | Additional cost of printing and mailing bidding and construction documents.  |
| <b>Advertising</b>  | Cost of required advertisements and placing bidding documents in plan centers announcing the bidding of the project.   |
| <b>Constructability Review Participation and Implementation</b> | Cost to the A/E for participation in the constructability review and implementation of the accepted changes.   |
| <b>Leadership in Energy and Environmental Design</b>            | Cost of providing services for negotiation, documentation, and associated services required for sustainable design project certificates with the U.S. Green Building Council.  |
| <b>Separate Bid Packages</b>                                    | Cost to the A/E for preparation of separate bid packages typically used in GC/CM type projects.  |
| <b>Professional Liability Insurance</b>                         | Where coverage is required in excess of \$1 million, reimbursement of excess premium costs will be considered as a reimbursable cost.  |

C. A/E Other Services

|                                   |  |
|-----------------------------------|--|
| <b>Consultant Selection Cost</b>  | Additional costs for private sector members of a selection committee if required (Chapter 39.80 RCW).  |
| <b>Specialty Consultants</b>      | <p>Cost of only those additional consultant services beyond A/E services provided under basic services. Specialty consultants include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Acoustical Consultant</li> <li>• Civil Engineering additional services may include: <ul style="list-style-type: none"> <li>◆ Studies, reports, and calculations required to determine adequacy of existing systems or those required for permit review such as drainage, fire protection, or sewer</li> <li>◆ Storm drainage design and connections</li> <li>◆ Design or study of issues for "sensitive areas" such as wetlands, steep slopes, or flood plains</li> <li>◆ Water supply connections to wells, treatment systems, storage, and off-site main extensions</li> <li>◆ Sanitary sewer design and infrastructure</li> <li>◆ Road and pavement improvements</li> <li>◆ Storm water quality and quantity computations, reports, design and details</li> <li>◆ Temporary erosion and sediment control reports and drawings</li> <li>◆ Special studies and reports for other agencies</li> </ul> </li> <li>• Communications Consultant</li> <li>• Cost Estimating Consultant</li> <li>• Electronic/Audio Visual Consultant</li> <li>• Elevator Consultant</li> <li>• Hazardous Material Consultant</li> <li>• Hospital/Laboratory Consultant Interior</li> <li>• Design Consultant Indoor Air Quality</li> <li>• Consultant Kitchen Consultant</li> <li>• Landscape Consultant</li> <li>• Quality Control Consultant Security Consultant</li> </ul> |
| <b>Geotechnical Investigation</b> | Cost of subsurface testing and evaluation.   |
| <b>Commissioning</b>              | Cost of an independent commissioning of the project.   |
| <b>HVAC Balancing</b>             | Cost to balance systems.   |
| <b>Site Survey</b>                | Cost of conducting a survey independent from design A/E.   |
| <b>Testing</b>                    | Cost of a technician's services in acquiring and testing samples of materials used in the project as required in the state building code.  |
| <b>Energy LCCA Review</b>         | Fee to be paid for review of the energy life cycle cost analysis.  |
| <b>Value Engineering</b>          | Cost for performing the required value engineering study on a project by an independent multi-disciplined team.  |



## Guidelines for Determining Architect/Engineering Fees for Public Works Building Projects

|   |   |
|---|---|
| <b>Constructability Review/Plan Check</b> | Cost for an independent consultant or contractor to review bid documents and determine if a project can be built as designed. |
| <b>Graphics</b>                           | Cost of special graphic and signage design.   |
| <b>Design/Code Plan Check</b>             | Cost of an independent plan check if not available within the local jurisdiction.   |
| <b>Other</b>                              | Costs for requested documents, fax expenses, and special mail service when requested by owner.                                |

### D. Non-Eligible Expenses

- Consultants hired at A/E's option to perform basic services required by contract.
- Postage and handling of submittals, bid documents, correspondence, etc.
- Telephone expenses (local calls and line service).
- Copies of documents used by the A/E to perform normal services and not provided to owner.

## A/E Fee Schedule - Building Types

| <b><u>Schedule A</u></b>  | <b><u>Schedule B</u></b>   | <b><u>Schedule C</u></b>  |
|---|--|---|
| <p><b>Facilities with more than average design difficulty:</b></p> <ul style="list-style-type: none"> <li>Art galleries</li> <li>Auditoriums (with stage)</li> <li>Communications buildings</li> <li>Courthouses</li> <li>Detention/correctional facilities, maximum</li> <li>Exposition buildings</li> <li>Extended care facilities</li> <li>Fish hatcheries</li> <li>Heating and power plants</li> <li>Hospitals</li> <li>Laboratories (research)</li> <li>Medical office facilities and clinics</li> <li>Mental institutions</li> <li>Museums</li> <li>Observatories</li> <li>Research facilities</li> <li>Sewer treatment plants</li> <li>Special schools</li> <li>Theaters and similar facilities</li> <li>Veterinary hospitals</li> <li>Water treatment plants</li> </ul> | <p><b>Facilities with average difficulty:</b></p> <ul style="list-style-type: none"> <li>Apartment buildings</li> <li>Archive building</li> <li>Armories</li> <li>Auditoriums (without stage)</li> <li>College classroom facilities</li> <li>Computer rooms</li> <li>Convention facilities</li> <li>Day care families</li> <li>Detention/correctional facilities, minimum and medium</li> <li>Dining halls/institutes</li> <li>Dormitories</li> <li>Fire and police stations</li> <li>Gymnasiums</li> <li>Laundry and cleaning facilities</li> <li>Libraries</li> <li>Neighborhood centers and similar recreation facilities</li> <li>Nursing homes</li> <li>Office buildings</li> <li>Recreational building</li> <li>Residences</li> <li>Schools (primary and secondary)</li> <li>Science labs (teaching)</li> <li>Stadiums, multi-purpose</li> <li>Storage facilities, cold</li> <li>Transportation terminals</li> <li>Vocational schools</li> </ul> | <p><b>Projects with less than average design difficulty:</b></p> <ul style="list-style-type: none"> <li>Civil and utility projects</li> <li>Emergency generator facilities</li> <li>Farm structures</li> <li>Greenhouses</li> <li>Guard towers</li> <li>Industrial buildings without special facilities</li> <li>Parking structures and garages</li> <li>Printing plants</li> <li>Prototype facilities (for any replication of previously designed facility)</li> <li>Service garages</li> <li>Shop and maintenance facilities</li> <li>Simple loft-type structures (without special equipment)</li> <li>Stadiums, grandstand type</li> <li>Warehouses</li> </ul> |

