

City of Olympia

Progressive Design-Build Contract

Hands on Children's Museum Expansion Project

Contract Amendment No. 2 (Phase 1 Amendment)

OWNER:

The City of Olympia
PO Box 1967
Olympia WA 98507-1967

DESIGN-BUILDER:

FORMA Construction Company
500 Columbia St NW
Suite 201
Olympia WA 98501

PROJECT:

Hands on Children's Museum Expansion Project

The Owner and Design-Builder hereby amend the Progressive Design-Build Contract (the "Contract") dated September 30, 2025. This Contract Amendment No. 2 is made as of January 27, 2026.

The Owner and Design-Builder agree as follows:

A. Phase 1 Amendment Price and Scope

- 1 **Phase 1 Price.** As agreed by the Owner and Design-Builder, the Phase 1 Price shall not exceed Two million one hundred and twelve thousand and five hundred Dollars (\$2,112,500), exclusive of WSST and subject to additions and deductions by Change Order as provided in the Design-Build Documents.
- 2 **Phase 1 Billing Rates and Scope.** Design-Builder's all-inclusive billing rates Phase 1 Scope are set forth in **Exhibit A** hereto. As provided in Section 2.2 of the Contract,

Exhibit A (Phase 1 Billing Rates and Scope) is incorporated as and shall constitute Exhibit D (Phase 1 Work) to the Contract.

3 Contract Price Amendment Summary. The current authorized Contract Scope and Contract Price (exclusive of WSST) is summarized as follows:

Scope	NTE Contract Price
Validation Phase	\$ 555,590
Unused Validation Phase Continuity, Allowances, and Reimbursables transfer to Owner Savings/ Owner Contingency (to be held within DB Contract for Owner use)	(Refer to Cost Management Adjustment #01 included in this amendment)
Unused Validation Phase Contingency transfer to Owner Contingency (to be held within DB Contract for Owner use)	(Refer to Cost Management Adjustment #02 included in this amendment)
Phase 1 (Phase 1 Work)	\$2,112,500
Current NTE Total DB Contract	\$2,668,090

B. Other Contract Amendments

1 Section 2.12 of the General Conditions of Contract is modified and amended as follows:

2.12.1 Design-Builder shall perform all design services under this Contract in accordance with the applicable built environment requirements of the Washington State Department of Children, Youth, and Families (DCYF). These requirements relate solely to the physical or built environment of the potential preschool classrooms and supporting toilet facilities and shall include, but are not limited to:

- Compliance with DCYF facility design and construction standards, including requirements for safety, security, spatial configuration, and environmental quality;
- Adherence to applicable state and local building codes, fire and life safety regulations, accessibility standards (including the Americans with Disabilities Act and the Washington State Accessibility Code), and public health codes; and
- Coordination with DCYF or its representatives, as necessary, to ensure the Construction Documents meet the physical environment standards applicable to the Project's use or licensing requirements.

2.12.2 Design-Builder shall not be responsible for programmatic, operational, or service delivery compliance under DCYF rules or policies.

2.12.3 Design-Builder shall incorporate all applicable DCYF built environment standards into the Construction Document and shall advise Owner of any known conflicts between DCYF physical environment requirements and applicable codes or regulations.

OWNER:

City of Olympia

(Signature)

Steven J. Burney
City Manager

Date: _____

DESIGN-BUILDER:

Forma Construction Company

Brian Rich
(Signature)

Brian Rich
Principal & PDB Project Executive
Forma Construction Company

Date: 01/22/2026

Approved as to Form:

Mark Barber

(Signature)

Mark Barber
City Attorney
City of Olympia

Date: 01/22/2026



REQUEST FOR AUTHORIZATION – COST MANAGEMENT ADJUSTMENT # 01

Date: January 6th, 2026

To: Jim Rioux, Project Manager, City of Olympia – Public Works Engineering
 Jeff Johnstone, City Engineer, City of Olympia – Public Works Engineering
 CC: Heather Hocklander, Project Manager, Parametrix
 From: Heather Skeeahan, Senior Project Manager, Forma Construction
 Subject: Request for Authorization – Contingency, Allowance, or Owner Savings Transfer

TYPE OF ACTION (check all that apply):

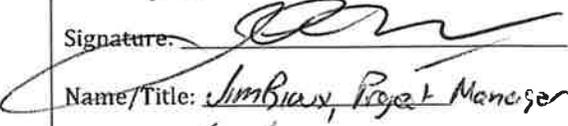
- Request Use of Design-Builder’s Contingency (Contract §7.7.2)
- Request Use of Allowance (Contract §7.8.3)
- Transfer of Funds to Owner Savings/ Contingency (held in DB contract for Owner Use until Change Order/Amendment to deduct out of contract)

DESCRIPTION OF EVENT / SCOPE / COST RECONCILIATION:

Funds to be transferred from Validation Precon/Design Continuity Allowance to owner contingency. Transfer of scope savings and reimbursibles captured in Validation Phase to Owner Savings.

AMOUNT

Description	Cost
Validation Phase – unused Precon/Design Continuity Allowance transfer to owner savings/contingency	\$100,000.00
Validation Phase – unused allowances transfer to Owner Savings	\$8,068.60
Validation Phase – Unused reimbursibles transfer to Owner Savings	\$1,000.00
Total Amount:	\$109,068.60

Design-Build Signature:  Name/Title: Heather Skeeahan, SPM Date: 01/06/2026	Owner: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Deferred Signature:  Name/Title: Jim Rioux, Project Manager Date: 01/06/26
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*Reviewed 1.6.26
 Heather Skeeahan*



REQUEST FOR AUTHORIZATION – COST MANAGEMENT ADJUSTMENT # 02

Date: January 6th, 2026

To: Jim Rioux, Project Manager, City of Olympia – Public Works Engineering
 Jeff Johnstone, City Engineer, City of Olympia – Public Works Engineering
 CC: Heather Hocklander, Project Manager, Parametrix
 From: Heather Skeehan, Senior Project Manager, Forma Construction
 Subject: Request for Authorization – Contingency, Allowance, or Owner Savings Transfer

TYPE OF ACTION (check all that apply):

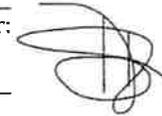
- Request Use of Design-Builder’s Contingency (Contract §7.7.2)
- Request Use of Allowance (Contract §7.8.3)
- Transfer of Funds to Owner Savings/ Contingency (held in DB contract for Owner Use until Change Order/Amendment to deduct out of contract)

DESCRIPTION OF EVENT / SCOPE / COST RECONCILIATION:

Funds to be transferred from Validation Phase professional services contingency to owner contingency.

AMOUNT

Description	Cost
Validation Phase – unused Professional Services Contingency transfer to owner contingency	\$30,000.00
Total Amount:	\$30,000.00

Design-Builder: _____ Signature:  Name/Title: Heather Skeehan, SPM Date: 01/06/2026	Owner: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Deferred Signature:  Name/Title: Jim Rioux, Project Manager Date: 01/06/26
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reviewed 1.6.26




SUPPORTING DOCUMENTATION

- Updated Balances
- Cost backup / reconciliation: Pay App #01

UPDATED BALANCES (post-authorization):

- Design-Builder's Contingency Remaining:
 - Professional Services Contingency - \$0
- Allowance Balance Remaining: \$0
- Owner Savings/ Owner Contingency Balance: +\$139,068.60

CONTRACT BASIS AND JUSTIFICATION:

- All costs identified herein constitute Costs of the Work under the Contract.
- Use of Design-Builder's Contingency does not modify the GMP.
- Allowance costs will be reconciled against the established Allowance Value on an open-book basis.
- Any underrun associated with an Allowance or Cost of the Work may be transferred to Owner Savings or Owner Contingency, as authorized by the Owner.
- This request does not include costs reimbursable through insurance, bond, or warranty.

Exhibit A: Phase 1 A Rates and Scope



December 29, 2025

Re: Hands On Children's Museum Expansion – Phase 1 - Design and Precon

Attn: Jim Rioux, City of Olympia

CC: Heather Hocklander, Parametrix

Forma Construction is pleased to provide this proposal for the Phase 1 Preconstruction and Design of the Hands On Children's Museum Expansion Project. Phase 1 Work will be performed under Exhibit D of the Progressive Design-Build Contract between the City of Olympia and FORMA Construction.

This phase builds on the successful Validation Phase and carries the project through completion of the Design Documents, preparation of the Guaranteed Maximum Price (GMP) Amendment, and advancement of all permitting and preconstruction coordination necessary to support Phase 2 construction.

The Phase 1 Work may be divided into two amendments. This proposal encompasses Phase 1.

- **Phase 1A:** Schematic through Design Development (~60% design).
- **Phase 1B:** Completion of Final Design Documents and permit support as required to execute the GMP Amendment.

Phase 2 (Construction) will be added to this contract through change order once scope and pricing has been agreed to between the parties and the Olympia City Council has voted to approve.

The general scope of work is based on the Draft DBIA contract provided in the RFP by the owner with mutually agreeable markups.

Phase 1 services will be delivered on an open-book, not-to-exceed basis, using the all-inclusive billing rates and labor categories agreed to in the Phase 1 Amendment.

The Design-Build Team—FORMA, Mithun, and FRAME—will provide all labor, materials, coordination, and management necessary to complete the following tasks:

- **Design and Coordination**
 - Advance architectural, engineering, landscape, and interior design from Validation concepts to Final Design Documents (~60%).
 - Integrate mechanical, electrical, plumbing, fire-protection, civil, and structural systems with full constructability and cost coordination.
 - Coordinate jurisdictional and permitting strategy, including pre-application and early review meetings with the City of Olympia and relevant agencies.
 - Develop and document sustainability goals, including a LEED Silver target per Owner objectives.
 - Prepare permit-ready basis-of-design documents and technical narratives to support the GMP Amendment.
 - Maintain a Revit/BIM model shared among design and construction partners for clash detection and cost alignment.
- **Preconstruction and Cost Management**
 - Maintain an open-book estimate of probable cost with detailed work-breakdown structure and real-time updates in Join.Build.
 - Facilitate Target Value Design workshops to prioritize program elements and align scope with budget.
 - Provide ongoing value analysis and constructability reviews.
 - Develop early work package recommendations (e.g., environmental remediation, site utilities, or foundations) as allowed by Contract § 2.2.4.
 - Prepare and present a Phase 2 Proposal / GMP Package in accordance with Contract § 2.3.
- **Schedule and Permitting**
 - Maintain a comprehensive Master Project Schedule through design, permitting, and construction milestones.
 - Identify long-lead materials and equipment; coordinate early procurement strategy.
 - Support permit submittal sequencing and document control.
 - Coordinate with Owner, Parametrix, and AHJs to streamline reviews and approvals.
- **Owner Engagement and Deliverables**
 - Facilitate Big Room sessions bi-weekly for integrated team decision-making.
 - Provide monthly status reports addressing schedule, design progress, cost, and risk.
 - Support Owner review and approval at Schematic Design (~30%), Design Development (~60%), Permit Document (~80%) and Construction/IFC Document (~95-100%) milestones.



- Deliver a Phase 1 Summary Report documenting validated program, cost alignment, risk register, and schedule at GMP submission.
- **Deliverables**
 - Schematic Design Package (~30%)
 - Design Development Package (~60%) – Basis of Design Documents
 - Permit Documents (~80%)
 - Construction / Issued for Construction Documents (~95-100%)
 - Updated Cost Models and Target Value Design Log
 - Permit and Jurisdictional Matrix with Schedule and Responsibilities
 - Draft Phase 2 Proposal / GMP Amendment Documentation
 - Phase 1A and 1B Summary Report and Closeout Meeting Notes
- **Design and Professional Services Contingency (5%):** to be used upon authorization from the owner to facilitate unanticipated needs for additional site investigations, additional consultants, or supplemental services from consultants.
- **Allowances:**
 - **Delegated Design Allowances:** For three scopes, we are carrying an allowance for potential design services that may be required ahead of GMP. This includes \$10,000 for fire protection design services, \$5,000 for deep foundation design services, and \$5,000 for PEMB design services. Final scope and selection of these services will be addressed in SD.
 - **Specialty (lighting and accessibility) consultant allowances:** Allowances are included for undefined scopes for a lighting designer for specialty lighting (\$20,000) and Accessibility consultant (\$8,000).
 - **Site investigations allowance:** a NTE for ongoing site investigations required to confirm conditions.
 - **Permit fee allowance:** A placeholder allowance for
 - **Reimbursables Allowance:** the workplan document includes a \$8,000 reimbursables allowance (approximately \$1,000 per month plus one off costs for items like LEED Registration) for incidental project expenses (parking, meals during extended workshops, courier/delivery, and other minor project-specific costs). This number is included in the Phase 1 Fee. All actual expenses will be tracked and billed as incurred, and any unused balance will be unspent and carried forward into the Phase 2 Construction budget.

Not To Exceed Fee:

\$2,112,500

Phase 1 Preconstruction Fee	\$ 184,910
Phase 1 Design Fees and markups	\$ 1,545,900
Delegated Design Allowances	\$ 20,000
Specialty Consultant Allowances	\$ 28,000
Site Investigations Allowance	\$ 35,000
Permit Fee Allowance	\$ 200,000
Reimbursables Allowance	\$ 8,000
Design & Professional Services Contingency (5%)	\$ 90,690

Heather Skeehan
 FORMA Construction
 253.408.0168
 Heather.Skeehan@formacc.com

Brian Rich
 FORMA Construction
 360.754.5788
 brianr@formacc.com



Attachments:

Cost model based on current funding information from Owner

CPM dated 2025 12 29

Detail of design fees for Phase 1 with consultants noted

Workplan for Phase 1 Preconstruction

Rate schedule Preconstruction (FORMA) with inclusions/exclusions breakout of burdened rates

Rate schedule for Mithun and Frame are included in their respective proposals

Proposals for all design consultants.

General Exclusions:

- **Construction Work**
 - Any physical construction, demolition, site prep and remediation, or temporary works (unless specifically defined as early work packages by amendment as per Contract Section 2.2.4) beyond limited site investigation, geotechnical analysis, site survey, and environmental analysis for supporting reports and design development.
 - Procurement or installation of materials, equipment, exhibits, or furnishings (unless specifically defined as early work packages by amendment as per Contract Section 2.2.4).
- **Owner Fees**
 - Utility connection fees, impact fees, or similar assessments.
- **Owner-Furnished Items**
 - Any cost responsibility for Owner-provided equipment, specialty consultants, or vendors.
- **Legal / Financing Services**
 - Services related to financing, fundraising, legal, or bond counsel.
- **Specialty Consultants Not Identified**
 - Commissioning agents, traffic consultants, environmental permitting specialists, or exhibit designers (unless explicitly identified as part of our team).
- **Long-Term Operations Costs**
 - Operational staffing, maintenance, or lifecycle cost responsibility post-construction.
- **Escalation Beyond Agreed Schedules**
 - Any costs due to delays outside the Design-Builder's control (funding, approvals, community processes).
- **Facilitated Community workshops**
 - The Design Build team can attend community workshops as required. Facilitation or additional materials to support community workshops would be additional services to be negotiated on an as needed basis.



Description of Phase 1

Scope of work

Preconstruction Services Scope

I. GENERAL

FORMA shall lead the Design Build Project team with the Owner and Owner's other consultants during all design phases. FORMA shall be responsible for providing the necessary consulting expertise to ensure the Owner's goals for Project scope, budget, quality, and schedule are met.

Work to conduct GMP/MACC negotiations is included as part of the end of Phase 1.

The not-to-exceed amount for services through the end of the Preconstruction Phase is set forth in the Contract.

II. PHASE 1 – Preconstruction and Design Phases

During Phase 1, FORMA shall provide the appropriate professional personnel including but not limited to those that were named in response to the *Request for Qualifications* and participated in the selection interview to perform the required Conceptual Design and Preconstruction Services. These professional personnel shall include but are not limited to a single project manager or higher-level person to attend regularly all meetings described herein and provide or oversee the services FORMA is obligated to perform to ensure development of a functional, constructible, high quality, and cost-effective Project.

Work to conduct GMP/MACC negotiations is included at 60% Design (100% Design Development).

Phase 1 Work will include, but is not limited to:

- Advancing architectural, engineering, and landscape design to the level necessary to establish scope, performance criteria, and permitting pathway;
- Integrating cost modeling, value analysis, and constructability input throughout design development;
- Coordinating jurisdictional and permitting strategy, including pre-application and early review meetings;
- Developing and maintaining an open-book estimate of probable cost and project schedule;
- Supporting Owner review and approval at each milestone;
- Preparing and submitting the Phase 2 Proposal and GMP Amendment in accordance with Contract § 2.3;
- Maintaining complete and auditable cost records per the open-book requirements of Contract § 1.2.35 and § 8.1.

The Phase 1 Work may be divided into two amendments:

- Phase 1A: Schematic through Design Development (60% design) – 21 weeks anticipated duration
- Phase 1B: Completion of Final Design Documents and permit support as required to execute the GMP Amendment – 16 weeks anticipated duration



The descriptions below summarize but do not necessarily include all work required by the Contract. Also see Agreement Exhibit D.

Compensation for Phase 1 Work will be on a **not-to-exceed** basis using the all-inclusive billing rates and labor categories agreed to in the Phase 1 Amendment. Any subcontracted design or consultant services will be billed at cost with the agreed Design-Builder markup consistent with Contract Article 7.