**EXHIBIT A**  
**A/E FEE SCHEDULE**

| <b>MACC</b> | <b>Sch A</b>  | <b>Sch B</b> | <b>Sch C</b> | <b>MACC</b> | <b>Sch A</b> | <b>Sch B</b> | <b>Sch C</b> |
|-------------|---|--------------|--------------|-------------|--------------|--------------|--------------|
| \$100,000   |   |              |              | \$4,100,000 | 10.40%       | 8.99%        | 7.59%        |
| \$200,000   |   |              |              | \$4,200,000 | 10.37%       | 8.97%        | 7.57%        |
| \$300,000   |   |              |              | \$4,300,000 | 10.34%       | 8.94%        | 7.54%        |
| \$400,000   | Basic Services fee amount to be<br>negotiated for projects with a MACC<br>less than \$1,000,000 |              |              | \$4,400,000 | 10.32%       | 8.92%        | 7.52%        |
| \$500,000   |   |              |              | \$4,500,000 | 10.29%       | 8.90%        | 7.50%        |
| \$600,000   |   |              |              | \$4,600,000 | 10.27%       | 8.87%        | 7.48%        |
| \$700,000   |   |              |              | \$4,700,000 | 10.24%       | 8.85%        | 7.46%        |
| \$800,000   |   |              |              | \$4,800,000 | 10.22%       | 8.83%        | 7.44%        |
| \$900,000   |   |              |              | \$4,900,000 | 10.20%       | 8.81%        | 7.42%        |
| \$1,000,000 | 11.75%  | 10.30%       | 8.85%        | \$5,000,000 | 10.17%       | 8.79%        | 7.40%        |
| \$1,100,000 | 11.67%  | 10.22%       | 8.77%        | \$5,100,000 | 10.15%       | 8.77%        | 7.38%        |
| \$1,200,000 | 11.60%  | 10.15%       | 8.70%        | \$5,200,000 | 10.13%       | 8.75%        | 7.36%        |
| \$1,300,000 | 11.53%  | 10.08%       | 8.63%        | \$5,300,000 | 10.11%       | 8.73%        | 7.35%        |
| \$1,400,000 | 11.46%  | 10.01%       | 8.56%        | \$5,400,000 | 10.09%       | 8.71%        | 7.33%        |
| \$1,500,000 | 11.40%  | 9.95%        | 8.50%        | \$5,500,000 | 10.06%       | 8.69%        | 7.31%        |
| \$1,600,000 | 11.34%  | 9.89%        | 8.45%        | \$5,600,000 | 10.04%       | 8.67%        | 7.29%        |
| \$1,700,000 | 11.29%  | 9.84%        | 8.39%        | \$5,700,000 | 10.02%       | 8.65%        | 7.28%        |
| \$1,800,000 | 11.23%  | 9.79%        | 8.34%        | \$5,800,000 | 10.00%       | 8.63%        | 7.26%        |
| \$1,900,000 | 11.18%  | 9.74%        | 8.29%        | \$5,900,000 | 9.98%        | 8.61%        | 7.24%        |
| \$2,000,000 | 11.13%  | 9.69%        | 8.25%        | \$6,000,000 | 9.96%        | 8.60%        | 7.23%        |
| \$2,100,000 | 11.09%  | 9.65%        | 8.20%        | \$6,100,000 | 9.94%        | 8.58%        | 7.21%        |
| \$2,200,000 | 11.04%  | 9.60%        | 8.16%        | \$6,200,000 | 9.93%        | 8.56%        | 7.20%        |
| \$2,300,000 | 11.00%  | 9.56%        | 8.12%        | \$6,300,000 | 9.91%        | 8.54%        | 7.18%        |
| \$2,400,000 | 10.96%  | 9.52%        | 8.08%        | \$6,400,000 | 9.89%        | 8.53%        | 7.17%        |
| \$2,500,000 | 10.92%  | 9.48%        | 8.05%        | \$6,500,000 | 9.87%        | 8.51%        | 7.15%        |
| \$2,600,000 | 10.88%  | 9.44%        | 8.01%        | \$6,600,000 | 9.85%        | 8.49%        | 7.14%        |
| \$2,700,000 | 10.84%  | 9.41%        | 7.98%        | \$6,700,000 | 9.83%        | 8.48%        | 7.12%        |
| \$2,800,000 | 10.80%  | 9.37%        | 7.94%        | \$6,800,000 | 9.82%        | 8.46%        | 7.11%        |
| \$2,900,000 | 10.76%  | 9.34%        | 7.91%        | \$6,900,000 | 9.80%        | 8.45%        | 7.09%        |
| \$3,000,000 | 10.73%  | 9.30%        | 7.88%        | \$7,000,000 | 9.78%        | 8.43%        | 7.08%        |
| \$3,100,000 | 10.70%  | 9.27%        | 7.85%        | \$7,100,000 | 9.77%        | 8.42%        | 7.07%        |
| \$3,200,000 | 10.66%  | 9.24%        | 7.82%        | \$7,200,000 | 9.75%        | 8.40%        | 7.05%        |
| \$3,300,000 | 10.63%  | 9.21%        | 7.79%        | \$7,300,000 | 9.73%        | 8.39%        | 7.04%        |
| \$3,400,000 | 10.60%  | 9.18%        | 7.76%        | \$7,400,000 | 9.72%        | 8.37%        | 7.03%        |
| \$3,500,000 | 10.57%  | 9.15%        | 7.74%        | \$7,500,000 | 9.70%        | 8.36%        | 7.01%        |
| \$3,600,000 | 10.54%  | 9.12%        | 7.71%        | \$7,600,000 | 9.68%        | 8.34%        | 7.00%        |
| \$3,700,000 | 10.51%  | 9.10%        | 7.68%        | \$7,700,000 | 9.67%        | 8.33%        | 6.99%        |
| \$3,800,000 | 10.48%  | 9.07%        | 7.66%        | \$7,800,000 | 9.65%        | 8.31%        | 6.97%        |
| \$3,900,000 | 10.45%  | 9.04%        | 7.63%        | \$7,900,000 | 9.64%        | 8.30%        | 6.96%        |
| \$4,000,000 | 10.42%  | 9.02%        | 7.61%        | \$8,000,000 | 9.62%        | 8.29%        | 6.95%        |

| MACC         | Sch A | Sch B | Sch C | MACC         | Sch A | Sch B | Sch C |
|--------------|-------|-------|-------|--------------|-------|-------|-------|
| \$8,100,000  | 9.61% | 8.27% | 6.94% | \$12,100,000 | 9.11% | 7.83% | 6.55% |
| \$8,200,000  | 9.59% | 8.26% | 6.93% | \$12,200,000 | 9.10% | 7.82% | 6.54% |
| \$8,300,000  | 9.58% | 8.25% | 6.91% | \$12,300,000 | 9.09% | 7.81% | 6.53% |
| \$8,400,000  | 9.56% | 8.23% | 6.90% | \$12,400,000 | 9.08% | 7.80% | 6.52% |
| \$8,500,000  | 9.55% | 8.22% | 6.89% | \$12,500,000 | 9.07% | 7.79% | 6.52% |
| \$8,600,000  | 9.53% | 8.21% | 6.88% | \$12,600,000 | 9.06% | 7.78% | 6.51% |
| \$8,700,000  | 9.52% | 8.19% | 6.87% | \$12,700,000 | 9.05% | 7.77% | 6.50% |
| \$8,800,000  | 9.51% | 8.18% | 6.86% | \$12,800,000 | 9.04% | 7.76% | 6.49% |
| \$8,900,000  | 9.49% | 8.17% | 6.85% | \$12,900,000 | 9.03% | 7.76% | 6.49% |
| \$9,000,000  | 9.48% | 8.16% | 6.84% | \$13,000,000 | 9.02% | 7.75% | 6.48% |
| \$9,100,000  | 9.46% | 8.14% | 6.83% | \$13,100,000 | 9.01% | 7.74% | 6.47% |
| \$9,200,000  | 9.45% | 8.13% | 6.81% | \$13,200,000 | 9.00% | 7.73% | 6.46% |
| \$9,300,000  | 9.44% | 8.12% | 6.80% | \$13,300,000 | 8.99% | 7.72% | 6.46% |
| \$9,400,000  | 9.42% | 8.11% | 6.79% | \$13,400,000 | 8.98% | 7.71% | 6.45% |
| \$9,500,000  | 9.41% | 8.10% | 6.78% | \$13,500,000 | 8.97% | 7.70% | 6.44% |
| \$9,600,000  | 9.40% | 8.09% | 6.77% | \$13,600,000 | 8.96% | 7.70% | 6.43% |
| \$9,700,000  | 9.39% | 8.07% | 6.76% | \$13,700,000 | 8.95% | 7.69% | 6.43% |
| \$9,800,000  | 9.37% | 8.06% | 6.75% | \$13,800,000 | 8.94% | 7.68% | 6.42% |
| \$9,900,000  | 9.36% | 8.05% | 6.74% | \$13,900,000 | 8.93% | 7.67% | 6.41% |
| \$10,000,000 | 9.35% | 8.04% | 6.73% | \$14,000,000 | 8.92% | 7.66% | 6.40% |
| \$10,100,000 | 9.33% | 8.03% | 6.72% | \$14,100,000 | 8.91% | 7.65% | 6.40% |
| \$10,200,000 | 9.32% | 8.02% | 6.71% | \$14,200,000 | 8.90% | 7.65% | 6.39% |
| \$10,300,000 | 9.31% | 8.01% | 6.70% | \$14,300,000 | 8.89% | 7.64% | 6.38% |
| \$10,400,000 | 9.30% | 8.00% | 6.70% | \$14,400,000 | 8.88% | 7.63% | 6.38% |
| \$10,500,000 | 9.29% | 7.99% | 6.69% | \$14,500,000 | 8.88% | 7.62% | 6.37% |
| \$10,600,000 | 9.27% | 7.98% | 6.68% | \$14,600,000 | 8.87% | 7.61% | 6.36% |
| \$10,700,000 | 9.26% | 7.97% | 6.67% | \$14,700,000 | 8.86% | 7.61% | 6.36% |
| \$10,800,000 | 9.25% | 7.95% | 6.66% | \$14,800,000 | 8.85% | 7.60% | 6.35% |
| \$10,900,000 | 9.24% | 7.94% | 6.65% | \$14,900,000 | 8.84% | 7.59% | 6.34% |
| \$11,000,000 | 9.23% | 7.93% | 6.64% | \$15,000,000 | 8.83% | 7.58% | 6.34% |
| \$11,100,000 | 9.22% | 7.92% | 6.63% | \$15,100,000 | 8.82% | 7.58% | 6.33% |
| \$11,200,000 | 9.21% | 7.91% | 6.62% | \$15,200,000 | 8.81% | 7.57% | 6.32% |
| \$11,300,000 | 9.19% | 7.90% | 6.61% | \$15,300,000 | 8.81% | 7.56% | 6.32% |
| \$11,400,000 | 9.18% | 7.89% | 6.61% | \$15,400,000 | 8.80% | 7.55% | 6.31% |
| \$11,500,000 | 9.17% | 7.88% | 6.60% | \$15,500,000 | 8.79% | 7.55% | 6.30% |
| \$11,600,000 | 9.16% | 7.87% | 6.59% | \$15,600,000 | 8.78% | 7.54% | 6.30% |
| \$11,700,000 | 9.15% | 7.87% | 6.58% | \$15,700,000 | 8.77% | 7.53% | 6.29% |
| \$11,800,000 | 9.14% | 7.86% | 6.57% | \$15,800,000 | 8.76% | 7.52% | 6.29% |
| \$11,900,000 | 9.13% | 7.85% | 6.56% | \$15,900,000 | 8.76% | 7.52% | 6.28% |
| \$12,000,000 | 9.12% | 7.84% | 6.56% | \$16,000,000 | 8.75% | 7.51% | 6.27% |