III. SCHEMATIC DESIGN PHASE (30% DESIGN)

Following completion of the Validation Phase and the Owner's acceptance of any modifications to the conceptual design due to FORMA's review and suggestions, in addition to the general services normally provided by a Design Builder during design, FORMA shall provide the following preconstruction services:

- 1) Schedule, record, and facilitate weekly meetings with the Owner and Architect Project Management Team. Facilitate and record design discipline meetings for the purpose of reviewing and developing the design. Specific stakeholder meetings will be developed during Validation Phase and attached to this agreement.
- 2) Continue to evaluate and utilize the BIM model as an ongoing collaboration tool between the Owner, Design Team, and Design Builder. Update the target value portion of the BIM cost model for each project management meeting.
- 3) If necessary, recommend and provide, when authorized by the Owner, additional tests or investigations to verify existing conditions and/or capability of existing systems.
- 4) Provide constructability comments, estimating, and value engineering services throughout.
- 5) Update and expand the Project schedule, both design and construction, including potential construction phasing, to ensure its viability and make recommendations for change and improvement.
- 6) Provide comments on construction feasibility, constructability, and safety including alternative sequencing of work, designs or materials, if appropriate, including estimating services to evaluate critical elements of the design as they are formulated.
- 7) Manage and update LEED Silver Compliance Checklist in collaboration with Design Team.
- 8) Develop procurement documents and manage the selection processes for trade partners for early phase work and procurement, to be identified in Validation Phase. If the Owner approves such use, complete the selections as early as possible.
- 9) Provide and present a preliminary site logistics plan to maintain safety during construction. Temporary provisions should be included, such as, controls for vehicular and pedestrian circulation and access in and around the site, offices and sheds, utilities, stormwater management facilities, waste management facilities, and material delivery, hoisting and lay- down areas.
- 10) Review draft Division 1 documents prepared by the Architect to match design conditions and assess to align with any significant changes.
- 11) Review the final Schematic Design Drawings and Specifications and provide continuous value engineering recommendations and constructability comments on the design to the Owner and Architect.
- 12) Prepare a construction cost estimate for the entire work in CSI modified Unifomat, or other format approved by the Owner, based upon the Schematic Design documents and



the BIM cost model. The cost estimate shall be updated to include the Owner's document review comments to achieve a total reconciliation of the cost estimate.

- 13) Develop Cost Options Log to track scope revisions/changes or material/equipment substitutions that are utilized to align estimate with budget.
- 14) Support integration and tracking of donated materials, donated funds, and grants to ensure compliance with requirements of funding sources.
- 15) Support Exhibit/Program Expert with execution of exhibit collaboration deliverables.
- 16) Proposals with deliverables and scope per design consultant attached to this document (as they are procured).
- 17) In collaboration with design team and City of Olympia, update and maintain draft plan for required permits for construction.

IV. DESIGN DEVELOPMENT PHASE (60% DESIGN)

In addition to the general services normally provided by a Design Builder during preconstruction, FORMA shall provide the following services during the Design Development Phase:

- 1) Schedule, record, and facilitate weekly meetings with the Owner and Architect Project Management Team. Facilitate and record design discipline meetings for the purpose of reviewing and developing the design.
- 2) Continue to evaluate and utilize the BIM model as an ongoing collaboration tool for the entire team. Update the target value portion of the BIM cost model for each project management meeting.
- 3) Provide constructability comments, estimating, and value engineering services throughout.
- 4) Manage and update LEED Silver Compliance Checklist in collaboration with Design Team.
- 5) Monitor the development of the Design Development documents. Update cost savings tracking system monthly for discussion at project management meetings. Provide cost savings and constructability reviews of specific elements of the design.
- 6) Work with the Owner and Architect to update phasing plans for all work.
- 7) Update site logistics plan to maintain safety during construction. Temporary provisions should be included, such as, controls for vehicular and pedestrian circulation and access in and around the site, offices and sheds, utilities, stormwater management facilities, waste management facilities, and material delivery, hoisting and lay- down areas.
- 8) No later than the 50% completion point of the Design Development phase, prepare a time- scaled master summary schedule bar chart and tabular report representing planned progress of the total Project in approximately 150 to 200 activities from the start of Design Development through Notice to Proceed with construction and Final Completion utilizing the latest version of Primavera Project Planner or similar software acceptable to the Owner. This schedule shall reflect the concept indicated in the preliminary Project schedule or changes to that concept as may have been developed. The summary schedule shall identify work to be performed by the FORMA, Design Team, and Owner, including permitting and other influencing work and the work of major Subcontractors. In developing the activities for this schedule, FORMA shall consult with both the Owner and Design Team to ensure that the responsibility for and duration of activities that involve their work are acceptable and accurate. Indicate milestones for early subcontract buyout packages and/or material procurement packages. The summary schedule shall accurately summarize the anticipated detailed schedule that is to be submitted as FORMA's Project



schedule.

- 9) Evaluate and update Subcontracting Plan. Determine whether to make a pre-bid determination of subcontractor eligibility as permitted in RCW 39.10.
- 10) Identify long-lead subcontract bid packages and material procurement packages that could be advertised prior to the completion of Construction Documents. If the Owner concurs that the Project will benefit and funds are available, the Owner may, at its option, elect to authorize FORMA to award subcontracts or material procurements for long lead-time items in advance of completion of Construction Documents in accordance with the Contract Documents. The Owner's decision not to authorize these early activities shall not constitute delay. FORMA assumes any and all risks related to or associated with its recommendation to advertise and award subcontracts and/or material procurements in advance of the completion of Construction Documents, including but not limited to increased Cost of the Work caused by escalation, inflation, market conditions, or further development of the Construction Documents. All provisions of this Contract and 39.10 otherwise applicable to subcontract bidding shall apply to any early advertising and award of subcontracts and/or material procurements.
- 11) Review the Design Development Drawings and Specifications throughout and provide general coordination, value engineering, and constructability comments of the design. Conduct and provide a safe-working condition hazards analysis. Verify that accepted cost savings recommendations are implemented.
- 12) Verify Design Development Drawings reflect the existing Project site conditions. Continue to examine and review existing sites and building assessments made by the Architect and others during previous design phases, and if necessary, recommend and provide, when authorized by the Owner, additional tests or investigations to verify existing conditions and/or capability of existing systems.
- 13) Based on the 50% Design Development documents, prepare a detailed construction cost estimate for the entire work in CSI modified Uniformat, or other format approved by Owner, based upon Design Development documents and the BIM cost model. The cost estimate shall be updated to include Owner's and Design Builder's Schematic Design Phase document review comments and to achieve a total reconciliation of the cost estimate, including date of commencement of construction, duration of construction, rate of escalation, estimating design contingency, and Negotiated Support Services costs.
- 14) Maintain and update Cost Options Log to track scope revisions/changes or material/equipment substitutions that are utilized to align estimate with budget.
- 15) Provide value engineering recommendations and log throughout.
- 16) Support Exhibit/Program Expert with execution of exhibit collaboration deliverables.
- 17) Proposals with deliverables and scope per design consultant attached to this document (as they are procured).
- 18) In collaboration with design team and City of Olympia, update and maintain plan for required permits for construction.

V. PERMIT DOCUMENT AND PERMITTING PHASE

In addition to the general services normally provided by a Design Builder during preconstruction, FORMA shall provide the following services during the Permit document and permitting Phase:

- 1) Schedule, record, and facilitate ***weekly*** meetings with the Owner and Architect Project Management Team. Facilitate and record design discipline meetings for the purpose of



- reviewing and developing the design.
- 2) Continue to evaluate and utilize the BIM model as an ongoing collaboration tool for the entire team. Update the target value portion of the BIM cost model for each project management meeting.
 - 3) Provide constructability comments, estimating, and value engineering services throughout.
 - 4) Manage and update LEED Silver Compliance Checklist in collaboration with Design Team.
 - 5) Monitor the development of the Permit documents. Update cost savings tracking system monthly for discussion at project management meetings. Provide cost savings and constructability reviews of specific elements of the design.
 - 6) Work with the Owner and Architect to update phasing plans for all work.
 - 7) Update site logistics plan to maintain safety during construction. Temporary provisions should be included, such as, controls for vehicular and pedestrian circulation and access in and around the site, offices and sheds, utilities, stormwater management facilities, waste management facilities, and material delivery, hoisting and lay- down areas.
 - 8) Evaluate and update Subcontracting Plan. Determine whether to make a pre-bid determination of subcontractor eligibility as permitted in RCW 39.10.
 - 9) Review the Permit Drawings and Specifications throughout and provide general coordination, value engineering, and constructability comments of the design. Conduct and provide a safe-working condition hazards analysis. Verify that accepted cost savings recommendations are implemented.
 - 10) Verify Permit Drawings reflect the existing Project site conditions. Continue to examine and review existing sites and building assessments made by the Architect and others during previous design phases, and if necessary, recommend and provide, when authorized by the Owner, additional tests or investigations to verify existing conditions and/or capability of existing systems.
 - 11) Maintain and update Cost Options Log to track scope revisions/changes or material/equipment substitutions that are utilized to align estimate with budget.
 - 12) Provide value engineering recommendations and log throughout.
 - 13) Support Exhibit/Program Expert with execution of exhibit collaboration deliverables.
 - 14) Proposals with deliverables and scope per design consultant attached to this document (as they are procured).
 - 15) In collaboration with design team and City of Olympia, support permit review resulting in all permits required for construction of the project.

VI. CONSTRUCTION DOCUMENT PHASE

In addition to the general services normally provided by a Design Builder during preconstruction, FORMA shall provide the following services during the Construction Document Phase:

- 1) Schedule, record, and facilitate **weekly** meetings with the Owner and Architect Project Management Team. Facilitate and record design discipline meetings for the purpose of reviewing and developing the design.
- 2) Continue to evaluate and utilize the BIM model as an ongoing collaboration tool for the entire team. Update the target value portion of the BIM cost model for each project management meeting.
- 3) Provide constructability comments, estimating, and value engineering services throughout.
- 4) Manage and update LEED Silver Compliance Checklist in collaboration with Design Team.



- Support Design submission of LEED.
- 5) Monitor the development of the Construction Documents. Update cost savings tracking system monthly for discussion at project management meetings. Provide cost savings and constructability reviews of specific elements of the design.
 - 6) Work with the Owner and Architect to update phasing plans for all work.
 - 7) Update site logistics plan to maintain safety during construction. Temporary provisions should be included, such as, controls for vehicular and pedestrian circulation and access in and around the site, offices and sheds, utilities, stormwater management facilities, waste management facilities, and material delivery, hoisting and lay- down areas.
 - 8) Work with the Owner and Architect to update phasing plans for all work.
 - 9) Review the Construction Documents and Specifications throughout and provide general coordination, value engineering, and constructability comments of the design. Conduct and provide a safe-working condition hazards analysis. Verify that accepted cost savings recommendations are implemented.
 - 10) Verify Construction Documents reflect the existing Project site conditions. Continue to examine and review existing sites and building assessments made by the Architect and others during previous design phases, and if necessary, recommend and provide, when authorized by the Owner, additional tests or investigations to verify existing conditions and/or capability of existing systems.
 - 11) Maintain and update Cost Options Log to track scope revisions/changes or material/equipment substitutions that are utilized to align estimate with budget.
 - 12) Provide value engineering recommendations and log throughout.
 - 13) Support Exhibit/Program Expert with execution of exhibit collaboration deliverables.
 - 14) Proposals with deliverables and scope per design consultant attached to this document (as they are procured).
 - 15) In collaboration with design team, establish construction administration RACI and processes.



Estimate Totals
Hands On Children's Museum
Expansion

1/9/2026

GSF

18000

Description			SD Direct		Subtotals		SD total		SD Total \$/UM	UM
<u>Direct Costs</u>	<u>QTY</u>	<u>\$\$/UM</u>	<u>TOTAL</u>							
Site	81,108	\$ 19.55	\$ 1,586,065							
HOCM Expansion - Museum	16,353	\$ 452.00	\$ 7,391,556							
HOCM Expansion - Utility Building	1,622	\$ 248.02	\$ 402,284							
HOCM Expansion - Pier	excluded									
							\$ 10,730,611	\$	596.15	/SF
Subtotal Direct Costs	17,975	\$ 521.83	\$ 9,379,905	\$	9,379,905	\$	10,730,611	\$	596.15	/SF
	Site	\$ 88.24	/GSF							
	Buildings	\$ 433.59	/GSF							
<u>Scope Contingency</u>										
Estimating/Design Contingency			\$ 937,991	10.00%	\$ -	\$ -	\$ -	\$ -	-	/SF
Escalation Contingency - July 2027			\$ 412,716	4.00%	\$ -	\$ -	\$ -	\$ -	-	/SF
Subtotal Direct Cost Contingencies			\$ 1,350,706		\$ 10,730,611	\$ 10,730,611	\$ 10,730,611	\$ 10,730,611	596.15	/SF
<u>Reimbursable GC's</u>										
GC's			\$ 1,648,000	15.36%	\$ 1,648,000	\$ 1,648,000	\$ 1,648,000	\$ 1,648,000	91.56	/SF
Join A00-4			\$ (74,000)		\$ -	\$ -	\$ -	\$ -	-	/SF
Sub-Contract Bonds			\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	-	/SF
1.0 - MACC			\$ 1,574,000		\$ 12,304,611	\$ 12,304,611	\$ 1,648,000	\$ 1,648,000	91.56	/SF
<u>Professional Services</u>										
Phase 1 DB Precon Services			\$ 250,000	1.89%	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	13.89	/SF
FORMA Site Investigations			\$ 55,000	0.42%	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	3.06	/SF
Design and Consulting - Validation Phase			\$ 308,951	1.00%	\$ 308,951	\$ 308,951	\$ 308,951	\$ 308,951	17.16	/SF
Design and Consulting - Phase 1 Basic			\$ 1,044,019	7.88%	\$ 1,044,019	\$ 1,044,019	\$ 1,044,019	\$ 1,044,019	58.00	/SF
Design and Consulting - Phase 2 Basic Allowance			\$ 296,000	2.23%	\$ 296,000	\$ 296,000	\$ 296,000	\$ 296,000	16.44	/SF
Design and Consulting - Phase 1 Supp. Services			\$ 316,180	2.39%	\$ 316,180	\$ 316,180	\$ 316,180	\$ 316,180	17.57	/SF
Design and Consulting - Phase 2 Supp. Services			\$ 28,000	0.21%	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	1.56	/SF
Deligated Design Allowance			\$ 48,000	0.36%	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	2.67	/SF
Geotechnical Services - Validation			\$ 23,980	0.18%	\$ 23,980	\$ 23,980	\$ 23,980	\$ 23,980	1.33	/SF
Geotechnical Services - Phase 1			\$ 185,700	1.40%	\$ 185,700	\$ 185,700	\$ 185,700	\$ 185,700	10.32	/SF
Geotechnical Services - Phase 2 Allowance			\$ 50,000	1.00%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	2.78	/SF
Reimbursibles			\$ 9,000	0.07%	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	0.50	/SF
Permit Allowance			\$ 200,000	1.51%	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	11.11	/SF
			\$ 2,814,830		\$ 15,119,441	\$ 15,119,441	\$ 2,814,830	\$ 2,814,830	156.38	/SF
<u>Project Contingencies</u>										
Professional Services Contingency			\$ 140,742	5.00%	\$ 140,742	\$ 140,742	\$ 140,742	\$ 140,742	7.82	/SF
DB Construction Risk Contingency			\$ 369,138	3.00%	\$ 369,138	\$ 369,138	\$ 369,138	\$ 369,138	20.51	/SF
Owner Contingency			\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	-	/SF
2.0 - GC Construction Contingency			\$ 509,880		\$ 15,629,321	\$ 15,629,321	\$ 509,880	\$ 509,880	28.33	/SF
DB FEE			\$ 570,445	4.501%	\$ 570,445	\$ 570,445	\$ 570,445	\$ 570,445	31.69	/SF
3.0 - MADCC (DB contract)			\$ 570,445		\$ 16,199,767	\$ 16,199,767	\$ 16,199,767	\$ 16,199,767	899.99	/SF