| MACC         | Sch A | Sch B | Sch C | MACC         | Sch A | Sch B | Sch C |
|--------------|-------|-------|-------|--------------|-------|-------|-------|
| \$16,100,000 | 8.74% | 7.50% | 6.27% | \$20,100,000 | 8.45% | 7.25% | 6.05% |
| \$16,200,000 | 8.73% | 7.50% | 6.26% | \$20,200,000 | 8.44% | 7.24% | 6.04% |
| \$16,300,000 | 8.72% | 7.49% | 6.26% | \$20,300,000 | 8.43% | 7.24% | 6.04% |
| \$16,400,000 | 8.71% | 7.48% | 6.25% | \$20,400,000 | 8.43% | 7.23% | 6.03% |
| \$16,500,000 | 8.71% | 7.48% | 6.24% | \$20,500,000 | 8.42% | 7.23% | 6.03% |
| \$16,600,000 | 8.70% | 7.47% | 6.24% | \$20,600,000 | 8.41% | 7.22% | 6.03% |
| \$16,700,000 | 8.69% | 7.46% | 6.23% | \$20,700,000 | 8.41% | 7.21% | 6.02% |
| \$16,800,000 | 8.68% | 7.45% | 6.23% | \$20,800,000 | 8.40% | 7.21% | 6.02% |
| \$16,900,000 | 8.68% | 7.45% | 6.22% | \$20,900,000 | 8.39% | 7.20% | 6.01% |
| \$17,000,000 | 8.67% | 7.44% | 6.21% | \$21,000,000 | 8.39% | 7.20% | 6.01% |
| \$17,100,000 | 8.66% | 7.43% | 6.21% | \$21,100,000 | 8.38% | 7.19% | 6.00% |
| \$17,200,000 | 8.65% | 7.43% | 6.20% | \$21,200,000 | 8.38% | 7.19% | 6.00% |
| \$17,300,000 | 8.64% | 7.42% | 6.20% | \$21,300,000 | 8.37% | 7.18% | 5.99% |
| \$17,400,000 | 8.64% | 7.41% | 6.19% | \$21,400,000 | 8.36% | 7.18% | 5.99% |
| \$17,500,000 | 8.63% | 7.41% | 6.19% | \$21,500,000 | 8.36% | 7.17% | 5.98% |
| \$17,600,000 | 8.62% | 7.40% | 6.18% | \$21,600,000 | 8.35% | 7.16% | 5.98% |
| \$17,700,000 | 8.61% | 7.39% | 6.17% | \$21,700,000 | 8.34% | 7.16% | 5.97% |
| \$17,800,000 | 8.61% | 7.39% | 6.17% | \$21,800,000 | 8.34% | 7.15% | 5.97% |
| \$17,900,000 | 8.60% | 7.38% | 6.16% | \$21,900,000 | 8.33% | 7.15% | 5.96% |
| \$18,000,000 | 8.59% | 7.38% | 6.16% | \$22,000,000 | 8.33% | 7.14% | 5.96% |
| \$18,100,000 | 8.59% | 7.37% | 6.15% | \$22,100,000 | 8.32% | 7.14% | 5.96% |
| \$18,200,000 | 8.58% | 7.36% | 6.15% | \$22,200,000 | 8.31% | 7.13% | 5.95% |
| \$18,300,000 | 8.57% | 7.36% | 6.14% | \$22,300,000 | 8.31% | 7.13% | 5.95% |
| \$18,400,000 | 8.56% | 7.35% | 6.14% | \$22,400,000 | 8.30% | 7.12% | 5.94% |
| \$18,500,000 | 8.56% | 7.34% | 6.13% | \$22,500,000 | 8.30% | 7.12% | 5.94% |
| \$18,600,000 | 8.55% | 7.34% | 6.13% | \$22,600,000 | 8.29% | 7.11% | 5.93% |
| \$18,700,000 | 8.54% | 7.33% | 6.12% | \$22,700,000 | 8.28% | 7.11% | 5.93% |
| \$18,800,000 | 8.54% | 7.33% | 6.12% | \$22,800,000 | 8.28% | 7.10% | 5.93% |
| \$18,900,000 | 8.53% | 7.32% | 6.11% | \$22,900,000 | 8.27% | 7.10% | 5.92% |
| \$19,000,000 | 8.52% | 7.31% | 6.10% | \$23,000,000 | 8.27% | 7.09% | 5.92% |
| \$19,100,000 | 8.51% | 7.31% | 6.10% | \$23,100,000 | 8.26% | 7.09% | 5.91% |
| \$19,200,000 | 8.51% | 7.30% | 6.09% | \$23,200,000 | 8.26% | 7.08% | 5.91% |
| \$19,300,000 | 8.50% | 7.30% | 6.09% | \$23,300,000 | 8.25% | 7.08% | 5.90% |
| \$19,400,000 | 8.49% | 7.29% | 6.08% | \$23,400,000 | 8.24% | 7.07% | 5.90% |
| \$19,500,000 | 8.49% | 7.28% | 6.08% | \$23,500,000 | 8.24% | 7.07% | 5.90% |
| \$19,600,000 | 8.48% | 7.28% | 6.07% | \$23,600,000 | 8.23% | 7.06% | 5.89% |
| \$19,700,000 | 8.47% | 7.27% | 6.07% | \$23,700,000 | 8.23% | 7.06% | 5.89% |
| \$19,800,000 | 8.47% | 7.27% | 6.06% | \$23,800,000 | 8.22% | 7.05% | 5.88% |
| \$19,900,000 | 8.46% | 7.26% | 6.06% | \$23,900,000 | 8.22% | 7.05% | 5.88% |
| \$20,000,000 | 8.45% | 7.25% | 6.05% | \$24,000,000 | 8.21% | 7.04% | 5.87% |

| MACC         | Sch A | Sch B | Sch C | MACC         | Sch A | Sch B | Sch C |
|--------------|-------|-------|-------|--------------|-------|-------|-------|
| \$24,100,000 | 8.20% | 7.04% | 5.87% | \$28,000,000 | 8.00% | 6.86% | 5.72% |
| \$24,200,000 | 8.20% | 7.03% | 5.87% | \$29,000,000 | 7.96% | 6.82% | 5.69% |
| \$24,300,000 | 8.19% | 7.03% | 5.86% | \$30,000,000 | 7.91% | 6.78% | 5.66% |
| \$24,400,000 | 8.19% | 7.02% | 5.86% | \$31,000,000 | 7.86% | 6.74% | 5.62% |
| \$24,500,000 | 8.18% | 7.02% | 5.85% | \$32,000,000 | 7.82% | 6.71% | 5.59% |
| \$24,600,000 | 8.18% | 7.01% | 5.85% | \$33,000,000 | 7.78% | 6.67% | 5.56% |
| \$24,700,000 | 8.17% | 7.01% | 5.85% | \$34,000,000 | 7.74% | 6.64% | 5.53% |
| \$24,800,000 | 8.17% | 7.00% | 5.84% | \$35,000,000 | 7.70% | 6.60% | 5.50% |
| \$24,900,000 | 8.16% | 7.00% | 5.84% | \$36,000,000 | 7.66% | 6.57% | 5.48% |
| \$25,000,000 | 8.16% | 6.99% | 5.83% | \$37,000,000 | 7.62% | 6.54% | 5.45% |
| \$25,100,000 | 8.15% | 6.99% | 5.83% | \$38,000,000 | 7.59% | 6.51% | 5.42% |
| \$25,200,000 | 8.14% | 6.99% | 5.83% | \$39,000,000 | 7.55% | 6.47% | 5.40% |
| \$25,300,000 | 8.14% | 6.98% | 5.82% | \$40,000,000 | 7.52% | 6.45% | 5.37% |
| \$25,400,000 | 8.13% | 6.98% | 5.82% | \$41,000,000 | 7.48% | 6.42% | 5.35% |
| \$25,500,000 | 8.13% | 6.97% | 5.82% | \$42,000,000 | 7.45% | 6.39% | 5.32% |
| \$25,600,000 | 8.12% | 6.97% | 5.81% | \$43,000,000 | 7.42% | 6.36% | 5.30% |
| \$25,700,000 | 8.12% | 6.96% | 5.81% | \$44,000,000 | 7.39% | 6.33% | 5.28% |
| \$25,800,000 | 8.11% | 6.96% | 5.80% | \$45,000,000 | 7.36% | 6.31% | 5.26% |
| \$25,900,000 | 8.11% | 6.95% | 5.80% | \$46,000,000 | 7.33% | 6.28% | 5.24% |
| \$26,000,000 | 8.10% | 6.95% | 5.80% | \$47,000,000 | 7.30% | 6.26% | 5.21% |
| \$26,100,000 | 8.10% | 6.94% | 5.79% | \$48,000,000 | 7.27% | 6.23% | 5.19% |
| \$26,200,000 | 8.09% | 6.94% | 5.79% | \$49,000,000 | 7.24% | 6.21% | 5.17% |
| \$26,300,000 | 8.09% | 6.94% | 5.78% | \$50,000,000 | 7.21% | 6.18% | 5.15% |
| \$26,400,000 | 8.08% | 6.93% | 5.78% | \$51,000,000 | 7.19% | 6.16% | 5.13% |
| \$26,500,000 | 8.08% | 6.93% | 5.78% | \$52,000,000 | 7.16% | 6.14% | 5.12% |
| \$26,600,000 | 8.07% | 6.92% | 5.77% | \$53,000,000 | 7.13% | 6.12% | 5.10% |
| \$26,700,000 | 8.07% | 6.92% | 5.77% | \$54,000,000 | 7.11% | 6.09% | 5.08% |
| \$26,800,000 | 8.06% | 6.91% | 5.77% | \$55,000,000 | 7.08% | 6.07% | 5.06% |
| \$26,900,000 | 8.06% | 6.91% | 5.76% | \$56,000,000 | 7.06% | 6.05% | 5.04% |
| \$27,000,000 | 8.05% | 6.91% | 5.76% | \$57,000,000 | 7.03% | 6.03% | 5.03% |
|              |       |       |       | \$58,000,000 | 7.01% | 6.01% | 5.01% |
|              |       |       |       | \$59,000,000 | 6.99% | 5.99% | 4.99% |
|              |       |       |       | \$60,000,000 | 6.96% | 5.97% | 4.98% |

**SCHEDULE A** =  $90 / (625 + (\text{MACC} / (5357/2418)) ^ 0.38)$

**SCHEDULE B** =  $(\text{SCHEDULE A} + \text{SCHEDULE C}) / 2$

**SCHEDULE C** =  $(9.03 / (57.3 + (\text{MACC} / (5357/2418))^0.25)) - 0.02$

Good Afternoon Chief Speiser,

Per your request below, we are providing you with our estimates for the noted facilities:

| Facility                 | Estimated SF | Estimated Cost | Estimated Fees* |
|--------------------------|--------------|----------------|-----------------|
| Station 1 (Single Story) | 24,810       | \$ 14,886,000  | \$ 1,488,600    |
| Station 1 (Two Story)    | 26,310       | \$ 15,786,000  | \$ 1,578,600    |
| FD Administration        | 13,700       | \$ 7,535,000   | \$ 753,500      |

\*These fees would be considered completed project fees (design through construction). Design only fees (excludes bidding & construction) would be 70% of full fees. 70% fees are indicated below. These fees exclude: 1) Fixtures/Furniture/Equipment Design, 2) Special Inspections & Testing, 3) Expenses, 4) Geotechnical Investigation, and 5) Survey Services.

|                          |              |
|--------------------------|--------------|
| Station 1 (Single Story) | \$ 1,042,020 |
| Station 1 (Two Story)    | \$ 1,105,020 |
| FD Administration        | \$ 527,450   |

We would offer the following explanations of the above information:

- 1. Single Story Station** – The original study recommended space needs of 24,310 gross square feet for Station 1. You requested that we include space for a large conference/small training room. We are estimating this space to require approximately 500 gross square feet for a total gross square footage of 24,810. The original study recommended a budget for Station 1 replacement of between \$9,200,000 to \$9,750,000 (including contingency) or approximately \$410/SF. Cheyenne completed 3 new fire stations in 2019/2020 at a cost of approximately \$429/SF. We are estimating the cost for a new fire station in Casper at a cost of approximately \$600/SF which would exclude any contingency. This is approximately a 40% increase between 2019 and 2022; 3 years of escalation and price increases. This unit value is, by no means, the Taj Mahal of fire station facility cost. However, we believe this is a prudent cost estimate for current facility costs; cost for 2022. Design fees are estimated at 10% and considered median range. However, without a final floor plan and site plan, it is very difficult to say with certainty that the median fees would be adequate.
- 2. Two Story Station** – While the original plan noted the two story station to be slightly less square footage than the single story plan, this condition is not yet proven. Therefore, we are recommending a greater square footage for the two story of approximately which would include two stairways (1,000 SF) and an elevator (500 SF). Again, without a final floor plan and site to assess, this would be our recommendation at this time.
- 3. Administration** – You requested that we provide separate information for Fire Administration. The original study recommended space needs of approximately 13,700 gross square feet (which included a training room/large conference room). If Station 1 and the Fire Administration were co-located, we believe there could be a space reduction of between 500 to 1,000 SF (500 SF/training & 500 SF/fitness). We are estimating the cost for the administration at \$550/SF and a design fee of 10%. Both of these values are considered on the high side but not exorbitantly high.