Activity ID	WBS	Activity Name	Original Duration	Start	Finish	Total Float	2026												2027												2028									
							D	Jan	F	Mar	Apr	M	Jun	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	Jun			
HOCM Expansion 2025 12 10							679	02-Sep-25A	07-Apr-28	253																														
DB Procurement							234	02-Sep-25A	24-Jul-26	697																														
A1550	NEWPROJ-1409.0	Design-Build Notice to Proceed for Initial Services	0	02-Sep-25A			Design-Build Notice to Proceed for Initial Services, 02-Sep-25A																																	
A1770	NEWPROJ-1409.0	Validation Phase Proposal Legal Review	15	23-Sep-25A	13-Oct-25A		Validation Phase Proposal Legal Review, 23-Sep-25A																																	
A1580	NEWPROJ-1409.0	City of Olympia Board Approval Validation (Pre-GMP) Fees and Agreement	0	07-Oct-25A			City of Olympia Board Approval Validation (Pre-GMP) Fees and Agreement, 07-Oct-25A																																	
A1590	NEWPROJ-1409.0	Execute DB Agreement Validation Service for Design & Construction	0	07-Oct-25A			Execute DB Agreement Validation Service for Design & Construction, 07-Oct-25A																																	
A1760	NEWPROJ-1409.0	Validation Phase Proposal Review and Approval	15	10-Oct-25A	10-Oct-25A		Validation Phase Proposal Review and Approval, 10-Oct-25A																																	
A1780	NEWPROJ-1409.0	City of Olympia Board Approval of Phase 1 Services	20	14-Oct-25A	10-Nov-25A		City of Olympia Board Approval of Phase 1 Services, 14-Oct-25A																																	
A1600	NEWPROJ-1409.0	Design-Build Notice to Proceed for Ph 1	0	31-Mar-26*		781	◆ Design-Build Notice to Proceed for Ph 1, 31-Mar-26*																																	
A1820	NEWPROJ-1409.0	GMP /Phase 2 Proposal Review	20	27-Apr-26	22-May-26	47	■ GMP /Phase 2 Proposal Review																																	
A1830	NEWPROJ-1409.0	GMP /Phase 2 Legal Review	20	01-Jun-26	26-Jun-26	42	■ GMP /Phase 2 Legal Review																																	
A1660	NEWPROJ-1409.0	GMP to Council for Approval	20	29-Jun-26	24-Jul-26	42	■ GMP to Council for Approval																																	
Design and Preconstruction							494	17-Sep-25A	09-Aug-27	426																														
Validation Phase							67	17-Sep-25A	30-Mar-26	781																														
A1540	NEWPROJ-1409.6.2.1	Validation Phase	63	17-Sep-25A	30-Mar-26	781	■ Validation Phase																																	
A1541	NEWPROJ-1409.6.2.1	Validation Kick off	0	17-Sep-25A			◆ Validation Kick off, 17-Sep-25A																																	
A1543	NEWPROJ-1409.6.2.1	Validation Workshop 1 - programming	0	06-Oct-25A			◆ Validation Workshop 1 - programming, 06-Oct-25A																																	
A1552	NEWPROJ-1409.6.2.1	Geotechnical Preliminary Evaluation	45	17-Oct-25A	12-Dec-25A		■ Geotechnical Preliminary Evaluation, 17-Oct-25A																																	
A1554	NEWPROJ-1409.6.2.1	Environmental Services Technical Memo	45	17-Oct-25A	12-Dec-25A		■ Environmental Services Technical Memo, 17-Oct-25A																																	
A1544	NEWPROJ-1409.6.2.1	Validation Workshop 2 - eco charette	0	29-Oct-25A			◆ Validation Workshop 2 - eco charette, 29-Oct-25A																																	
A1542	NEWPROJ-1409.6.2.1	Validation Workshop - Exhibit Planning	0	31-Oct-25A			◆ Validation Workshop - Exhibit Planning, 31-Oct-25A																																	
A1545	NEWPROJ-1409.6.2.1	Validation Workshop 3	0	24-Nov-25A			◆ Validation Workshop 3, 24-Nov-25A																																	
A1610	NEWPROJ-1409.6.2.1	Validation Final Presentation	0	03-Dec-25A			◆ Validation Final Presentation, 03-Dec-25A																																	
A1750	NEWPROJ-1409.6.2.1	Validation OPR Review	0	10-Dec-25A			◆ Validation OPR Review, 10-Dec-25A																																	
A1620	NEWPROJ-1409.6.2.1	Validation Phase Close	0		19-Dec-25*	-29	◆ Validation Phase Close, 19-Dec-25*																																	
Phase 1A: Pre-Design Through Design Development							123	10-Dec-25	29-May-26	737																														
A1840	NEWPROJ-1409.6.2.2	NewActivity	5	10-Dec-25	16-Dec-25		■ NewActivity																																	
A1710	NEWPROJ-1409.6.2.2	Geotechnical Design Investigation	25	10-Dec-25	13-Jan-26	835	■ Geotechnical Design Investigation																																	
A1700	NEWPROJ-1409.6.2.2	Schematic Design (0%-30%)	55	05-Jan-26*	20-Mar-26	-4	■ Schematic Design (0%-30%)																																	
A1630	NEWPROJ-1409.6.2.2	Phase 1 kick off	0	05-Jan-26*		-4	◆ Phase 1 kick off, 05-Jan-26*																																	
A1560	NEWPROJ-1409.6.2.2	Design Development (30%-60% Design)	50	23-Mar-26	29-May-26	-4	■ Design Development (30%-60% Design)																																	
A1720	NEWPROJ-1409.6.2.2	Design Development 50%	0		24-Apr-26	-4	◆ Design Development 50%,																																	
A1640	NEWPROJ-1409.6.2.2	Negotiate GMP for Phase 2 Services	20	27-Apr-26	22-May-26	67	■ Negotiate GMP for Phase 2 Services																																	
A1740	NEWPROJ-1409.6.2.2	Design Development 100%	0		29-May-26	-4	◆ Design Development 100%,																																	
Phase 1B: Permitting through Final Design							434	10-Dec-25	09-Aug-27	426																														
A1490	NEWPROJ-1409.6.2.3	Landuse and Shoreline Permit Application	25	19-Dec-25	22-Jan-26	-29	■ Landuse and Shoreline Permit Application																																	
A1400	NEWPROJ-1409.6.2.3	Permit Documents (60-80% Design)	50	01-Jun-26	07-Aug-26	12	■ Permit Documents (60-80% Design)																																	
A1480	NEWPROJ-1409.6.2.3	Site Improvements Permitting	50	01-Jun-26	07-Aug-26	-4	■ Site Improvements Permitting																																	
A1470	NEWPROJ-1409.6.2.3	Construction Documents (80-100%)	30	10-Aug-26	18-Sep-26	32	■ Construction Documents (80-100%)																																	
Environmental Review							434	10-Dec-25	09-Aug-27	426																														

■ Remaining Level of Effort ◆ Milestone
■ Actual Level of Effort ▾ summary
■ Actual Work
■ Remaining Work
■ Critical Remaining Work

Date of Last Update - 10-Dec-25

Activity ID	WBS	Activity Name	Original Duration	Start	Finish	Total Float	2026												2027												2028					
							D	Jan	F	Mar	Apr	M	Jun	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M
A2320	NEWPROJ-1409.6.2.3.2	Provide DraftAgreed Order review by CoO, LOTT, etc	30	10-Dec-25	20-Jan-26	705	[Green bar]												Provide DraftAgreed Order review by CoO, LOTT, etc																	
A2310	NEWPROJ-1409.6.2.3.2	Department of Ecology work plan review	30	19-Dec-25	29-Jan-26	823	[Green bar]												Department of Ecology work plan review																	
A2330	NEWPROJ-1409.6.2.3.2	Submitdraft of AO to Dept of Ecology for review	0	21-Jan-26*	21-Jan-26	705	[Green bar]												Submitdraft of AO to Dept of Ecology for review																	
A2340	NEWPROJ-1409.6.2.3.2	Dept of Ecology review draft of Agreed Order	60	21-Jan-26	14-Apr-26	705	[Green bar]												Dept of Ecology review draft of Agreed Order																	
A2350	NEWPROJ-1409.6.2.3.2	Public Comment Period	60	15-Apr-26	07-Jul-26	705	[Green bar]												Public Comment Period																	
A2360	NEWPROJ-1409.6.2.3.2	Finalize AO amendment	5	08-Jul-26	14-Jul-26	705	[Green bar]												Finalize AO amendment																	
A2370	NEWPROJ-1409.6.2.3.2	Submit Completion Report	60	01-Dec-26*	22-Feb-27	105	[Green bar]												Submit Completion Report																	
A2380	NEWPROJ-1409.6.2.3.2	Update completion report per comments	60	23-Feb-27	17-May-27	105	[Green bar]												Update completion report per comments																	
A2390	NEWPROJ-1409.6.2.3.2	Modification of the environmental covenants for Parcels 5, 6,	60	18-May-27	09-Aug-27	105	[Green bar]												Modification of the environmental covenants for Parcels 5, 6,																	
Permitting			223	10-Dec-25	16-Oct-26	637	[Green bar]												16-Oct-26, Permitting																	
A2260	NEWPROJ-1409.6.2.3.1	Pre Application Meeting	0	10-Dec-25*		860	[Green bar]												◆ Pre Application Meeting, 10-Dec-25*																	
A2245	NEWPROJ-1409.6.2.3.1	Submit preliminary PSE application	0	19-Jan-26*	19-Jan-26	832	[Green bar]												I Submit preliminary PSE application																	
A2235	NEWPROJ-1409.6.2.3.1	Pre Submittal Meeting	0	23-Jan-26		-29	[Green bar]												◆ Pre Submittal Meeting, 23-Jan-26																	
A2300	NEWPROJ-1409.6.2.3.1	Binding Site Plan Amendment	120	23-Jan-26	09-Jul-26	83	[Green bar]												Binding Site Plan Amendment																	
A2240	NEWPROJ-1409.6.2.3.1	Landuse and Shoreline Review	120	26-Jan-26	10-Jul-26	-29	[Red bar]												Landuse and Shoreline Review																	
A2290	NEWPROJ-1409.6.2.3.1	Stormwater Strategy Meeting	0	10-Feb-26*	10-Feb-26		[Green bar]												I Stormwater Strategy Meeting																	
A2200	NEWPROJ-1409.6.2.3.1	ROW and Utility Connection Permit	40	01-Jun-26	24-Jul-26	52	[Green bar]												ROW and Utility Connection Permit																	
A2250	NEWPROJ-1409.6.2.3.1	SWPPP	40	01-Jun-26	24-Jul-26	7	[Green bar]												SWPPP																	
A2180	NEWPROJ-1409.6.2.3.1	Site Development/ Civil Permit (assumes 2x 4week review + 1 week turnaro	45	13-Jul-26	11-Sep-26	-29	[Red bar]												Site Development/ Civil Permit (assumes 2x 4week review + 1 week turnaround)																	
A2170	NEWPROJ-1409.6.2.3.1	Building Permit	50	10-Aug-26	16-Oct-26	12	[Green bar]												Building Permit																	
A2210	NEWPROJ-1409.6.2.3.1	Mechanical and Plumbing Permit	40	10-Aug-26	02-Oct-26	647	[Green bar]												Mechanical and Plumbing Permit																	
A2220	NEWPROJ-1409.6.2.3.1	Electrical Permit	40	10-Aug-26	02-Oct-26	647	[Green bar]												Electrical Permit																	
A2230	NEWPROJ-1409.6.2.3.1	Health Department Review	40	10-Aug-26	02-Oct-26	647	[Green bar]												Health Department Review																	
A2270	NEWPROJ-1409.6.2.3.1	Permit Intake Meeting	0	10-Aug-26		12	[Green bar]												◆ Permit Intake Meeting, 10-Aug-26																	
Phase 2: Construction			560	16-Feb-26	07-Apr-28	253	[Green bar]												07-Apr-28, P																	
Procurement			120	27-Jul-26	08-Jan-27	96	[Green bar]												08-Jan-27, Procurement																	
Long Lead Items			120	27-Jul-26	08-Jan-27	96	[Green bar]												08-Jan-27, Long Lead Items																	
A2160	NEWPROJ-1409.3.3.1	Long Lead Procurement - Structure	80	27-Jul-26	13-Nov-26	42	[Green bar]												Long Lead Procurement - Structure																	
A2280	NEWPROJ-1409.3.3.1	Long Lead Procurement - Electrical Equipment	120	27-Jul-26	08-Jan-27	96	[Green bar]												Long Lead Procurement - Electrical Equipment																	
Construction			370	14-Sep-26	11-Feb-28	293	[Green bar]												11-Feb-28, Constructio																	
Site Improvements			65	14-Sep-26	11-Dec-26	-29	[Green bar]												11-Dec-26, Site Improvements																	
A1650	NEWPROJ-1409.3.2.1	Mobilization/SWPPP	10	14-Sep-26	25-Sep-26	-29	[Red bar]												Mobilization/SWPPP																	
A1670	NEWPROJ-1409.3.2.1	Soil Remediation	10	28-Sep-26	09-Oct-26	-29	[Red bar]												Soil Remediation																	
A1960	NEWPROJ-1409.3.2.1	Soil Stabilization	25	12-Oct-26	13-Nov-26	-29	[Red bar]												Soil Stabilization																	
A1680	NEWPROJ-1409.3.2.1	UG Utilities	20	16-Nov-26	11-Dec-26	-29	[Red bar]												UG Utilities																	
Structure			145	14-Dec-26	02-Jul-27	-29	[Green bar]												02-Jul-27, Structure																	
A1690	NEWPROJ-1409.3.2.2	Foundation/SOG	50	14-Dec-26	19-Feb-27	-29	[Red bar]												Foundation/SOG																	
A1730	NEWPROJ-1409.3.2.2	Structural Erection/Framing	65	22-Feb-27	21-May-27	-29	[Red bar]												Structural Erection/Framing																	
A1790	NEWPROJ-1409.3.2.2	Exterior Shell Finishes/Roof/Openings	50	23-Apr-27	02-Jul-27	-29	[Red bar]												Exterior Shell Finishes/Roof/Openings																	

█ Remaining Level of Effort ◆ Milestone
█ Actual Level of Effort ─ summary
█ Actual Work
█ Remaining Work
█ Critical Remaining Work

Date of Last Update - 10-Dec-25

Activity ID	WBS	Activity Name	Original Duration	Start	Finish	Total Float	2026														2027												2028						
							D	Jan	F	Mar	Apr	M	Jun	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	Jun	Jul	
MEP							19-Nov-27, MEP																																
A1800	NEWPROJ-1409.3.2.3	MEP Rough In	70	02-Jul-27	08-Oct-27	-29	MEP Rough In																																
A1810	NEWPROJ-1409.3.2.3	MEP finish trim	30	08-Oct-27	19-Nov-27	353	MEP finish trim																																
Finishes							24-Dec-27, Finishes																																
A1860	NEWPROJ-1409.3.2.4	Insulation and Vapor Barrier	20	02-Jul-27	30-Jul-27	-9	Insulation and Vapor Barrier																																
A1870	NEWPROJ-1409.3.2.4	GWB HTF	30	27-Aug-27	08-Oct-27	-29	GWB HTF																																
A1900	NEWPROJ-1409.3.2.4	Site landscape and finish	75	27-Aug-27	10-Dec-27	338	Site landscape and finish																																
A1880	NEWPROJ-1409.3.2.4	Paint	20	08-Oct-27	05-Nov-27	-29	Paint																																
A1890	NEWPROJ-1409.3.2.4	Interior Finishes	30	05-Nov-27	17-Dec-27	-29	Interior Finishes																																
A1910	NEWPROJ-1409.3.2.4	FF&E	5	17-Dec-27	24-Dec-27	328	FF&E																																
Closeout							11-Feb-28, Closeout																																
A1920	NEWPROJ-1409.3.2.5	Test and Balance	20	17-Dec-27	14-Jan-28	-29	Test and Balance																																
A1930	NEWPROJ-1409.3.2.5	Punchlist and Final Clean	30	17-Dec-27	28-Jan-28	-19	Punchlist and Final Clean																																
A1940	NEWPROJ-1409.3.2.5	Commissioning	20	14-Jan-28	11-Feb-28	-29	Commissioning																																
A1950	NEWPROJ-1409.3.2.5	City Final/Building Handover	0		11-Feb-28*	-29	City Final/Building Handover																																
Exhibit Design							07-Aug-26, Exhibit Design																																
Design Documents							07-Aug-26, Design Documents																																
A2010	NEWPROJ-1409.3.5.1	Facility Impact Plan - Prelim	20	16-Feb-26	13-Mar-26	595	Facility Impact Plan - Prelim																																
A2150	NEWPROJ-1409.3.5.1	Exhibits SD	30	16-Mar-26	24-Apr-26	617	Exhibits SD																																
A2000	NEWPROJ-1409.3.5.1	DD	75	27-Apr-26	07-Aug-26	617	DD																																
Exhibit Fab and Install							11-Feb-28, Exhibit Fab and Install																																
A1990	NEWPROJ-1409.3.6	Fabricator/DB Quals	15	27-Apr-26	15-May-26	747	Fabricator/DB Quals																																
A2030	NEWPROJ-1409.3.6	Fabricator RFP Select/Contract	25	06-Jul-26	07-Aug-26	687	Fabricator RFP Select/Contract																																
A2020	NEWPROJ-1409.3.6	Fabrication Documents	90	10-Aug-26	11-Dec-26	490	Fabrication Documents																																
A2040	NEWPROJ-1409.3.6	Design Pricing	40	10-Aug-26	02-Oct-26	617	Design Pricing																																
A2050	NEWPROJ-1409.3.6	Verify Facility Impact Plan	15	10-Aug-26	28-Aug-26	672	Verify Facility Impact Plan																																
A2060	NEWPROJ-1409.3.6	Final Pricing and VE	30	02-Nov-26	11-Dec-26	490	Final Pricing and VE																																
Fabrication							12-May-27, Fabrication																																
A2070	NEWPROJ-1409.3.6.1	Facility Impact Fabrication	30	05-Oct-26	13-Nov-26	617	Facility Impact Fabrication																																
A2080	NEWPROJ-1409.3.6.1	Shop Fabrication	108	14-Dec-26	12-May-27	490	Shop Fabrication																																
Installation							11-Feb-28, Installation																																
A2090	NEWPROJ-1409.3.6.3	Facility Impact Instl. - Structural	30	11-Jan-27	22-Feb-27	487	Facility Impact Instl. - Structural																																
A2100	NEWPROJ-1409.3.6.3	Facility Impact Instl. - Finishes	30	08-Oct-27	19-Nov-27	293	Facility Impact Instl. - Finishes																																
A2110	NEWPROJ-1409.3.6.3	On Site Installation	60	19-Nov-27	11-Feb-28	293	On Site Installation																																
Opening							07-Apr-28, Opening																																
A2120	NEWPROJ-1409.3.1	Staff Opening prep	10	11-Feb-28	25-Feb-28	253	Staff Opening prep																																
A2130	NEWPROJ-1409.3.1	SOFT opening	30	25-Feb-28	07-Apr-28	253	SOFT opening																																
A2140	NEWPROJ-1409.3.1	Grand opening (SPRING 2028)	0		07-Apr-28	253	Grand opening																																

█ Remaining Level of Effort ◆ Milestone
█ Actual Level of Effort ▾ summary
█ Actual Work
█ Remaining Work
█ Critical Remaining Work

Date of Last Update - 10-Dec-25

			Phase 1 Proposal	Phase 1A - SD and DD	Phase 1B - Permit and CD
		Preconstruction Services (FORMA)			
supplemental		Preconstruction Services	\$ 184,910.00	\$ 100,000.00	\$ 84,910.00
		Site Investigations	\$ 35,000.00	\$ 15,000.00	\$ 20,000.00
		Design and Professional Services			
base		Mithun - Architecture	\$ 516,800.00	\$ 276,800.00	\$ 240,000.00
supplemental		Mithun - Architecture	\$ 6,900.00	\$ 3,450.00	\$ 3,450.00
supplemental		Mithun - Landscape	\$ 143,800.00	\$ 77,200.00	\$ 66,600.00
supplemental		FRAME - Project Type Expert	\$ 35,000.00	\$ 25,000.00	\$ 10,000.00
base		Struct - Structure Craft	\$ 109,000.00	\$ 69,000.00	\$ 40,000.00
base		Civil - Mayfly	\$ 103,308.00	\$ 48,028.00	\$ 55,280.00
supplemental		Civil - Mayfly	\$ 78,112.00	\$ 35,672.00	\$ 42,440.00
base		Mech/plumb - Sunset Air DB	\$ 119,600.00	\$ 59,800.00	\$ 59,800.00
base		Elect/LV - Sare DB	\$ 82,000.00	\$ 40,750.00	\$ 41,250.00
base		Specifications - MTA	\$ 43,660.00	\$ 17,760.00	\$ 25,900.00
supplemental		Acoustics - Tenor	\$ 13,275.00	\$ 9,600.00	\$ 3,675.00
supplemental		SARE Lighting - budget HLB	\$ 8,000.00	\$ 8,000.00	\$ -
supplemental		mithun Irrigation	\$ 3,900.00	\$ 3,900.00	
base		mithun Code	\$ 6,600.00	\$ 6,600.00	\$ -
supplemental		forma Geotech - Geoengineers	\$ 79,200.00	\$ 46,700.00	\$ 32,500.00
supplemental		forma Geotech Site Specific Ground Response Alt - Geoengineers	\$ 31,500.00	\$ 31,500.00	\$ -
supplemental		forma Environmental - Agreed Order - Geoengineers	\$ 75,000.00	\$ 75,000.00	\$ -
supplemental		SARE Lighting - supplemental HLB contingency for exhibit area specific lighting as required	\$ 20,000.00	\$ 20,000.00	\$ -
base		mithun Accessibility (allowance)	\$ 8,000.00	\$ -	\$ 8,000.00
base		forma Fire Protection - delegated design allowance	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
base		forma Deep Foundations - delegated design allowance	\$ 5,000.00	\$ 5,000.00	
base		forma PEMB structural - delegated design allowance	\$ 5,000.00	\$ 5,000.00	
base markup		markup Mithun Markup on consultants	\$ 27,056.80	\$ 14,138.80	\$ 12,918.00
supplemental markup		markup Mithun Markup on consultants	\$ 9,528.70	\$ 4,917.20	\$ 4,611.50
base markup		markup FORMA Markup	\$ 35,994.25	\$ 19,023.78	\$ 16,970.46
supplemental markup		markup FORMA Markup	\$ 17,665.27	\$ 11,999.35	\$ 5,665.93
		Preconstruction	\$ 184,910.00	\$ 100,000.00	\$ 84,910.00
		Design and Professional Services	\$ 1,545,900.00	\$ 884,839.00	\$ 661,061.00
		Allowances	\$ 48,000.00	\$ 35,000.00	\$ 13,000.00
		Site Investigation allowance	\$ 35,000.00	\$ 15,000.00	\$ 20,000.00
		Permit allowance	\$ 200,000.00		
		Reimbursibles	\$ 8,000.00		
		Contingency	\$ 90,690.00	\$ 51,742.00	\$ 38,948.00



HOCM Expansion		Brian Rich	Heather Skeehan	Brian Shaffer	Joel Brown	Kacey Crow	Brianna Davies	Jessie Robertson	TBD	TBD	
		PIC	SPM	Super	EST	PM	PE	BIM	DBI	Safety	
		HOURLY RATE	\$ -	\$ 138.00	\$ 154.00	\$ 115.00	\$ 115.00	\$ 86.00	\$ 115.00	\$ 115.00	\$ 115.00
11	Schematic Design Phase (11 weeks)										
	Weekly Meetings	8	16	11	11	11	8	8			
	On-Call Constructability/Estimating		16	16	24	8	8				
	VE tracking and management	6	8		24						
	Site Logistics Planning		8	24	8			2			
	Existing Conditions Investigation		8	24			24	16			
	Coordinate Design Schedule		8	8	2						
	SD Estimate Deliverable & Reconciliation	2	8	4	40	8	24		0		
	SD Subtotal	\$ -	\$ 9,936.00	\$ 13,398.00	\$ 12,535.00	\$ 3,105.00	\$ 5,504.00	\$ 2,990.00	\$ -	\$ -	
										SUBTOTAL \$ 47,468.00	
10	Design Development (10 weeks)										
	Weekly Meetings	10	16	10	10	10	10				
	On-Call Constructability/Estimating		16	8	16						
	Phasing Plan Coordination		8	32	24			16			
	Construction Schedule		8	32	8						
	Bid Packaging Plan including early packages and Outreach Plan	10	8	8	24	16	24		0		
	DD/GMP Estimate & Reconciliation	10	40	8	40	16	24				
	VE Tracking and Management	10	8	8	8	8					
	DD Subtotal	\$ -	\$ 14,352.00	\$ 16,324.00	\$ 14,950.00	\$ 5,750.00	\$ 4,988.00	\$ 1,840.00	\$ -	\$ -	
										SUBTOTAL \$ 58,204.00	
16	Permitting and Construction Documents (16 weeks)										
	Weekly Meetings / Monthly PM Meetings	20	40	16	16	16	24				
	On-Call Constructability/Estimating		10	8	40			16			
	Phasing Plan Coordination		8	40						4	
	Update Master Schedule		8	40						4	
	Outreach and Subcontracting	10	16	8	8	24	24		0		
	Constructability Review	10	16	40	8	24	24	40			
	CD Estimate & Reconciliation	10	16	8	40						
	VE Tracking and Management		20		20						
	CD Subtotal	\$ -	\$ 18,505.80	\$ 24,640.00	\$ 15,180.00	\$ 7,360.00	\$ 6,192.00	\$ 6,440.00	\$ -	\$ 920.00	
										SUBTOTAL \$ 79,238.00	
Grand Total HOURS		106	310.1	353	371	141	194	98	0	8	
Grand Total Dollars by Person		\$ -	\$ 42,793.80	\$ 54,362.00	\$ 42,665.00	\$ 16,215.00	\$ 16,684.00	\$ 11,270.00	\$ -	\$ 920.00	
										TOTAL STAFF \$ 184,910.00	
Subcontracted Services:											
	Utility locates									\$/UM	Total
	Coring / selective demo									NTE	\$ 10,000.00
	Site investigation									NTE	\$ 5,000.00
										NTE	\$ 20,000.00
										\$ -	
										TOTAL SERVICES \$ 35,000.00	
										Reimbursibles Allowance \$ 10,000.00	
Grand Total DOLLARS										\$ 229,910.00	



FORMA General Billing Rates 2025-26

Staff	Billing Rate
Principle in Charge	\$ 150
Senior Project Manager	\$ 138
Project Manager	\$ 115
Assistant Project Manager	\$ 86
Project Engineer	\$ 86
Superintendent	\$ 154
Estimator	\$ 115
Project Accountant	\$ 65
Project Administrator	\$ 65
Safety Manager	\$ 115
BIM Manager	\$ 115
Outreach Manager	\$ 115
Scheduler	\$ 115

Fully burdened staffing hourly rates are base wage plus fringe benefits with the following inclusions per L&I.

Inclusions:

- taxes
- insurance
- contributions and assessments required by law
- collective bargaining agreements
- pension/401k (employer contributions only)
- medical

Exclusions:

- Consultants and subcontractors for design or site investigation
- Office consumables to be via reimbursable expenses with a 10% markup.
- Commute travel/milage. Project specific (non-commute) travel to be addressed with specific vehicle rental rates and milage reimbursement in alignment with IRS milage rates.

November 18th, 2025
Revised December 11th, 2025

MITHUN

Heather Skeehan, AIA
Senior Project Manager
FORMA Construction
heather.skeehan@formacc.com
(253) 408-0168

Re: Hands On Children's Museum
Fee Proposal
Mithun project 2524900

Seattle
Pier 56
1201 Alaskan Way #200
Seattle, WA 98101

San Francisco
585 Howard Street #300
San Francisco, CA 94105

Los Angeles
758 New High Street #100B
Los Angeles, CA 90012

Dear Heather:

Following the Validation phase, Mithun is looking forward to starting full design services on the Hands On Children's Museum with our partners at Forma Construction and Frame!

Note this proposal is for integrated design services including Architectural, Interior, and Landscape design. The fees are included on the final page of this proposal and are lump sum with phase breakdowns and based on what we know of the project now, understanding that as fundraising efforts develop the scope of the project may grow.

We invite your questions and if this proposal is acceptable, we look forward to executing the DBIA agreement.

Looking forward to working with your team and expanding on this incredible asset for the city of Olympia!

Sincerely,



Craig Curtis, FAIA, LEED AP
Partner, Director of Emerging Building Technologies

cc: Crystal Loya, Mithun
Brian Rich, FORMA Construction

Enclosures: Project Scope and Fee Summary
Fee Summary

mithun.com —

Project Understanding

Since opening in 2012, the current museum facility on Jefferson Street has seen consistent growth in attendance and is currently operating well above the industry standards in terms of visitors per square foot, when compared to peer institutions. A major expansion is necessary to provide visitors with the level of experience expected, and to expand the uses that were not feasible in the original project budget.

Project Data

- Location: 414 Jefferson Street NE, Olympia WA 98501
- Jurisdiction: City of Olympia
- Zoning classification: UW – Urban Waterfront
- Design Review Requirements: assumed none
- Construction type: TBD
- It is understood there are known issues with soil contamination as well as the site being adjacent to the shoreline and within 100-year floodplain.
- Anticipated construction cost: \$12.4 million

Sustainable Design Goals

LEED Silver assumed due to potential government grant funding.

Program Summary

A preliminary program was developed during the feasibility study in summer 2024. During the Validation Phase, the team will confirm priorities of which program elements are to be included in Phase I but could include:

- Retail
- Lobby & Meeting spaces
- Galleries
- Education
- Support & Circulation
- Administration areas
- New outdoor exhibit and play areas
- New Pedestrian Plaza and entry sequence

Design scheme

The preliminary design can be found in the feasibility study document created in summer 2024. The team will now be re-evaluating that design given the anticipated construction costs and new program priorities as established during the phase.

Schedule and Owner Intent

- Anticipated commencement of construction: Q3 of 2026.
- Construction phasing: Anticipated the construction will occur in a single phase.
- The design and jurisdictional approval process will commence in August 2026;
- Key required jurisdictional approvals:
 - Land Use Approval;
 - Environmental Review;
 - Street Improvements Permit (list if SIP is separate from Building permit).
 - Demolition Permit;
 - Construction Permit(s): Anticipated that the design team will issue a single permit set at 80% design.

- Additional permits: Depending on program, there is potential for food service permits through Thurston County Public Health and preschool licensing through Washington State Department of Children, Youth, and Families
- Owner reviews: Anticipated owner review periods to occur at each milestone deliverable, concurrent with the kickoff of each next design phase.
- Project Delivery and Cost Estimating:
 - Project Delivery to be Progressive Design-Build.
 - At this time, only a single procurement package is anticipated.
 - GMP is assumed to occur following 50% Design Development deliverable.
 - FORMA is expected to provide periodic cost estimates.
 - FORMA is anticipated to provide constructability input during design.

Project Team

Hands on Children's Museum:

CEO: Patty Belmonte

City of Olympia:

Project Manager, Public Works Engineering: Jim Rioux

Parametrix:

Division Manager: Jim Dugan
Senior Owner's Project Manager: Heather Hocklander

Frame:

User Experience & Program Expert: Alissa Rupp

FORMA Construction:

DB Project Executive: Brian Rich
DB Preconstruction Manager: Heather Skeehan
Senior Cost Estimator: Joel Brown

Mithun Team Leaders:

Partner-in-Charge: Craig Curtis
Project Manager: Crystal Loya
Project Architect: Dustann Jones
Landscape Architect: Christian Runge

Consultants:

- Owner's Consultants:
 - Commissioning
 - Land Use Attorney (if needed)
 - Public Outreach
 - Permit Expeditor, if needed

- Mithun's Consultants:
 - Structural
 - Civil Engineering
 - Landscape Architecture (Mithun)
 - Irrigation
 - Interior Design (Mithun)
 - Lighting
 - Acoustical
 - Hardware
 - Vertical Transportation, if needed
 - Code Consultant, if needed
 - Accessibility Consultant, if needed

- FORMA's Consultants:
 - Mechanical and Plumbing
 - Fire Protection

- Electrical and Fire Alarm
 - Surveyor
 - Geotechnical Engineer
 - Environmental
 - Fall Protection / Exterior Building Maintenance (bidder designed)
 - LEED or other green rating system certification
 - Security Consultant (active response), if needed
- Mithun will coordinate with Owner's consultants and design/build contractors. Owner's consultants and D/B contractors are expected to meet the following requirements:
 - Follow the schedule developed by FORMA & Mithun with Owner's input;
 - Provide the deliverables necessary for Mithun's and its consultants' work in a timely manner.
 - Act collaboratively, be responsive, and provide complete information when requested.
 - Review documents provided by Mithun for coordination with their discipline and communicate any issues promptly.
 - Follow Mithun's BIM protocol if producing drawings.
 - Note that fees of consultants retained by Mithun will be charged at 1.1 times the cost to cover administrative expenses, including insurance, tax liability, and invoicing.

Scope of Services

Schematic Design (30% design)

Anticipated duration – 11 weeks

- Incorporate project scope and design decisions resulting from Validation phase estimate and budget reconciliation and from Owner's review of Validation phase deliverables.
- Advance the design in collaboration with Owner and consultant team. Integrate major building systems.
- Continued civil coordination in the site circulation and the extension and integration between new and existing building flows and exterior spaces.
- Site design for a new pedestrian plaza, overall site circulation, events and flexible play space, coordination with OFCI pre-K play equipment and open play areas, plant-focused spaces
- Planning for future site exhibit elements garden edges and sensory pathways, and an integrated indoor-outdoor visitor experiences.
- Coordination with Exhibit Designer for base conditions at events and flexible exhibit and open play spaces.
- Explore exterior material and color direction. This exploration will consider Owner's goals for building branding, experience and signage.
- Develop the Revit model for the scheme selected at the end of the Validation phase.
- Generate preliminary Land Use, Building, and Energy Code analyses.
- Develop preliminary space plans.
- Update sustainability goals, establish LEED credit targets in collaboration with the Owner and Consultants and develop Sustainability Plan.
- Participate in Land Use Preapplication Meeting and in the Early Assistance Meeting with the Design Review Board. Provide meeting notes.
- Develop a Project Narrative.
- Generate and submit Land Use Application.
- Meet with the Owner and key design team members on bi-weekly basis and provide meeting notes.
- Respond to the Owner's SD review comments.
- Respond to Contactor's questions during SD pricing.
- Assist the Owner with SD Cost Estimate.

Deliverables:

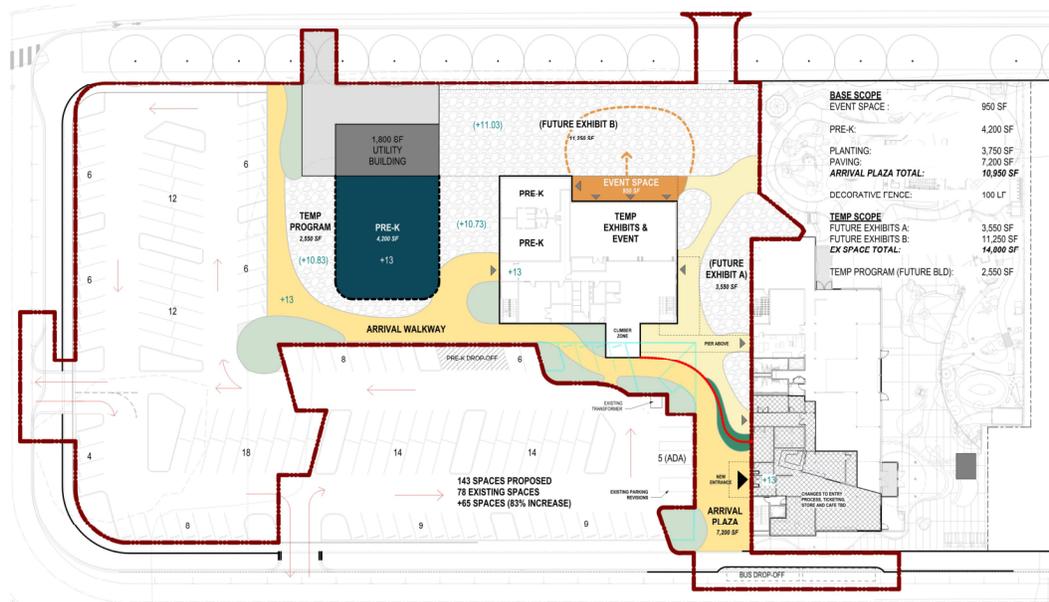
- SD-level architectural drawings generated for Land Use Application and augmented as necessary to include the following:
 - Project Data
 - Site Plan
 - Landscape and Tree Retention Plans
 - Typical Floor Plans for each plan configuration
 - Roof Plan
 - Exterior Elevations
 - Building and Site Sections
 - Preliminary Typical Wall Sections

- Preliminary Building Assemblies
- Building Area and Parking/Loading Quantity Matrix, organized by use
- Brief Design Narrative;
- Narrative description of the proposed architectural systems and materials, organized to follow CSI divisions.
- Narrative description of landscape materials and finishes, planting, soils, and irrigation (in parking and pedestrian plaza areas only), organized to follow CSI divisions.
- Sustainability Plan and LEED scorecard

Design Development (60% design)

Anticipated duration – 10 weeks

- Advance the design and integration of systems in collaboration with Owner and consultants.
- Continued civil coordination in the site circulation and the extension and integration between new and existing building flows and exterior spaces along all new building frontage.
- Documentation for a new pedestrian plaza.
- Coordination with OFCI pre-K play equipment.



-
- Prepare for and participate in Life Safety and Energy Code pre-application meetings with the local jurisdiction officials.
- Participate in 2 meetings with the local Department of Transportation and Local Utility Companies. These meetings are expected to be organized and led by the Civil Engineering Consultant.
- Respond to Land Use Review comments.
- Advise the Owner about the necessary Sustainability Plan adjustments.
- Coordinate preliminary Project Manual Division 1 requirements with Owner. Generate and coordinate technical DD specifications; identify preliminary scope of delegated design services.

- Participate in weekly project meetings with the Owner, contractor and consultant team and provide meeting notes.
- Respond to Client's DD review comments.
- Respond to Contactor's questions during DD pricing.
- Assist Owner with DD Cost Estimate review.