As you also requested, you asked about what a funding amount of \$1,000,000 would cover for the project. We have presented fees for 70% funding of full design services; design services that would complete all design work except bidding/negotiation and construction administration. As you can see, that funding amount would generally complete design services for either station option.

You will likely have questions to clarify in regards to the above information. We would happy to complete a meeting to discuss such questions or needed clarifications. Please let us know if you would like to conference or what other information is lacking from the above?

Thank you and we appreciate the opportunity to be of service to Casper Fire/EMS and the City of Casper.

**Rick Kuhl** RA, MBA


principal



North Kansas City, MO  
816.300.4101  
Kansas City, KS  
913.287.1900



October 12, 2022

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, City Clerk/Assistant to the City Manager

SUBJECT: 1%#17 Community Projects Process Memo

**Meeting Type & Date**

Council Work Session  
October 25, 2022

**Action type**

Direction Requested

**Recommendation:**

Staff is requesting direction from the City Council regarding a proposed process for moving forward with applications from community nonprofit organizations for funding from 1%#17. Staff would like to know 1) If changes are needed to the application, 2) If any of the policy options should be applied prior to the applications being opened, 3) What role Council would like Staff to play in the screening of applications?

**Summary:**

The City Council agreed to set aside \$2.25 million of 1%#17 Sales Tax to fund community projects. Per state statutes, public funds can only be used for: 1.) General government support; 2.) Improvements to publicly-owned facilities (the City can spend funds to make improvements to facilities that are owned by the City or by another governmental unit); 3.) Necessary support of the poor - all of the benefits of the project would go to income-qualifying clients or individuals; 4.) Support economic development for the community; and, 5.) Promote the community.

Before staff proceeds to accept applications for funding from nonprofit organizations for 1%#17 it will be important to review the process which was used to determine how to allocate the funds from 1% #16. A timeframe has been suggested for following the process and changes may be directed by Council.

**Application Process**

1. Solicitation of Applications—Notices will be published in the Casper Star Tribune and on the City's website listing the specific guidelines and dates for submitting applications for the 1%#17 monies. Additionally, staff will applications to organization who applied for funding in the past and any organizations who asked to be placed on a notification list.

***The applications period will be open from November 14, 2022 through January 6, 2023.*** The draft application form is attached for Council review.

2. Applicant Interviews — It is suggested that Council conduct a public meeting which would invite all of the applicants to make a brief presentation about their application and then respond to questions from the City Council. *Dates in January and/or February will be set aside* depending on the number of applications received for applicants to present their projects to the Council. Council could structure the interviews with a short (three to five minute) statement from the applicant with the rest of the time spent answering specific questions from Council members.
3. Elimination Round — ***After the presentations*** the Council may come to a consensus that some of the projects are not appropriate for 1%#17 Sales Tax funding. The "elimination round" of voting would require that each applicant receive a majority of the Council's support. Applicants that failed to receive at least five affirmative votes would be eliminated from consideration and not receive any 1%#17 funding. Applicants that receive 5 or more votes would proceed to the next level of consideration.
4. Funding Decisions — Once the final projects have been identified Council will then be ready to allocate the \$2.25 million in 1%#17 funds between the applicants. The allocation process could include a discussion not only about the level of funding, but also what other requirements may be imposed such as the timing of the public funding availability, fundraising expectations, contractual obligations and required documentation, etc. Staff can also aid in any screening Council would find useful, for example, staff could screen out any organization or requests that bear no legal basis for the City to provide funding. These decisions would come together in a Council work session in ***March or April***, leaving ***May and June*** of the fiscal year for the staff to prepare and bring the contracts to Council for formal approval.

### Policy Options

Funding decisions and screening could also be directed by specific agreed upon policy options as described below:

#### 1. Other Funding Required

Public dollars do not necessarily need to be available at the start of the project. The City Council could require organizations to meet stated fundraising targets before the 1%#17 funds are released. Council could also make funding dependent on meeting other requirements such as leveraging the public funds to secure other funding. Funding could also be tied to specific programs or benefits that support a specific population or meet a targeted objective.

#### 2. Capital or Operational Expenses

The 1%#17 Sales Tax is a temporary funding source, so it has traditionally been used for one-time purchases like vehicles, equipment and construction projects within the City. However, some of the applicants in the past have requested funds for operational expenses. Examples include the Community Action Partnership which has received funding for the purpose of making grants for operations to social service agencies in

the community. Council could review each application on a case-by-case basis, or it could establish rules for if and to what extent, it will pay for operational expenses.

### 3. Non-Casper Projects

Certain programs or projects may be based outside of Casper, such that Casper residents are not the primary beneficiaries. Council will need to decide if and to what extent, these projects should be eligible for funding.

### 4. Ownership

Traditionally, 1% Sales Tax Funds have been used to purchase property that is owned by the City of Casper, or by another governmental entity. However, some of the proposals in the past have been requests for investment of City funds to purchase or renovate buildings or equipment that the City will not ultimately own. This may pose legal issues and the Council will have to decide on a policy level whether tax dollars can be invested in buildings or equipment that would ultimately be owned by a private, non-profit organization. An example would be funding for the YMCA which required an agreement to provide certain services to benefit the poor (income qualified clients or individuals).

### **Financial Considerations**

If 1%#17 passes, the City will provide 2.25 million dollars of funding to outside agencies.

### **Oversight/Project Responsibility**

Fleur Tremel, City Clerk

### **Attachments**

1%#16 Awarded Organizations

Draft Application

## 16 Awarded Organizations

|  |                       |
|--|-----------------------|
| Self Help Center                         | \$220,555.56          |
| Casper Mountain Ski Patrol               | \$3,000.00            |
| UW Extension of Natrona County           | \$99,013.33           |
| Natrona County Public Library            | \$300,814.81          |
| CASA (Court Appointed Special Advocates) | \$15,555.56           |
| Mercer Family Resource Center            | \$128,022.22          |
| Children's Advocacy Project              | \$138,333.33          |
| Joshua's Storehouse                      | \$13,000.00           |
| Casper Sports Alliance                   | \$37,444.44           |
| Youth Crisis Center                      | \$279,240.44          |
| Greater Wyoming Big Brothers Big Sisters | \$152,377.56          |
| Child Development Center                 | \$85,000.00           |
| Iris House                               | \$0.00                |
| Interfaith of Natrona County             | \$136,666.67          |
| Casper Family Connections                | \$0.00                |
| YMCA of Natrona County                   | \$0.00                |
| Natrona County Meals On Wheels           | \$34,722.22           |
| Seton House                              | \$145,222.22          |
| Poverty Resistance Food Pantry           | \$0.00                |
| Wyoming Food for Thought Project         | \$78,333.33           |
| Wyoming Food Bank of the Rockies         | \$20,000.00           |
| United Way                               | \$15,151.11           |
| Boys & Girls Club                        | \$229,963.57          |
| Downtown Development Authority           | \$14,505.56           |
| Central Wyoming Hospice and Transitions  | \$153,333.33          |
| Science Zone                             | \$334,444.44          |
| Central Wyoming Senior Services          | \$212,469.11          |
| Arc of Natrona County                    | \$46,666.67           |
| Central Wyoming Rescue Mission           | \$116,644.20          |
| Natrona County Health Department         | \$41,666.67           |
|  | <b>\$3,052,146.36</b> |