Deliverables:

- Drawings:
 - Project Data, including general information and area summaries;
 - Site, Floor, and Roof plans;
 - Exterior Elevations;
 - Building and Wall sections;
 - Building assembly types, typical partition and ceiling types;
 - Vertical circulation plans and sections;
 - Selected reflected ceiling plans with lighting and AV information;
 - Selected interior elevations, preliminary casework elevations and interior design feature details;
 - Finish schedules and selected finish floor plans;
 - Key envelope details;
 - Preliminary opening schedules;
 - Preliminary furniture and office equipment plans;
 - Landscape materials plans, including soil types;
 - Conceptual planting plans, schedules, key planting, irrigation, and site details for parking areas and pedestrian plaza;
 - Site sections.
- Project Manual, including:
 - Division One, Architectural and Landscape Architectural Specification Sections produced by Mithun;
 - Civil, Structural, MEP, and other sections provided by consultants
- Preliminary plumbing fixture and lighting fixture cut sheets (provided by consultants)
- Sustainability Plan and LEED scorecard updates.

Construction Documents and Permits

Anticipated duration: 16 weeks

- Advance design and coordination with other disciplines; develop details necessary to communicate design intent.
- Continued civil coordination in the site circulation and the extension and integration between new and existing building flows and exterior spaces along all new building frontage.
- Documentation for a new pedestrian plaza.
- Continued coordination with OFCI pre-K play equipment.
- Make remaining minor document revisions for Land Use approval.
- Generate and submit a Building Permit Application. Respond to permit review comments.
- Advise the Owner about the necessary Sustainability Plan adjustments.
- Coordinate and update Division One and architectural specification sections.

- Coordinate and compile technical specification sections produced by the design consultants; define the extent of delegated design services.
- Identify delegated design services and incorporate the necessary performance and design criteria in specifications.
- Identify deferred submittals.
- Issue Building permit set and 80% CD Project Manual for pricing update and Owner's review.
- Respond to Owner's, Contractor's questions during 80% CD estimate and review.
- Incorporate Owner's comments and constructability input, as well as minor document revisions, in response to cost estimate update and budget reconciliation. Mithun has allocated 40 hours for such revisions. Refer to the attached consultants' proposals for extent of minor CD revisions anticipated by consultants at this stage.
- Following Building Permit Application, develop remaining construction details and specifications.
- Coordinate Owner-furnished and Owner-provided items, Alternates, Allowances and Unit Price requirements with the Owner;
- Continue weekly project meetings with Owner, contractor and consultant team. Provide meeting notes.

Deliverables:

- Building Permit Application / 80% CD Drawings:
 - Project Data sheets with general information
 - Zoning Code Data and Diagrams;
 - Building Code Data and Life Safety diagrams;
 - Energy Code Data and Diagrams;
 - Site, Floor, and Roof plans;
 - Landscape plans;
 - Exterior Elevations;
 - Building and Wall sections;
 - Building assembly types;
 - Partition and ceiling types;
 - Vertical circulation plans, sections, elevations and details;
 - Reflected ceiling plans (RCPs) with limited mechanical and lighting information, assuming HVAC and Electrical permit applications are developed on a separate timeline;
 - Detail Restroom plans and elevations;
 - Major envelope details;
 - Opening details;
 - Opening and curtainwall schedules.
- Issued for Construction Set will include the above-listed drawings and the following:
 - Additional Envelope details;
 - Detail RCPs for selected spaces;
 - Millwork and Casework details;
 - Interior finish, finish floor plans, and interior design feature details;
 - Preliminary furniture plans;

- Landscape materials, layout, grading and planting plans;
- Landscape construction details.
- 80% CD Project Manual and Issued for Construction Project Manual;
- 80% CD and Issued for Construction Cut Sheets for plumbing and lighting fixtures (provided by consultants);
- Sustainability Plan and LEED scorecard update.
- Development and coordination in compliance with DCYF facility design and construction standards including requirements for safety, spatial configuration, and environmental quality.
- Meetings as required with DCYF to confirm specific requirements, fixtures, equipment mounting heights, age ranges, and egress.

LEED v4.0 Silver Certification Support

Mithun charges a flat rate of \$750 per credit that we are responsible for documenting + a 15% contingency. In preliminary discussions with the design team, Mithun will be taking the lead on the following credits:

- SSc1 Site Assessment
- SSc2 Protect or Restore Habitat
- SSc5 Heat Island Reduction
- WEp1 Outdoor Water Use Reduction
- MRp1 Storage & collection of Recyclables
- MRC1 Building Life-Cycle Impact Reduction
- IEQc7 Daylight
- IEQc8 Quality Views

Project Scope Changes

The Owner can modify the project scope, the design, or the program. If such modifications invalidate completed work or otherwise cause the Architect to abandon or to revise previously completed work, such modification shall be considered a "change" in the scope of services.

Mithun will promptly notify the Owner if Mithun determines that Owner's directions result in such scope changes and will submit a fee proposal for additional services and time. Mithun will proceed with additional services after securing Owner's approval of additional fees and time.

Assumptions / Clarifications

- Forma will provide the necessary topographic and utility surveys, geotechnical, and environmental reports, as well as updates or revisions of these documents if requested by Mithun or its consultants.
- Owner will provide written standards or direction and/or will retain a security consultant to develop recommendations for addressing Owner's obligations for mitigating potential security threats. Mithun will integrate such standards or recommendations into its design and documents.
- Mithun's construction documents will identify delegated design services, which are customarily performed by engineers retained by Contractor. Construction documents will establish the necessary performance and design criteria for such services.

- Revisions of completed work due to unanticipated changes in the codes and regulations that occur during any design phase will be considered additional services.
- LEED Silver will be required in the base scope, anything beyond will be additional services.
- Living Building Challenge, Net Zero, and special material selection criteria, such as Red List, are not included.
- If climate resilience objectives are identified for the project, Owner will retain consultant(s) with relevant expertise. Such consultant(s) will establish design requirements and will review the design and construction documents to confirm implementation.
- Contractor involvement in the project during design phases will reduce coordination effort during CA.
- Mithun will utilize Revit Building Information Management (BIM) platform as the design and documentation tool. The model itself is not expected to serve as a contract document, nor is it expected to be used for construction or cost estimating. All key building consultants, including Structural, Interior Design, Mechanical, Plumbing, and Electrical, are expected to work in Revit throughout the design phases as well. Mithun will develop majority of model elements, but not all, to Level of Development (LOD) 300 during Construction Documents phase. Modeling process and expectations will be further clarified in BIM protocols, if used.
- Mithun will use email and a mutually acceptable platform for file sharing. Managing a centralized document system for external team members is outside of Mithun's scope. During construction, Contractor is expected to take over the primary responsibility for electronic file sharing and document management.
- Unless paper copies are specifically required or requested, Mithun will produce all deliverables, progress documents, and communications in PDF format.
- Mithun will not be responsible for permit application and review fees.
- Mithun will provide project statistics, including floor areas that are readily available at each stage of design and will provide required area calculations for jurisdictional approvals.

Optional Additional Services

- Design studies and presentations requested by Owner in addition to those listed above.
- Mithun relies on graphics and 3-d visualization tools to communicate design ideas as part of its basic services. Physical models, professional quality renderings, fly-throughs, and virtual reality presentations can be produced in-house or by our visualization consultants as an additional service. This level of presentation materials may be required for jurisdictional design review and can be an important part of marketing or fund-raising.
- Production of marketing materials.
- Attendance or participation at Public, Stakeholder, or Neighborhood Outreach meetings.
- Non-standard waterproofing details & consultant coordination for non-typical subgrade conditions, such as high hydrostatic pressure, contaminated soils, methane control.
- Scopes to be coordinated after Validation:
 - Water feature design and coordination.

- Larger scale horticultural-level garden design (like sensory gardens).
- Large scale custom play structure and outdoor exhibit design and coordination.
- Coordination with the Owner's Arborist.
- Street Frontage Improvements.
- Built-in site components, such as fireplaces or grilles. Furniture selection and custom furniture design.
- Furniture selection and final specifications.
- Assistance with art selection, graphics opportunities, and art integration with project design.
- LEED / other green rating system documentation and management of the certification process.
- Energy modeling and Life Cycle Analysis.
- Coordination with more than one general contractor to perform the work.
- Assistance with preparation of Owner-Contractor Agreement.
- Production of a Conformed set.
- Evaluation of substitution requests (if substitutions are allowed by Owner) for reasons other than those listed in the Procurement Phase above.
- Construction site visits and meetings in excess of the amount listed above. Contract Administration beyond 16 months.
- Response to unnecessary or incomplete RFIs.
- Phased punch list and close-out.
- Punch list walk-throughs, beyond the number negotiated with Forma at GMP.
- Revit shop drawing integration during CA phase.
- As-built model and documents based on record documents supplied by Contractor.

Fee Summary

Architectural

Schematic Design (30% Design)	\$132,800
Design Development (60% Design)	\$144,000
Permit (80% Design)	\$120,000
Issued for Construction	\$120,000
<i>Architectural Services Total</i>	<i>\$516,800</i>

Landscape

Schematic Design (30% Design)	\$47,000
Design Development (60% Design)	\$30,200
Permit (80% Design)	\$41,600
Issued for Construction	\$25,000
<i>Landscape Services Total</i>	<i>\$143,800</i>

LEED v4.0 Silver Certification Support

(8) credits at \$750	\$6,000
15% contingency	\$900
<i>LEED Services Total</i>	<i>\$6,900</i>

Hourly Fees:

Staff Level #1 (Craig Curtis)	\$295
Staff Level #2	\$255
Staff Level #3 (Christian Runge)	\$220
Staff Level #4 (Crystal Loya & Dustann Jones)	\$200
Staff Level #5	\$190
Staff Level #6 (Shaine Wong & Michael Everett)	\$180
Staff Level #7 (John Whitaker)	\$170
Staff Level #8	\$160
Staff Level #9	\$150
Staff Level #10	\$135

Reimbursable expenses, such as courier services, mileage, travel expenses, reprographic services, photography, long distance communications, and permit application and review fees, are not included in this proposal. These expenses will be charged at 1.10 times their cost.



103-858 Bank Street
Ottawa, ON, K1S 3W3
P 613 567 8889
www.CHMfire.ca

Proposal for Fire and Code Consulting

Date November 5, 2025

Project Hands On Children's Museum – Olympia, WA

Client Mithun Attn: Crystal Loya

Address Pier 56, 1201 Alaskan Way #200, Seattle, WA 98101

Phone 206 623 3344

Email crystall@mithun.com

Thank you for the invitation to assist Mithun with this proposal for Fire and Code Consulting for the new extension to the existing Hands On Children's Museum (HOCM) located in Olympia, WA. CHM Fire Consultants Ltd (CHM) (consultant) will be contracted to Mithun (client), and this proposal is based on the meetings, emails and drawings from the past week.

Project Understanding

The existing HOCM is being extended with a new building and outdoor areas. The new building extension will be three floors of approximately 17,000sf. The new building has mixed uses with areas to be utilized for exhibitions, events, galleries and include spaces for education and administrative offices. The building will include use groups are A-3, B and E. Some of the spaces will be flexible in use and could be A-3 or E use, and therefore the building is to be designed to allow for the use flexibility.

The building structure is to be predominantly timber framed, utilizing mass timber and light frame. A new walkway at the second floor will connect the new building to the existing HOCM building.

The City of Olympia adopts the 2021 Washington State Building Code (WSBC) based on the 2021 International Building Code (IBC).

Scope of Consulting Services

The role for CHM will be to assist Mithun and the project team with advice related to the fire safety and code compliance for the new HOCM building. The project is in an initial schematic design (SD) phase as the building space-planning, uses and rooms are determined.

Given the desire to use timber for as much of the structure as possible, our initial role will be to assist Mithun with determining the most suitable construction type and working with the project team to allow the building to be built with a timber structure.

Based on an initial review, the most appropriate construction type for the building will be either Type IIIB or VA, with the pros and cons of other construction types to also be considered. The inclusion of Assembly uses to the third floor rules out construction type VB. The floor area proposed is within all construction type limits. A question to be addressed will be the use of timber within the exterior walls and the differences between Type III and Type V.

The other question to be initially addressed is the construction of the pedestrian bridge connecting the existing and new buildings and the materials permitted. Advice on WSBC Section 3104 for buildings connected by pedestrian walkways will be provided. This section has been rewritten in recent IBC editions, though is still not as clear as it could be. A review of the ICC code change proposals may assist, or an ICC Opinion may help.

As the design progresses through SD, we can assist with reviews of the working drawings against the WSBC and provide feedback on the methods for compliance for the proposed building and assist Mithun with options and questions. This would be in the form of online meetings, mark up of drawings (Bluebeam) and associated notes.

If required, we can document a Fire Safety and Code report that details all relevant code information for the building, based on the SD or early Developed Design drawings. We can also assist by attending meetings with the City of Olympia.

QUALIFICATIONS

CHM Fire Consultants is a consulting firm specialized in the practice of code consulting and fire engineering with special emphasis on timber-based products and timber construction. The expertise of the firm is highly regarded by both our clients and peers in providing sound professional advice and creative solutions for timber construction. CHM provides leading-edge expertise and experience in the application of building codes, fire tests and timber product solutions to address a wide variety of fire safety issues.

This project will be led by David Barber, supported by Dr. Steve Craft.

COMPENSATION

CHM will perform the above scope of service based on hourly rates. For the advice during the SD phase and general consulting related to construction type, the pedestrian bridge, exterior walls and WSBC compliance, we recommend an initial budget of 20 hours with a not to exceed value of \$6,600.

If the number of hours approaches the not to exceed value, we would notify you in writing and request an extension. Invoices will be raised at approximately 50% and 100% of the not to exceed value and will itemize all tasks and deliverables for the hours spent.

We have assumed there would be no requests for *Alternative materials, design and methods of construction and equipment* (AMMR) required for the project. If needed, we would work with Mithun on a revised scope and agreed fee for the additional work.

Below are CHM's current hourly rates, which may be revised periodically.

- David Barber - USD\$330/hr
- Dr. Steve Craft - USD\$340/hr
- Additional Technical Staff -USD\$100 - \$300/hr

We can start as soon as required and have assumed our role would occur over the next six months. If the schedule extends or the building design varies significantly, we will request an amendment to our not to exceed fee. Our role does not include for the specification or design of fire protection systems.

The above fee includes consulting only and expenses, such as for travel, will be billed in addition. Services will be provided in accordance with the attached 'Terms of Engagement' which forms an integral part of this agreement. Sales taxes will be added to the fees above as required.

CLIENT ACCEPTANCE

Thank you for the opportunity to provide this proposal. We are very interested in assisting Mithun with the new HOCM project. If you are in agreement with the above scope, please sign below and return a copy to us as our authorization to proceed. Alternatively, please provide us with an authorization in writing that makes reference to this proposal. Please contact me if you need any clarifications or require any further questions.

Prepared by,



David Barber
CHM Fire Consultants Ltd.

Accepted by,

Name (Print) _____ Signature _____ Date _____

Mithun Design Group

TERMS OF ENGAGEMENT

The Client agrees to retain CHM Fire Consultants Ltd (CHM) to provide professional consulting services under the following terms of engagement:

1. Compensation

A verbal request for CHM to proceed with services is also deemed to be an acceptance of these terms and conditions. Services rendered and reimbursable expenses will be invoiced monthly in US dollars and are due immediately when invoices are rendered. Invoices or related correspondence may be rendered either in paper or electronic form. Unless otherwise agreed to, professional time will be billed at current billing rates, available upon request. Reimbursable expenses will be invoiced at cost plus 10%. Expenses include but are not limited to fees and expenses of sub-consultants, copying, reproduction, authority having jurisdiction fees, delivery, courier, travel, parking, lodging, and all applicable taxes. Questions regarding an invoice must be submitted in writing within 14 days of the invoice date. Interest will be charged at 2% per month (26.8% per annum) on accounts still unpaid after 30 days. CHM reserves the right to discontinue services, without penalty, in the event that any invoice is 90 days or more past due.

Any significant change in design requiring a change in the scope of services, or any verbal or written direction from the Client which results in a change to the scope of services as set out in the Agreement; shall be considered additional services and entitles CHM to an adjustment to the consulting fee and time schedule (if any) agreed upon.

2. Representatives

Each party to this Agreement shall designate a representative authorized to act on behalf of that party and receive notices under this Agreement. Unless otherwise agreed to, the person requesting services from CHM and any CHM staff responding are considered the designated representatives authorized respectively to act on behalf of that party and receive notices under this Agreement.

3. Suspension of Services

CHM reserves the right to suspend services under this Agreement if accounts are not paid within 30 days from the date of issue. CHM will not be held liable for any costs or delays caused by such suspension of services.

4. Termination

If either party fails to substantially perform their respective obligations under this Agreement, the non-defaulting party may terminate the Agreement with cause after giving 7 days' notice to remedy the default. CHM reserves the right to terminate this Agreement, to stop providing consulting services, and to withhold or withdraw any portion of their deliverables if payment of fees is in arrears or if fees have not been paid in accordance with the terms outlined herein. Either party may terminate this Agreement without cause, upon not less than 30 days' written notice. On termination by either party under this paragraph, the Client shall pay to CHM its' charges for the services performed and expenses incurred for this project.

5. Professional Responsibility

As required by PEO, CHM subscribes to a Professional Liability Insurance program. Notwithstanding any marketing materials or representations made elsewhere, CHM will only be responsible for exercising the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of services at the time and location for which the services are to be performed in this Agreement. Any review performed by CHM is not to be necessarily construed as exhaustive or complete.

6. Copyright

All documents prepared by CHM or on behalf of CHM in connection with the project are instruments of service for the execution of the project. CHM retains the ownership and copyright of such documents whether the project is executed or not. Use of these documents is contingent upon full payment to CHM for services rendered, and these may not be used on any other project without the prior written consent of CHM.

7. Field Reviews

Field reviews are performed at the sole discretion of CHM, to observe whether installations are being carried out in general consistency with the intent of documents prepared by CHM.

The scope of services is based upon the assumption of quality construction being achieved; deviations may require services beyond those agreed upon, at additional fees. Any reduction from the standard of installation recommended may result in CHM withholding final documents or professional Letters of Assurance for the installation, for which the Client shall not hold as basis for any claim against CHM.

8. Limitation of Liability

The Client agrees that any and all claims which the Client has, or may have, against CHM in any way arising out of or relating to CHM's duties and responsibilities under this Agreement shall be limited to the amount of compensation to be paid to CHM under the Agreement, and representatives of CHM shall have no personal liability in respect of such claims. CHM includes its current and former directors, principals, officers, employees, representatives and sub-consultants. "Claim" or "claims" shall mean a claim or claims whether in contract or tort. No claim may be brought against CHM in contract or tort more than 2 years after the services were completed or terminated under this Agreement.

CHM shall not be responsible for (but not limited to):

- a) unforeseen, unpublished or unknown changes in policies, decisions, code interpretations, bulletins, notices, etc., provided by any authority having jurisdiction that affect the delivery or results of CHM's services. CHM does not warrant or guarantee the results or timing of reviews by any authority having jurisdiction;
- b) failure of any contractor or other consultant, retained by the Client to coordinate or perform the work required at the project in accordance with the applicable contract documents or documents prepared by CHM;
- c) costs arising from implementation of CHM's recommendations;
- d) failure of the Client, property manager, or any future operators or other owners, to properly maintain, service or repair installations as necessary for proper use and functioning;
- e) design of, defects in, or the construction of the components of the project that are described and regulated under the applicable Building Code; other than Part 3, the fire and life safety aspects of Part 9, and the fire and life safety aspects of Vancouver Building Bylaw Part 10;
- f) consequences of any project decisions made by the Client, or others, where such decisions are made without the advice of CHM, or contrary to, or inconsistent with, the advice offered by CHM;
- g) consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- h) unauthorized reliance by others on any document prepared by, or on behalf of CHM, for the exclusive use of the Client;
- i) discovery, reporting, analyses, evaluation, presence, handling, removal, or disposal; of toxic or hazardous substances or materials in any form at the project;
- j) failure of the project to perform in accordance with the target of any energy or sustainability criteria or model including but not limited to LEED; or
- k) any delays or losses caused by disruptive events beyond CHM's control, including but not limited to: labour disruptions, power outages, electronic document transmission disruptions, extreme weather, natural disasters, calamities, force majeure, etc.

9. Dispute Resolution

The parties to this Agreement shall make all reasonable efforts to resolve any dispute by amicable negotiations and agree to provide, on a without prejudice basis, full and timely disclosure of relevant facts, information and documents to facilitate these negotiations. If the parties have been unable to resolve a dispute, either party may, by written notice, require the appointment of a mediator in accordance with the latest edition of CCDC 40, "Rules for Mediation and Arbitration of Construction Disputes", to assist parties to reach an agreement. Unless the parties agree otherwise, the mediated negotiations shall be conducted in accordance with those rules, amended as follows:

All references to the term "Contract" within CCDC 40 shall refer to "this Agreement";



20 November 2025 (Revision 1)

Crystal Loya
Associate Principal

Mithun

Pier 56, 1201 Alaskan Way, Suite 200
Seattle, WA 98101
206.971.3427
crystall@mithun.com

Re: Hands On Children's Museum / Olympia, Washington, United States

Crystal,

We are pleased to submit this proposal for professional services as Lighting Designers for the above Project. This proposal is based on proposal mark ups received on 13 November 2025, an email received on 13 October 2025 and all subsequent communication. We understand the Project to be a 20,000 square foot museum addition (~12,000 square feet of areas in HLB's scope) with an estimated construction budget of \$20.1 million (current publicly funded budget with continued fundraising). We are aware of the Client's sustainability goals and will work with the team to design a project targeting LEED Silver certification within our Scope of Services.

HLB will provide our documentation to the design-build Electrical Contractor at the completion of the Design Development phase. The Lighting Designer will review and comment on the Architect's and Electrical Engineer's documentation throughout the Construction Documents phase to ensure the design intent is maintained.

DESIGN AND CONSTRUCTION SCHEDULE

The Scope of Services and compensation is based on the discussed approximate design and construction schedule as follows:

Phase	Duration
PHASE 1 DESIGN DEVELOPMENT (SCHEMATIC DESIGN & DESIGN DEVELOPMENT)	21 Weeks
PHASE 1B TECHNICAL DOCUMENTATION (CONSTRUCTION DOCUMENTS & PERMITTING)	16 Weeks
PHASE 2 CONSTRUCTION ADMINISTRATION (NOT INCLUDED IN THIS CONTRACT)	14-16 Months

SCOPE OF WORK

The Scope of Services include design for the following areas:

Interiors:

- Entry
- New Lobby
- Pier
- New Exhibit Spaces (Base Building/Architectural Lighting Only)
- Lobby & Tickets (Minimal Scope)
- Orientation (Minimal Scope)

Exteriors:

- Arrival Plaza
 - Pier
 - Outdoor Event Space
-

SCOPE OF SERVICES

The following professional services and deliverables are included as listed below. The Scope of Services assumes all "local" meetings will occur in Seattle, Washington, United States.

PHASE 1 – DESIGN DEVELOPMENT

1 SCHEMATIC DESIGN

- 1.1 Participate in design conferences with the Client, Owner, Architect, and other consultants to discuss project concepts, illumination criteria, project cost guidelines, and schedule parameters. Time for up to four (4) hours of local meetings or online conferences during this phase is included in the fee.
- 1.2 Prepare design studies and analysis for visual tasks to be performed by the occupants and functional requirements for the lighting system.
- 1.3 Prepare a Basis of Design outlining recommendations for lighting design for Client approval. The Report may discuss items for each area type that includes lighting design approach, design criteria, sustainability criteria, target light levels, power densities, color temperature, estimated luminaire budgets, control intent, and may also include diagrams or representative precedent imagery.
- 1.4 Prepare a Schematic Lighting Design Package (8-1/2" x 11" or 11" x 17" digital format) with up to three (3) design schemes for each area type that includes: sketches, illustrated plans and elevations, imagery and other visual presentation elements required for communication of the lighting design intent within the Design Team.
- 1.5 Participate in a presentation of lighting design intent to the Client and Design Team. Time for up to two (2) hours of local meetings or online conferences is included in the fee.

Deliverables in this phase:

- One (1) issuance of the Basis of Design
- One (1) issuance of the Schematic Lighting Design Package

2 DESIGN DEVELOPMENT

- 2.1 Participate in design conferences with the Client, Owner, Architect, and other consultants. Time for up to eight (8) hours of local meetings or online conferences during this phase is included in the fee.
- 2.2 Participate in a presentation of lighting design intent to the Client and Design Team. Time for up to two (2) hours of local meetings or online conferences is included in the fee.
- 2.3 Prepare electric lighting calculations for typical representative space types as required for in-house verification of design concepts. Calculations are used as a design tool to study quality and quantity of luminaires only and are not intended to create photo-realistic presentation renderings.
- 2.4 Prepare preliminary design and layouts of proposed luminaires by the creation of an Autodesk Revit lighting model (LOD 200) based on electronic Revit backgrounds provided by the Architect when ceiling information has been sufficiently resolved (heights and types of ceilings).
- 2.5 Prepare a preliminary Luminaire Schedule (single-name specification), Product Data Sheets, and sketch recommendations for architectural mounting details.
- 2.6 Prepare general specification Section 26 5113 Architectural Luminaires, Sources, and Components for the architectural luminaires (in CSI format).
- 2.7 Assist with establishing allowances or budgetary probable costs (material cost only) of specified luminaires for preparation of a preliminary cost estimate by the Contractor/Cost Estimator.
- 2.8 Assist with confirmation of compliance with the maximum allowable connected load for luminaires as dictated by the lighting section of applicable energy code. Spot check evaluations shall be performed for typical area types for in-house verification of compliance with the energy code or energy reduction goals.
- 2.9 Prepare a preliminary Control Intent Narrative and/or Zoning Diagrams for zoning and lighting controls performance for spaces where specialized lighting controls or zoning are within Scope of Work or for spaces which exceed the minimum lighting controls code requirements.
- 2.10 Prepare reviews and comments on the Design Development documents prepared by the Architect and their Consultants for conformance with the lighting design intent.

Deliverables in this phase:

- Up to two (2) issuances of Luminaire Layouts
- Up to two (2) issuances of the Luminaire Schedule and Product Data Sheets Package
- Up to two (2) issuances of Architectural Luminaire Specification Section 26 5113
- One (1) issuance of the Luminaire Budget
- One (1) issuance of preliminary Control Intent Narrative and/or Zoning Diagrams

PHASE 1B – TECHNICAL DOCUMENTATION

3 CONSTRUCTION DOCUMENTS

- 3.1 Participate in conferences with the Client, Owner, Architect, and other consultants. Time for up to twelve (12) hours of local meetings or online conferences during this phase is included in the fee.
- 3.2 Assist with the coordination of the lighting design with the architectural and electrical design.
- 3.3 Prepare updated layouts of proposed luminaires as mark-ups on the Architect's and/or Engineer's documents.
- 3.4 Assist with the evaluation of a cost estimate (material cost only) prepared by the Contractor/Cost Estimator for specified luminaires and control equipment.
- 3.5 Prepare reviews and comments on the Construction Documents prepared by the Architect and their Consultants for conformance with the lighting design intent.

Deliverables in this phase:

- Up to two (2) issuances of Luminaire Layouts as Mark-Ups
- One (1) issuance of written responses to the Cost Estimate
- Up to two (2) issuances of reviews and comments of Construction Documents

4 PERMITTING

- 4.1 Participate in conferences with the Contractor, Client, Owner, Architect, and other consultants. Time for up to four (4) hours of local meetings or online conferences during this phase is included in the fee.
- 4.2 Assist with responses for lighting-related Plan Review comments by Authorities Having Jurisdiction over the Project.

Deliverables in this phase:

- Up to two (2) issuances of responses to Plan Review comments

BIM COLLABORATION PROTOCOLS

1. The BIM model(s) shall be created and delivered to the Lighting Designer in Autodesk Revit.
2. The Lighting Designer will provide luminaire layouts as a Revit linked model for incorporation into the architectural model for reference by the Architect and Electrical Engineer.
3. The modeled deliverables provided by the Lighting Designer shall be graphically represented within the model to the Level of Development (as defined by 2024 BIMForum LOD specification) per phase as noted in the matrix below:
 - a. Level of Development 200: The Model Element is graphically represented within the Model as a generic system, object, or assembly with approximate quantities, size, shape, location, and orientation. Model content is limited to show design and intent of the lighting system.
 - b. Level of Development 300: The Model Element is graphically represented within the Model as a specific system, object, or assembly in terms of quantity, size, shape, location, and orientation. Approximate spacing and location for supports and seismic control and allowances for access or code clearances shall be the responsibility of the installation Contractor. Model content is limited to show design and intent of the lighting system.
 - c. Level of Development 350: The Model Element is graphically represented within the Model as the design specified system, object, or assembly in terms of quantity, size, shape, location, and orientation. Actual spacing and location for supports and seismic control and allowances for access or code clearances shall be the responsibility of the installation Contractor.
 - d. Level of Development 400: The Model Element is graphically represented within the Model as the design specified system, object, or assembly in terms of size, shape, location, quantity, and orientation with detailing, fabrication, assembly, and installation information. Final coordination shall be the responsibility of the installation Contractor.

Phase	Level of Development	Lighting Package Delivery Frequency*	ACC** Model Sharing Frequency
Schematic Design	N/A	N/A	N/A
Design Development	200	Weekly	Weekly
Construction Documents	N/A	N/A	N/A
Permitting	N/A	N/A	N/A

*Deliverables including BIM Model

**Autodesk Construction Cloud

4. An increased Level of Development (LOD) for the lighting BIM model, as outlined in the table above may be provided as an Additional Service.
5. BIM lighting model exchanges will be provided as outlined in the table above. BIM model exchanges beyond the frequency listed and in addition to the milestone issuances listed in the Scope of Services may be provided as an Additional Service.
6. Live model sharing is intended for coordination purposes only and must adhere to established access controls, change tracking, and periodic review protocols. The model should be considered a work-in-progress and should not be used as a final reference without confirmation of its status.

7. The BIM model may be utilized for coordination purposes only. It will serve as a tool to support design alignment and integration but will not include detailed modeling or documentation.
8. BIM model updates are not included during the Construction Administration phase but may be provided upon request as Additional Services.
9. Inclusion of manufacturer-specific luminaire families, IES photometry files, parametric detailing, design visualizations or renderings, and integration of energy data into the Revit model are excluded from the Scope of Services but may be provided as an Additional Service.
10. Detection or identification of cross-discipline clashes in the Revit model are not performed by the Lighting Designer. Review of clash detection reports by others is excluded from the Scope of Services.
11. If requested by the Owner or Client, the lighting BIM model may be transferred at the conclusion of the scope outlined in the Scope of Service above, subject to the execution of a BIM/Revit release form. Prior to transfer, the model will be cleaned and prepared to ensure clarity and usability. This handoff is contingent upon the Owner's request and acceptance of the specified terms.

LEED Silver Services (Optional / Add Alt Service, not included in base scope)

LEED Base Services: The Project is intended to achieve a LEED Silver Rating under the BD+C NC v4.1 system. HLB will work with the Architect, LEED Consultant and/or the Whole Building Energy Simulation Consultant and provide assistance and review for areas within our scope, for the following LEED points, if sought:

1. SS Credit: Light Pollution Reduction – Option 1 BUG Rating Method
 - Provide luminaire schedule showing uplight ratings to the Architect or LEED Consultant.
2. EQ Credit: Interior Lighting
 - Provide design solutions for EQ Credit: Interior Lighting – Strategies 1 or 2. Design and documentation for Strategies 3 (Lighting Control) and 4 (Surface Reflectance) shall be the responsibility of the Electrical Engineer, Architect or Interior Designer.

The above scope does not include LEED On-line or Energy Star or Total Power Density more than 15% reduction below Std 90.1 2016. HLB will provide a Lighting Control Narrative, but no additional documentation unless full control specifications are part of our scope. Additional points are available under optional services below.

Optional Services:

1. LEED Certification design coordination and compliance documentation can be provided for the following LEED for BD+C New Construction Version 4.1 credits:
 - EQ Daylight Credit: HLB will perform simulations for only one of the following Options, to be selected by Architect:
 - Option 1: Spatial Daylight Autonomy (sDA) and Annual Sunlight Exposure (ASE) calculations (1-3 pts: New Construction/Core and Shell/Schools/Retail/Data Centers/Warehouses/Distribution Centers or 1-2: pts Healthcare). Perform annual simulations as defined in IES LM-83-12 for each regularly occupied space. Additionally, supply average sDA_{300/50%} value for the total regularly occupied floor area. Note: For any regularly occupied spaces with ASE_{1000,250}

greater than 10%. Architect or LEED Consultant shall be responsible for identifying how the space is designed to address glare.

- Option 2: Point in Time illuminance Calculations on clear-sky equinox date (1-3 pts: New Construction/ Core and Shell/ Schools/ Retail/ Data Centers/ Warehouses/ Distribution Centers or 1-2 pts: Healthcare). Examine TMY data to calculate averaged illuminance intensity values for sun (direct component) and sky (diffuse component) for clear-sky conditions. Perform simulations that demonstrate illuminance levels are between 300 lux and 3,000 lux at both 9 a.m. and 3 p.m. for each regularly occupied space. Blinds or shades are excluded from the model, however view-preserving automatic (with manual override) glare-control devices are required to demonstrate compliance.

EXCLUDED SCOPE OF WORK

The following scope areas are not included in this proposal and may be provided by the Lighting Designer as additional services if requested:

- Exterior building lighting
- Pre-K Classrooms & Outdoor Space
- Culinary Classroom
- Event Rooms
- Offices
- Garden Edge / Buffer Space
- Elevator cabs
- Egress stairwells
- Electrical, mechanical, telephone, IDF, and MDF rooms
- Storage, trash, and janitorial rooms
- Commercial kitchens
- Exterior building façade lighting
- Sports and athletic fields, and children's playgrounds
- Parking garages and lots
- Public streets, roadways, highways, including driveway entrances occurring in the public right-of-way
- Storage or service yards and loading docks
- Industrial sites, including but not limited to, rail yards, maritime shipyards and docks, piers and marinas, and aviation facilities
- Water features, pools, and spas
- Internally illuminated signs
- Monuments and statuary
- Outdoor lighting for special effects
- Temporary outdoor lighting
- Lighting related to off-site improvements
- Lighting for green/living walls
- Light art installations
- Lighting integrated into display cases
- Temporary or permanent exhibits
- Lighting for theatrical or other live performances, and rigging
- Walk-in freezers or refrigerated cases

EXCLUDED SERVICES

1. The following services are not provided by the Lighting Designer:
 - Emergency, egress, exit lighting, and exit sign design and calculations
 - Comparative life-cycle cost analysis for electric lighting systems
 - Preparation or review of record drawings or as-built documentation
 - Design of any structural engineering details such as light pole bases, electrical equipment suspension, seismic bracing, and other supports, which require the review and approval of a licensed engineer
 - Traffic signage lighting
 - Lighting required by the Federal Aviation Administration and the Coast Guard or similar agencies

2. The following services are assumed to be provided by the Electrical Engineer:
 - Emergency, egress, exit lighting, and exit sign design and calculations
 - Lighting layouts and specifications for areas not listed in the Scope of Work above
 - Lighting controls system design, layout, and specifications
 - Energy code calculations and compliance documentation
 - Services normally within the scope of the Electrical Engineering discipline

COMPENSATION FOR PROFESSIONAL SERVICES

The Scope of Services listed herein will be provided as a fixed fee to be billed on a percent complete basis as follows:

PHASE	FEE	
Phase 1 Design Development (Schematic Design & Design Development)	\$24,000	Budget held on Phase 1 Proposal Final design proposal in alignment with SARE will be submitted to client for review and approval in SD: \$8,000 base fee \$20,000 allowance
Phase 1B – Technical Documentation (Construction Documents & Permitting)	\$8,000	
TOTAL	\$32,000	
General Reimbursable Expenses	\$500	

ADDITIONAL SERVICES	FEE
Daylighting Services*	\$21,000
Full Design/Documentation for the following spaces:	
• Lobby & Tickets	\$15,000
• Orientation	
• Café	
• Museum Store	
LEED Silver Services	\$3,000

***Daylighting Services (Optional Service, not included in base scope):**

Provide studies and recommendations to guide and inform the daylighting design. Support the design team in developing integrated daylighting and shading strategies that enhance access to natural light, preserve views, and ensure year-round visual comfort across all regularly occupied areas, in coordination with electric lighting design, through the Phase 1 (Design Development) phase:

1. Investigate methods to optimize daylight in accordance with best practice, high-performance building criteria and owner-specific design guidelines.
2. Identify times of solar glare risk and assess performance requirements of solar control strategies.
3. Develop simulations to assess daylight performance and determine illuminance levels over daylit areas. Assess light sufficiency of key areas such as exhibition spaces, gathering spaces, and applicable support spaces.
4. Advise on the visual properties of glazing and solar control systems for envelope and openings, and the light-related properties of material selections of the interior design, for the purpose of optimizing the daylighting design.