PLEASE BE SURE THAT ALL NUMBERS ARE ADDED CORRECTLY AND BALANCE.

**DO NOT SUBMIT ANY ADDITIONAL PAPERWORK UNLESS REQUESTED**

**Applications are due no later than January 6, 2022**

**PLEASE SUBMIT ONE ELECTRONIC COPY**

TO:

City Manager's Office  
Attention: Fleur Tremel  
200 North David  
Casper, Wyoming 82601-1553

Any Questions: 307-235-8272

## One Cent #17 Community Projects Funding Request

*Type or print clearly, form is available in electronic format  
Please, DO NOT submit any additional documentation unless requested.*

|                      |  |
|----------------------|--|
| <i>Today's Date:</i> |  |
|----------------------|--|

| Organization Requesting Funding |  |             |                        |
|---------------------------------|--|-------------|------------------------|
| <i>Name:</i>                    |  |             |                        |
| <i>Address:</i>                 |  |             |                        |
| <i>Phone #:</i>                 |  | <i>Fax:</i> | <i>Date Organized:</i> |

| Organization Contact Person(s) |  |  |                  |
|--------------------------------|--|--|------------------|
| <i>Name and Title :</i>        |  |  | <i>Phone # :</i> |
| <i>Email:</i>                  |  |  |                  |
| <i>Name and Title :</i>        |  |  | <i>Phone # :</i> |
| <i>Email:</i>                  |  |  |                  |

| Organization Board Members (if applicable) |  |                     |  |              |
|--|--|---------------------|--|--------------|
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |
| <i>Name :</i>                              |  | <i>Office Held:</i> |  | <i>Term:</i> |

| Funding History and Amount Requested (if not applicable, list N/A) |             |  |
|--|-------------|--|
| <b>Fiscal Year</b>   | <b>City</b> |  |
| <i>2018-19<br/>(Requested)</i>                                     |             |  |
| <i>2017-18 (Approved)</i>  |             |  |

**Please Attach an Agency Organizational Chart**

**1. What is your organizations mission?**

**2. What geographical area & populations are being served by your organization?**

**3. What programs/services are currently offered by your organization?**

**4. Describe how any past one cent funding was used.**

**5. Describe how funds requested from One Cent #17 will be used.**

**6. If your total grant request is more than the previous cycle's award, please explain why.**



**7. How will it affect your program if you do not receive this funding?**

**8. How does your organization evaluate itself and programs for effectiveness?**

**9. What other funding opportunities has your organization applied for?**

## REQUESTED BUDGET DETAIL

| <b>Outline in the table below specifically how your request will be used.</b><br><i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i> |                   |                      |
|---|-------------------|----------------------|
| ITEM  | AMOUNT OF FUNDING | % OF TOTAL REQUESTED |
| <i>EXAMPLE: Director's Salary</i>   | \$5,000.00        | 6%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
|   |                   | 0%                   |
| <b>TOTAL REQUESTED</b>  | <b>\$0.00</b>     | <b>0%</b>            |



**PROGRAM EXPENDITURE DETAIL**

| Prior Fiscal Year<br>Operating Budget (Actual) |               | Current Fiscal Year<br>Operating Budget (Projected) |               | Next Fiscal Year<br>Operating Budget (Projected) |               |
|--|---------------|---|---------------|--|---------------|
| Month / Year:                                  | Please Select | Month / Year:                                       | Please Select | Month / Year:                                    | Please Select |
| to Month / Year:                               | Please Select | to Month / Year:                                    | Please Select | to Month / Year:                                 | Please Select |

| <b>Personnel</b>                 |        |        |        |
|----------------------------------|--------|--------|--------|
| <b>Full-Time</b>                 |        |        |        |
| Regular Wages                    |        |        |        |
| Overtime Wages                   |        |        |        |
| <b>Part-Time</b>                 |        |        |        |
| Regular Wages                    |        |        |        |
| Overtime Wages                   |        |        |        |
| <b>Employer Contributions</b>    |        |        |        |
| Taxes                            |        |        |        |
| Benefits                         |        |        |        |
| <b>Other (please list below)</b> |        |        |        |
|                                  |        |        |        |
|                                  |        |        |        |
| <b>Subtotal Personnel</b>        | \$0.00 | \$0.00 | \$0.00 |

| <b>General Administration</b>          |        |        |        |
|--|--------|--------|--------|
| Postage & Freight                      |        |        |        |
| Telephone                              |        |        |        |
| Printing / Duplication                 |        |        |        |
| Publicity, Dues / Subscriptions        |        |        |        |
| Utility Services                       |        |        |        |
| Professional Services                  |        |        |        |
| Maintenance Agreements                 |        |        |        |
| Travel                                 |        |        |        |
| Employees                              |        |        |        |
| Other (please list below)              |        |        |        |
|  |        |        |        |
|  |        |        |        |
|  |        |        |        |
|  |        |        |        |
|  |        |        |        |
| <b>Subtotal General Administration</b> | \$0.00 | \$0.00 | \$0.00 |