The proposal assumes all areas of the Project will be authorized and will proceed on a concurrent schedule. If areas or issuances of documents for the Project are not authorized or proceed on a non-concurrent schedule, the proposal will be subject to further negotiation.

Invoices will be submitted monthly and will be payable within thirty (30) calendar days after the invoice date. All invoices not paid within thirty (30) days of submission will be assessed a finance charge of 1.5% of the remaining balance per month.

Time spent on out-of-town travel is not anticipated and therefore is not included in the fee.

SALES TAX

Sales tax laws vary by geography and local government. If sales taxes apply to your jurisdiction, they will be charged to the Project in addition to the fees described in this proposal.

HOURLY RATES

Should Additional Services be required beyond the Scope of Services included in this proposal, they will be invoiced on a time and expense basis at HLB's hourly rates, adjusted annually on October 1st for salary increases, during the life of the Project.

REIMBURSABLE EXPENSES

Reimbursable expenses shall be invoiced above and beyond all fees for professional services at cost times a multiplier of 1.15. Receipts will be provided with each invoice. Reimbursable items shall be as follows:

1. Reproductions will be billed at cost plus the multiplier.
2. Local travel expenses including but not limited to: parking, taxis, ride sharing (including surcharges), public transportation, and tolls.
3. Overnight delivery, handling, and postage charges.
4. Local delivery, handling, and postage charges.
5. Automobile mileage required to meet Project meeting requirements and site visit requirements. The rate used will be the current IRS standard mileage rate.
6. Fees and charges for Client, Owner or Contractor hosted software platforms, programs, or documents the Lighting Designer is required to use by the Client, Owner, or Contractor for the development of this Project.
7. Costs to obtain product samples, mock-up materials, and all approved equipment used exclusively in the development of this Project.

ADDITIONAL SERVICES

The following services may be provided as Additional Services that may arise as the Project proceeds. Upon recognizing the need to perform Additional Services, written authorization from the Client will be required to proceed.

1. Construction Administration phase services.
2. Attendance or participation in conferences beyond those indicated in the Scope of Services.
3. Preparation of specialized 2D and 3D renderings or other visual presentation elements not noted in the Scope of Services.
4. Preparation of studies, analysis, or documentation for Environmental Impact Report (EIR) submissions.
5. Preparation of documentation or attendance at public hearings or meetings related to Entitlements.
6. Daylighting Services to study illumination and visual comfort in daylighted spaces to enable a holistic integration and control of natural and electrical light.
7. Advanced Revit services, including the creation of custom luminaire families, luminaire schedules, specifications, design visualization or renderings, and inclusion of energy data or .IES files.
8. Preparation of drawing sheets with a Project title block provided by the Client for incorporation into a drawing set for issuance.
9. Fully dimensioned luminaire layout plans.
10. Preparation of a multiple-name luminaire specification.
11. Preparation of annotated Product Data Sheets.
12. Time for the selection of decorative luminaires beyond four (4) hours of time that is assumed to be included in the base Scope of Services.
13. Design and development of custom luminaires, testing, and evaluation of prototypes.
14. WELL Certification design and/or preparation of compliance documentation.

15. Research, analysis, and design of germicidal lighting solutions with UV technology and controls.
16. Assist with confirmation of compliance with the maximum allowable connected load for luminaires as required by the lighting section of the applicable energy code in the form of a COMcheck file or data entry into COMcheck-Web.
17. Analysis and calculations associated with Light Trespass for new and existing conditions including community meetings, presentations, and site lighting survey of surrounding neighborhood.
18. Preparation of electric lighting point-by-point calculations in electronic (.dwg or .pdf) format for review by the Client, Owner, Contractor, other Consultants or Authorities Having Jurisdiction over the Project.
19. Lighting controls system design, layout, and specification.
20. Architectural Lighting Controls Specification Section 26 0923, including full zoning, load schedules, equipment schedules, and product data sheets.
21. Preparation of Lighting Control Device Schedules.
22. Preparation and coordination of DMX Address Schedules for factory addressing of luminaires by the luminaire manufacturer(s).
23. Design and commissioning of addressable Internet of Things (IoT), Power over Ethernet (PoE), dynamic, or Smart lighting controls systems.
24. Preparation of additional issuances of drawings, specifications, or other documents beyond those indicated in the Scope of Services.
25. Preparation of revisions of drawings, specifications, or other documents when such revisions are required by changes to previously approved design criteria.
26. Preparation of additional studies of designed areas as a result of design changes during the Design Development and Construction Documents phases or between submitted packages.
27. Preparation of additional or out of sequence issuances of documents, addenda, attendance at "page-turning" meetings, pre-bid or post-bid conferences or walk-throughs.
28. Value Engineering and/or redesign services if construction cost estimate for lighting equipment is within project budget for lighting equipment.
29. Preparation of documentation compliance as related to the lighting for public utility rebate programs.
30. Design, observation of construction, testing, and evaluation of full-scale mock-ups.
31. Review and testing of luminaire and/or lighting controls system substitutions proposed by others in our lighting laboratory, on site, or at the manufacturer's facilities.
32. Assistance with coordination of lighting equipment orders and deliveries from manufacturers.
33. Coordination or design of lighting in media walls, custom LED applications, internally illuminated signage, photovoltaics, or other specialized applications or special effects.
34. Design and specification of lighting for growth and/or maintenance of trees and other plantings.
35. Lighting for theatrical, televised broadcast, filming, video-taping or other production functions.

36. Revisions to Construction Documents when such revisions are:
- a. Imposed by plan review comments, health department comments, or landlord or developer comments, which are not consistent with applicable standard building codes.
 - b. Inconsistent with approvals or instructions previously given by the Client.
 - c. Required by newly enacted or revised codes and regulations after the Construction Documents have been prepared.
 - d. Required by the acts or omissions of the Client, Owner, or another Consultant.
37. Focusing diagrams for adjustable luminaires on backgrounds provided by the Architect.

PROJECT SPECIFIC TERMS AND CONDITIONS

- a. The parties understand and agree to the following: Architectural lighting design is not a licensed profession, and the services performed by the Lighting Designer, whether included in this contract or not, do not require a licensed professional. Further, the Lighting Designer does not provide architectural or engineering services or stamped drawings, regardless of the existence of licensed architects or engineers as officers, employees, or sub-consultants of the firm. In particular, the Lighting Designer will not be responsible for the selection, designation, design, specification, or calculation of luminaires for emergency or exit lighting or filing documents with municipal and regulatory agencies.
- b. The Lighting Designer cannot and will not bear responsibility for the final results of the lighting design, if not contracted through Construction Administration.
- c. The Lighting Designer does not guarantee that credit for any specific LEED or WELL points will be obtained.
- d. The Lighting Designer does not guarantee the survival of plants or animals. The Owner shall provide criteria for lighting levels and color spectra for such purposes, and that shall form the basis for the daylighting and electric lighting concepts. The Lighting Designer will design to those criteria or inform the Owner of the extent to which the design may differ from those criteria.
- e. Should building department or similar audits be required, they shall be viewed as additional services, and we shall charge on a time and expense basis.
- f. When maximum electrical lighting loads permitted by code are determined by others, the Lighting Designer will not commence any layouts until written information is received defining these loads or be responsible for any delays resulting therein, nor will the Lighting Designer be responsible for or assume the cost of any re-design resulting from error in such calculations performed by others.
- g. The Lighting Designer will design to the best of their ability according to building codes but will be dependent upon the licensed professionals (Architect or Engineer) for notification of non-compliance prior to approval of lighting equipment submittals and will not be responsible for problems which arise during construction due to non-compliance with codes.
- h. The Lighting Designer shall be entitled to rely on the accuracy and completeness of services and information furnished by the Architect, Owner, and the Owner's other consultants. The Lighting Designer shall provide prompt written notice to the Architect, Owner, and the Owner's other consultants if the Lighting Designer becomes aware of any error, omissions or inconsistencies in such services or information. The Lighting Designer shall have no affirmative duty to review the services provided by the Architect and the Owner for such errors, omissions or inconsistencies and the duty to notify shall extend only to such items as they may become aware of such items either through the performance of Lighting Designer's services under this Agreement.

- i. The Lighting Designer will not be responsible for design of emergency, egress or exit lighting systems or for designation of luminaires for emergency, egress or exit lighting systems.
- j. The Lighting Designer will not be responsible for any changes in their final drawings and specifications or the unintended use of the final drawings and specifications unless approved by the Lighting Designer. Changes include, but are not limited to, substitutions of and/or by manufacturers, variations in layouts, quality, and quantity of luminaires, etc.
- k. The Lighting Designer will not be responsible for any errors, equipment failures or delays caused by manufacturers, contractors, shippers, installers, or users, nor is the Lighting Designer responsible for a contractor's failure to conduct the construction in a workman-like manner or in accordance with contract documents or recommendations.
- l. Existing conditions: The Architect shall provide the Lighting Designer, in writing, with information about any existing ceiling conditions that could affect luminaire selection and/or location, prior to issuance of Lighting Designer's Design Development drawings. If this information is not provided, the Lighting Designer will assume that no restrictions exist and will proceed accordingly. If conditions are found during construction that necessitate changes, additional services will have to be authorized by the Architect for the Lighting Designer to make these changes.
- m. The Architect/Construction Manager/Owner shall provide the Lighting Designer, in writing, with information about the required lighting budget. If this information is not provided, it is assumed that the final budget reviewed and approved in Design Development is the agreed upon lighting equipment budget. If the lighting must be redesigned due to changes in the agreed upon lighting equipment budget or for other overall project budget reasons, this redesign work will be considered an additional service.
- n. This proposal will remain valid for thirty (30) days after the date it is written. If the accepted proposal has not been received in the Lighting Designer's office by the end of this period, its terms and conditions will be open for further negotiations.
- o. It is assumed that the Lighting Designer's work will be completed according to a mutually agreed upon schedule. If consulting work is stopped for more than ninety (90) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.
- p. This agreement is subject to cancellation by either party at any time upon ten days written notice. In the event of cancellation, all accrued charges become due for work completed to that point.
- q. To resolve any conflicts that arise during the design and construction of this Project or following the completion of this Project, all parties agree that all disputes between them shall be submitted to non-binding mediation unless the parties mutually agree otherwise. In the event the parties to this agreement are unable to reach a settlement of any dispute in accordance with mediation, then the dispute may be resolved with an alternate method only if agreed upon by both parties. The prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorney's fees, and all other related expenses in such litigation.
- r. The Lighting Designer shall indemnify and hold Client and Client's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Lighting Designer, its employees and its consultants in the performance of professional services under this Agreement.

- s. All publicity about the Project where credits are given shall include the name of HLB Lighting Design as Lighting Designers.

We trust the above meets with your approval and would appreciate your signing a copy of this proposal and returning it to us at your earliest convenience. The returned copy will serve as our authorization to proceed.

ACCEPTED BY:

Horton Lees Brogden Lighting Design Inc.

Mithun



SIGNATURE

SIGNATURE

Brandon Thrasher, CLD, IALD, MIES, LEED AP

NAME

NAME

Senior Principal

TITLE

TITLE

20 November 2025

DATE

DATE

December 11, 2025

Crystal Loya
Mithun
Pier 56, 1201 Alaskan Way #200
Seattle, Washington, 98101

Subject: **Hands On Children's Museum (HOCM) Addition, Olympia WA**
Re: **Civil Engineering Services- Phase 1 + Phase 2 Civil Engineering Services**

Dear Crystal-

Thank you for providing us with the opportunity to submit this proposal for civil engineering services for the Hands On Children's Museum (HOCM) Addition. We are excited to work on this project. This proposal includes both Phase 1 and Phase 2 civil engineering services.

PROJECT UNDERSTANDING

This Progressive Design Build (PDB) project is for an addition to the existing HOCM in Olympia, Washington. While the exact building location is still in flux- we understand it to be in the vicinity of the red boundary shown in Figure 1 below.



Figure 1 Area of Work

This proposal includes civil engineering services via the progressive design build (PDB) model.

SCHEDULE

This proposal is based on the following durations:

Phase 1: Schematic Design (30% Design)	9 weeks
Phase 1: Design Development (30%-60% Design)	10 weeks
Phase 2: Construction Documents (60%-80%) + Permit	10 weeks
Phase 2: Construction Documents (80%-100%)	6 weeks

The submittal of the permit set with 80% Construction Documents is based on the project schedule dated August 22, 2025. Building and site design will need to be frozen a minimum of 4 weeks prior to the permit submittal date in order for Mayfly to prepare complete permit documents.

SCOPE OF WORK

Proposed services are listed under the following phase subheadings. Additional and more detailed deliverables are listed in the deliverables section.

Phase 1: Schematic Design (30% CD)

Basic Services include:

- Site Visit
- Biweekly Big Room Meetings (5@1.5 hours each)
- Integrated Design Support
- 30% Design Package Production for Demolition, Site Layout, Grading, Foundation Drainage and Utilities.
- Review of Survey and Geotechnical Report
- Specifications- Outline
- Biweekly Site Team Meetings (4@1 hour each)
- Develop Civil Project Narrative
- Respond to Contractor's questions during SD pricing.
- Respond to owners SD review comments.
- Incorporate project scope and design decisions resulting from Validation phase estimate and budget reconciliation and from Owner's review of Validation phase deliverables.
- Quality Assurance + Control

Additional Consultant Services Include:

- Integrated Design Support for Additional Consultant Services
- 30% Design Package Production for Site Stormwater and Stormwater Pollution Prevention Plans
- Design and Communication related to LOTT utilities.
- Turning Movement Studies.
- Review of Contaminated Soils Report + Contaminated Soils Coordination
- Sustainable Site Design Support

- Quality Assurance + Control for Additional Consultant Services

Phase 1: 30%-60% Construction Documents

Basic Services include:

- Biweekly Big Room Meetings (5@1.5 hours each)
- Integrated Design Support
- 60% Design Package Production for Demolition, Site Layout, Grading, Foundation Drainage and Utilities.
- Review of Survey and Geotechnical Report
- Specifications- Draft
- Biweekly Site Team Meetings (5@1hour each)
- Respond to Contractor's questions during pricing.
- Respond to owners review comments.
- Incorporate project scope and design decisions resulting from Validation phase estimate and budget reconciliation and from Owner's review of Validation phase deliverables.
- Quality Assurance + Control

Additional Consultant Services Include:

- Integrated Design Support for Additional Consultant Services
- 30% Design Package Production for Site Stormwater and Stormwater Pollution Prevention Plans
- Design and Communication related to LOTT utilities.
- Turning Movement Studies.
- Review of Contaminated Soils Report + Contaminated Soils Coordination
- Sustainable Site Design Support
- Quality Assurance + Control for Additional Consultant Services

Phase 2: 60% to 80% Construction Documents

Basic Services include:

- Biweekly Big Room Meetings (5@1.5 hours each)
- Integrated Design Support
- 80% Design Package Production for Demolition, Site Layout, Grading, Foundation Drainage and Utilities. This package will also be used for Permit intake and will include a storm drainage report.
- Review of Survey and Geotechnical Report
- Specifications- Final Draft
- Biweekly Site Team Meetings (5@1hour each)
- Participate in 2 meetings with the local Department of Transportation and Local Utility Companies. These meetings are expected to be organized and led by the Civil Engineering Consultant.

- Respond to Contractor's questions during pricing.
- Respond to owners review comments.
- Incorporate project scope and design decisions resulting from Validation phase estimate and budget reconciliation and from Owner's review of Validation phase deliverables.
- Quality Assurance + Control

Additional Consultant Services Include:

- Integrated Design Support for Additional Consultant Services
- 30% Design Package Production for Site Stormwater and Stormwater Pollution Prevention Plans
- Design and Communication related to LOTT utilities.
- Turning Movement Studies.
- Review of Contaminated Soils Report + Contaminated Soils Coordination
- Sustainable Site Design Support
- Quality Assurance + Control for Additional Consultant Services

Phase 2: 80% to 100% Construction Documents

Basic Services include:

- Biweekly Big Room Meetings (5@1.5 hours each)
- Integrated Design Support
- 100% Design Package Production for Demolition, Site Layout, Grading, Foundation Drainage and Utilities.
- Review of Survey and Geotechnical Report
- Specifications- Final
- Biweekly Site Team Meetings (5@1hour each)
- Respond to Contractor's questions during pricing.
- Respond to owners review comments.
- Incorporate project scope and design decisions resulting from Validation phase estimate and budget reconciliation and from Owner's review of Validation phase deliverables.
- Quality Assurance + Control

Additional Consultant Services Include:

- Integrated Design Support for Additional Consultant Services
- 30% Design Package Production for Site Stormwater and Stormwater Pollution Prevention Plans
- Design and Communication related to LOTT utilities.
- Turning Movement Studies.
- Review of Contaminated Soils Report + Contaminated Soils Coordination
- Sustainable Site Design Support

- Quality Assurance + Control for Additional Consultant Services

DELIVERABLES

In addition to the deliverables noted in the above scope- the following will be provided:

ITEM	Phase 1: 30%	Phase 1: 60%	Phase 2: 80% Permit	Phase 2: Permit Response	Phase 2: 100% CD
Cover Sheet	X	X	X	X	X
SWPPP Notes Sheet		X	X	X	X
SWPPP Plan and Details Sheets		X	X	X	X
Demolition Plan		X	X	X	X
Site Plan	X	X	X	X	X
Site Details		X	X	X	X
Grading Plan		X	X	X	X
Grading Details			X	X	X
Storm Plan	X	X	X	X	X
Storm Details Sheet		X	X	X	X
Water Quality Details		X	X	X	X
Foundation Drainage Plan & Details			X	X	X
Onsite Stormwater Management Plan		X	X	X	X
Utility Plan	X	X	X	X	X
Utility Details		X	X	X	X
Utility Profiles			X	X	X
Specifications	OUTLINE	DRAFT	DRAFT	DRAFT	FINAL
Storm Drainage Report & Calculations			X	X	
SWPPP Report			X	X	

ASSUMPTIONS/ CLARIFICATIONS

This proposal is based on the following:

- “Civil” utilities when noted include storm drainage, water, and sanitary utilities. It is assumed that communications, electrical and other utilities will be designed by others. LOTT purple water pipes and ducts will be shown on civil drawings and coordinated with civil utilities. Sizing and detailing will be provided by others.
- Landscape Architects will prepare grading and site layout through schematic design and then for pedestrian areas through the life of the project. Mayfly will provide layout and design for vehicular areas.
- Environmental Services related to contaminated soils will be provided by others. Mayfly will coordinate to incorporate their requirements and applicable recommendations into civil documents.
- A survey meeting permit requirements will be provided by others.
- A geotechnical report and contaminated soils reports will be provided to support civil design prior to the design development phase.