**PROGRAM EXPENDITURE DETAIL**

| <b>Supplies</b>           |        |        |        |
|---------------------------|--------|--------|--------|
| Office                    |        |        |        |
| Operating                 |        |        |        |
| Repairs / Maintenance     |        |        |        |
| Materials                 |        |        |        |
| Other (please list below) |        |        |        |
|                           |        |        |        |
|                           |        |        |        |
| <b>Subtotal Supplies</b>  | \$0.00 | \$0.00 | \$0.00 |

| <b>Fixed Charges</b>          |        |        |        |
|-------------------------------|--------|--------|--------|
| Insurance                     |        |        |        |
| Rent/Lease                    |        |        |        |
| Other (please list below)     |        |        |        |
|                               |        |        |        |
|                               |        |        |        |
|                               |        |        |        |
|                               |        |        |        |
| <b>Subtotal Fixed Charges</b> | \$0.00 | \$0.00 | \$0.00 |

| <b>Other Expenditures</b>          |        |        |        |
|------------------------------------|--------|--------|--------|
| Fundraising Expenses               |        |        |        |
| Debt Service                       |        |        |        |
| Other (please list below)          |        |        |        |
|                                    |        |        |        |
|                                    |        |        |        |
|                                    |        |        |        |
|                                    |        |        |        |
|                                    |        |        |        |
|                                    |        |        |        |
|                                    |        |        |        |
| <b>Subtotal Other Expenditures</b> | \$0.00 | \$0.00 | \$0.00 |

|                                   |        |        |        |
|-----------------------------------|--------|--------|--------|
| <b>TOTAL FOR ALL EXPENDITURES</b> | \$0.00 | \$0.00 | \$0.00 |
|-----------------------------------|--------|--------|--------|

## REVENUE DETAIL

| Prior Operating Budget<br>Year Actual Revenue | Current Operating Budget<br>Year Projected Revenue | Next Operating Budget<br>Year Projected Revenue |
|---|--|---|
| Month / Year:      Please Select              | Month / Year:      Please Select                   | Month / Year:      Please Select                |
| to Month / Year:    Please Select             | to Month / Year:    Please Select                  | to Month / Year:    Please Select               |

|  |               |               |               |
|--|---------------|---------------|---------------|
| <b>Program Fees</b>                          |               |               |               |
| <b>United Way</b>                            |               |               |               |
| <b>Donations</b>                             |               |               |               |
| <b>Grants - State</b>                        |               |               |               |
| <b>Grants - Federal</b>                      |               |               |               |
| <b>Grants - Private</b>                      |               |               |               |
| <b>Interest Income</b>                       |               |               |               |
| <b>Other Fundraisers</b>                     |               |               |               |
| <b>Foundations</b>                           |               |               |               |
| <b>Corporations</b>                          |               |               |               |
| <b>County Funding</b>                        |               |               |               |
| <b>City Funding 1%</b>                       |               |               |               |
| <b>City Funding<br/>Community Promotions</b> |               |               |               |
| <b>City Other</b>                            |               |               |               |
| <b>Other</b> (please list below)             |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
|  |               |               |               |
| <b>SUMMARY OF REVENUES</b>                   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

**DEBT DETAIL - CAPITAL OUTLAY**

| List all debts owed by your organization. |               |                          |
|---|---------------|--------------------------|
| Debtor                                    | Amount Owed   | Anticipated Pay-off Date |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
|   |               |                          |
| <b>TOTAL DEBT</b>                         | <b>\$0.00</b> |                          |

| Capital Outlay         |                                       |               |  |               |   |               |
|------------------------|---------------------------------------|---------------|--|---------------|---|---------------|
|                        | Prior Operating Budget Year<br>Actual |               | Current Operating Budget Year<br>Projected |               | Next Operating Budget Year<br>Projected |               |
|                        | Month / Year:                         | Please Select | Month / Year:                              | Please Select | Month / Year:                           | Please Select |
|                        | to Month / Year:                      | Please Select | to Month / Year:                           | Please Select | to Month / Year:                        | Please Select |
| Land                   |                                       |               |  |               |   |               |
| Buildings              |                                       |               |  |               |   |               |
| Machinery & Equipment  |                                       |               |  |               |   |               |
| Other (List Below)     |                                       |               |  |               |   |               |
|                        |                                       |               |  |               |   |               |
|                        |                                       |               |  |               |   |               |
|                        |                                       |               |  |               |   |               |
|                        |                                       |               |  |               |   |               |
| Capital Outlay Summary | \$0.00                                |               | \$0.00                                     |               | \$0.00                                  |               |

**REVENUE VS. EXPENDITURE SUMMARY**

**(Please Fill in Blue Shaded Boxes)**

| Prior Budget Year<br>Actual Values |               | Current Budget Year<br>Projected Values |               | Next Budgeted Year<br>Projected Values |               |
|------------------------------------|---------------|---|---------------|--|---------------|
| Month / Year:                      | Please Select | Month / Year:                           | Please Select | Month / Year:                          | Please Select |
| to Month / Year:                   | Please Select | to Month / Year:                        | Please Select | to Month / Year:                       | Please Select |

|                                |  |               |               |               |
|--------------------------------|--|---------------|---------------|---------------|
| 1                              | Revenue<br>(Line 15 Revenue Detail)                                      | \$0.00        | \$0.00        | \$0.00        |
| 2                              | Expenditure Summary<br>(Total from Expenditure Detail)                   | \$0.00        | \$0.00        | \$0.00        |
| 3                              | Capital Outlay Summary<br>(Total from Capital Outlay Detail)             | \$0.00        | \$0.00        | \$0.00        |
| 4                              | Total Expenditures<br>(Line #2 plus line #3 from above)                  | \$0.00        | \$0.00        | \$0.00        |
| 5                              | Over/Under Revenues<br>(Subtract line #4 from line#1 above)              | \$0.00        | \$0.00        | \$0.00        |
| <b>Total Reserve Breakdown</b> |  |               |               |               |
| 6                              | Operating Reserves From Prior Year<br>(see below for definition)         | \$0.00        | \$0.00        | \$0.00        |
| 7                              | Change in Operating Reserve<br>(line #5 from above)                      | \$0.00        | \$0.00        | \$0.00        |
| 8                              | New Operating Reserve<br>(line #6 (+ or -) line #7 from above)           | \$0.00        | \$0.00        | \$0.00        |
| 9                              | Capital Reserves From Prior Year<br>(see definition below)               | \$0.00        | \$0.00        | \$0.00        |
| 10                             | Change in Capital Reserve<br>(any additions or uses of capital reserves) | \$0.00        | \$0.00        | \$0.00        |
| 11                             | New Capital Reserve<br>(line #9 (+ or -) line #10 from above)            | \$0.00        | \$0.00        | \$0.00        |
| <b>TOTAL RESERVES</b>          |  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

**Please identify the purpose of all reserves being held by your agency:  
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)**

**Below are the definitions for Reserves:**

\*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

\*\* Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future