- Utility main construction or extension is not included.
- Preparation of separate right of way improvement documents are not included. It is assumed that proposed driveways and connections to utility mains outside of the project ownership will be permitted with onsite drawings.
- Design outside of the limits of work shown above in Figure A is not included.
- Design revisions with the exceptions of minor changes to building footprint and site post permit submittal are not included.
- All permit submittals and related fees are by others.

Any item not specifically noted in the above scope is considered an additional service and will not be provided without notice to proceed and additional fee from the client.

COMPENSATION

We have separated Civil Basic Services and Civil Additional Consultant Services in alignment with July 1st, 2025, Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects published by the Office of Financial Management (OFM).

We propose to carry out the above noted scope, billed hourly as time and material per the following fee summary:

Phase	Basic Services	Add Services	Subtotal
Phase 1: Schematic Design (30% CD)	\$ 18,959	\$ 13,772	\$ 32,731
Phase 1: 30%-60% Construction	\$ 29,069	\$ 21,900	\$ 50,969
Phase 2: 60% to 80% Construction	\$ 30,962	\$ 25,828	\$ 56,790
Phase 2: 80% to 100% Construction	\$ 24,318	\$ 14,196	\$ 38,514
Sustainability Support		\$ 2,416	
Total	\$ 103,308	\$ 78,112	\$ 181,420

Travel between Seattle and Olympia will be invoiced per current federal rates. All deliverables are assumed to be pdfs, and no deliverable related reimbursable expenses are expected. Our 2026 fee schedule is attached as Exhibit A. Travel-related reimbursables are estimated at \$350.

We value our working relationships with our clients, the members of our design team and the communities where we live and work. Those values are represented in the quality and functionality of the projects that we deliver. Thank you for the opportunity to propose on this project. We look forward to collaborating with you!

Sincerely, 

Robin McKennon Thaler, PE, DBIA, LEED AP
Principal, Mayfly Engineering and Design, pllc



EXHIBIT A: FEE SCHEDULE

The following rates are inclusive of labor, overhead and profit and represent the lowest rates that we charge to public clients.

Effective January 1, 2026 through December 31, 2026

CATEGORY	RATE
Principal Engineer/ Project Manager/ Engineer VIII	\$302
Principal Engineer/ Project Manager/ Engineer VII	\$285
Principal Engineer/ Project Manager/ Engineer VI	\$256
Civil Engineer V	\$230
Senior Engineer/ Engineer IV	\$192
Design Engineer III	\$165
Design Engineer II	\$154
Design Engineer I	\$142

October 20, 2025

Crystal Loya
Mithun, Inc.
1201 Alaskan Way, Suite 200
Seattle, WA 98101

Delivery: Via email

Re: Proposal for specifications services for the Hands On Children's Museum project

Crystal,

I am pleased to present Mithun with a proposal to provide architectural services for production of architectural specifications and compilation of Project Manuals for the Hands On Children's Museum project in Olympia, Washington. If the *AIA Document C401* or other Owner-/ client-required Architect-Consultant agreement will form the basis of our contract, our *Standard Terms and Conditions* (STCs) may be appended thereto; return the Fee Proposal signed. Otherwise, return both the STCs and the Fee Proposal signed.

Assumptions: The following items affect our proposal and the contract; please confirm they are correct, or notify us and we will revise the proposal:

- 1) Deliverables for the Fixed-Fee Phases are noted in the Fee Proposal.
- 2) Specifications assistance in the Bidding/ Addendum and Construction Administration Phases is estimated, for hourly billing - Please include our estimated fees for these phases in your fee proposal with your client so that additional services requests will not be required for this assistance.
- 3) Documents for Division 00 - Procurement and Contracting Requirements will be provided by the Owner/ client directly to prospective Bidders, separate from the Project Manual; If provided for inclusion within the Project Manual, additional services will be necessary for formatting and coordination.
- 4) Specifications for Division 01 - General Requirements will be produced by our office, with revisions as necessary to align with the Project; Sustainability sections, if applicable, will be provided by the Project's sustainability consultant; Commissioning sections will be provided by the Owner's commissioning agent. If Owner-/ client-provided, coordination and additional sections as appropriate will be produced by our office, as indicated in the Fee Proposal.
- 5) Architectural specifications for Divisions 02 through 14, as applicable, will be produced by our office, with review and comment by the Project's design team, for further revisions by our office, towards development of final specifications. Specifications will be based on the Owner's standards, as applicable; If provided for by the Owner, additional services will be necessary for formatting and coordination.
 - a) Both outline and full, CSI MasterFormat, 3-part, 6-digit specifications will be produced for the Design Development Phase, compiled as a Project Manual, including consultants' specifications, as provided.

- b) Full, CSI MasterFormat, 3-part, 6-digit specifications will be produced for the Construction Documents Phase, compiled as a Project Manual, including consultants' specifications, as provided.
- 6) Structural specifications for Divisions 03, 04, 05 and/ or 06 will be produced by the Project's Structural Engineer, for further revisions by our office to incorporate Architectural considerations.
- 7) Development of door hardware sets and index for Division 08 are not included; a door hardware consultant or manufacturer's representative should provide door hardware sets and index, as well as revisions to the Door Hardware section provided by our office to align with Project requirements; if door hardware sets and index are produced by our office, additional services will be necessary.
- 8) Fire Suppression, Plumbing, Mechanical, Electrical, Communications, Access Control, Fire and Security specifications in Divisions 21, 22, 23, 26, 27 and/ or 28 will be provided by the M/E/P/Fp Engineers, formatted to match the Architectural specifications based on the Section Template provided by our office; our office will incorporate those into the Project Manual.
 - a) If specifications for Services in Divisions 21, 22, 23, 26, 27 and/ or 28 will NOT be provided by the M/E/P/Fp Engineers, delegated design specifications for new or revisions, upgrades and additions to existing Services in those Divisions will be produced by our office, as indicated in the Fee Proposal.
 - b) Security: Security specifications for Divisions 08 and/ or 28, if applicable, will be provided by the Security Consultant, formatted to match the Architectural specifications based on the Section Template provided by our office; our office will incorporate those into the Project Manual.
- 9) Civil, Structural and Landscape specifications for Divisions 02, 31, 32 and/ or 33 will be provided by the Civil Engineer, Structural Engineer, Landscape Architect and/ or Geotechnical Consultant, formatted to match the Architectural specifications based on the Section Template provided by our office; our office will incorporate those into the Project Manual.
- 10) Vertical Circulation specifications for Division 14 (elevators, escalators, materials lifts, etc.) will be produced by our office, with review and comment by the Project's elevator consultant or manufacturer's representative.
- 11) Food Service: Food service specifications for Division 11, if applicable, will be provided by the Food Service Consultant, formatted to match the Architectural specifications based on the Section Template provided by our office; our office will incorporate those into the Project Manual.
- 12) Aquatics specifications for Divisions 09 and/ or 13 are not anticipated to be required for this project.
- 13) Specifications for other specialty disciplines if applicable, including theater/ performing arts, laundry, laboratory, cleanroom, and medical are not anticipated to be required for this project.
- 14) Owner's Design Standards: The Owner's design standards and material, product and system requirements aligned with the Project's or Owner's security, acoustical and other specialty goals will be incorporated into the Division 01 - General Requirements and Divisions 02 through 14 - Architectural specifications by our office, including revisions based on review and comment by the Project's security coordinator and other specialty consultants, where applicable. Our office will not be responsible to design, develop or select materials, products and systems where specialty consultants are involved.

- 15) Sustainability: If applicable, sustainability requirements aligned with the Project's or Owner's sustainable certification goals will be incorporated into the Division 01 - General Requirements and Divisions 02 through 14 - Architectural specifications by our office, including revisions based on review and comment by the Project's sustainability coordinator, if applicable.
- 16) Historic preservation requirements are not anticipated to be required for this project.
- 17) For well-coordinated architectural specifications, the design team agrees to collaborate with our office for a minimum of four specification coordination meetings, in-person or virtual, per deliverable; the design team also agrees to utilize our office's standard Coordination Matrix, or other preferred, online collaboration tool.
- 18) Insurance coverages for professional liability, business liability (with automobile) and workers' compensation are as indicated in the attached policy declarations; if these coverages do not meet the Project's requirements one of the following will require approval: a) Allowance to maintain our policies' coverages as shown therein, or b) Approval for additional cost for extension of coverages for this project (for professional liability insurance this is typically about \$750 per additional \$1M of coverage per project policy). The company does not carry excess or umbrella liability insurance.
- 19) Reimbursable expenses are not anticipated to be required for this project.
- 20) Site visits are not anticipated to be required for this project.

We look forward to starting work and our continuing relationship with your office, and to collaborating on this important project.

Sincerely,



Michael Thrailkill AIA, NCARB, CDT, LEED AP

Attachment(s): *Standard Terms and Conditions*, to be agreed directly or appended to the Project's
AIA Document C401 or other Owner-required Architect-Consultant agreement
Fee Proposal for the Project
Billing Rates 2025
Billing Rates 2026
Policy declaration sample, Professional Liability Insurance
Policy declaration sample, Business Owner's Liability Insurance
Policy declaration sample, Worker's Compensation Insurance

STANDARD TERMS AND CONDITIONS

1. AGREEMENT.

- a. For projects utilizing the AIA Document C401 or other Owner-/ client-required Architect-Consultant agreement: This form of Standard Terms and Conditions (“Terms and Conditions”) supplements the standard *Document C401 Architect-Consultant Agreement* (“Contract”) to be provided by Client and the attached fee proposal (“Proposal”) to provide professional services for the **Hands On Children’s Museum** project (“Project”) submitted by M.Thrailkill.Architect LLC (“MTA”) to **Mithun, Inc.** (“Client”). The Contract, the Standard Terms and Conditions (STCs), and the Proposal collectively constitute the agreement by which MTA agrees to provide services to the Client for the Project and are collectively referred to herein as the “Agreement.” All services provided by MTA to Client for the Project are subject to the Agreement. All duties owed by MTA to the Client regarding such services are contained in this Agreement. MTA does not owe Client duties related to the services that are independent of this Agreement.
- b. For projects not utilizing other forms of agreement: This form of Standard Terms and Conditions (“Terms and Conditions”) supplements the attached and any future fee proposal(s) (“Proposal”) to provide professional services for **Hands On Children’s Museum** project (“Project”) submitted by M.Thrailkill.Architect LLC (“MTA”) to **Mithun, Inc.** (“Client”). The Proposal and Terms and Conditions collectively constitute the agreement by which MTA agrees to provide services to the Client for the Project, and are collectively referred to herein as the “Agreement.” All services provided by MTA to Client for the Project are subject to the Agreement. All duties owed by MTA to the Client regarding such services are contained in this Agreement. MTA does not owe Client duties related to the services that are independent of this Agreement.

2. STANDARD OF CARE. MTA will perform the services required by this Agreement in a manner consistent with the degree of skill and care ordinarily exercised by architects that prepare architectural specifications under similar circumstances (hereinafter, the “Professional Standard”). MTA makes no other warranty, certification or guarantee with respect to its services or work product.

3. ARCHITECT / ENGINEER OF RECORD. MTA will not be required to stamp or electronically seal the architectural specifications, or other work product it prepares. MTA’s services will be under the responsible supervision and control of a licensed architect employed by Client as required by the law of the jurisdiction where the Project is located. All professional stamps or electronic seals required by the jurisdiction with authority over the Project shall be provided by Client.

4. PAYMENT.

- a. MTA will bill Client monthly for services provided. Payment is due on receipt of MTA’s invoice and shall be made without retention, holdback, or offset. Invoices not paid within 60 days shall be subject to a late payment charge of one and one-half percent (1.5%) per month, unless other arrangements have been made. Payment to MTA shall not be contingent on Client’s receipt of funds or payment from any third-party. Reimbursables will be indicated in the project-specific fee proposals.
- b. For the initial two projects with new clients, effort by MTA on the Project will commence with delivery by Client of an advance to MTA equal to 10% of the total contract, which will be

subtracted from the final invoice. Following regular billing and payment for the initial two (2) projects, further projects will not require payment of an advance to commence work.

5. CLIENT INFORMATION. Client acknowledges that architectural specifications are developed from Project specific information that may change during the course of the Project. MTA is entitled to rely on plans, data, studies, reports, equipment and product descriptions and information, and other Project information provided to it by Client. Client shall provide printed copies of current, latest versions of drawings for each phase of deliverables (half-size minimum). Client shall promptly notify MTA of changes to Project information previously provided to MTA.
6. OWNERSHIP OF INSTRUMENTS OF SERVICE. All of the documents prepared by MTA related to the Project are instruments of service for the execution of the Project and are solely for the exclusive use of the Client. MTA grants Client a non-exclusive irrevocable license to use its instruments of service for the Project. MTA retains the property and copyright on these documents, whether the Project is executed or not. Architectural specifications and any other documents prepared by MTA may not be used on any other Project without MTA's prior written agreement. Client will defend, hold harmless and indemnify MTA from any resulting claims if documents are used for any other purpose. The Owner will be provided with the specification documents in Microsoft Word format files for internal project management purposes.
7. SCOPE OF WORK.
 - a. DUTIES. It is understood that duties of MTA for the Project are the production of architectural specifications and the compilation of the Project Manuals for each deliverable. Other design consultants for the Project shall be hired, responsible to, and in direct consultation with the Client. MTA will provide coordination of architectural sections with other disciplines' specifications. In the case of door hardware, signage, elevator and escalator, swimming pools, laboratory and food service specifications, MTA will incorporate the addition of finishes to relevant sections as directed by Client.
 - b. COORDINATION. Development of the architectural specifications will be accomplished by MTA through coordination with Client staff working in an engaged, collaborative process for the phases of work included in the Proposal. Effort for added phases will be subject to additional services or a new Proposal, as preferred by Client. A single point of contact and responsibility for coordination between Client and MTA shall be established for the Project, usually the project architect (PA). In the case of milestone, deliverable and review communications, the project manager (PM) or principal-in-charge (PIC) will be copied. Client shall notify MTA promptly in the event of Project staff changes. Regular weekly or bi-weekly meetings, email and telephone communications will be the main communication tools, with the use of online database management used regularly, and online conferencing and file-sharing tools as needed. It is understood that digital copies of drawings will be provided by Client to MTA for each phase of deliverables for which specifications will be produced.
 - c. SCOPE. Proposal for the Project has been developed based on assumptions of the architectural specifications that will be required for the Project. Additional sections will be provided as required to meet the actual, evolving Project scope and intent at no charge for the first 5% of additional sections added (e.g. 4 additional sections without charge for a Project proposed to have 80 sections); the rate for additional sections beyond this allowance is indicated in the Proposal. Unless the scope of work is adjusted at a future date, architectural specification

services will be provided for deliverables indicated for those phases agreed-upon in the Proposal. Additional services for product and material research, document review, quantity survey and cost review may be provided, and fees for these services will be quoted as requested at rates indicated in the Proposal.

- d. Compilation of the architectural specifications MTA produces and consultants' specifications into the Project Manual will be provided by MTA at each deliverable indicated in the Proposal.
8. **ADDITIONAL SERVICES.** "Additional Services" are services in addition to the services described in the Proposal for which MTA shall be compensated by Client. Additional Services shall include, without limitation, services necessitated by a material change to: 1) Information or reasonable assumptions upon which the Proposal is based, 2) Previous instructions or approvals given by Client, 3) The Project Scope including, but not limited to, size, quality, or complexity, 4) The Project schedule, budget for Cost of Work, or procurement or delivery method; Additional Services may also include 5) Services necessitated by decisions of the Client not rendered in a timely manner, or any other failure of performance by Client, or any third party, or 6) New services, not contemplated in the Proposal. Upon recognizing the need to perform Additional Services, MTA will notify the Client with reasonable promptness and explain the facts and circumstances giving rise to the need. MTA will not proceed with Additional Services until it receives the Client's written authorization, and MTA shall not be required to provide the Additional Service if Client's authorization is not given. Unless otherwise agreed in writing, Additional Services will be provided on a time and materials basis at MTA's standard hourly rate.
 9. **TERMINATION.** Either Client or MTA may terminate this Agreement at any time without cause upon giving the other party ten (10) calendar days' prior written notice. Within thirty (30) calendar days of termination, Client shall pay MTA compensation earned to the date of termination.
 10. **DISPUTE RESOLUTION.**
 - a. **TIME LIMITATION FOR CLAIMS.** As to all claims and causes of action against MTA, whether in contract, tort, or otherwise, arising out of or related to any acts or omissions of MTA while providing services pursuant to this Agreement, such claims and causes of action shall be deemed to have accrued on the date of the acts or omissions giving rise to the claim or cause of action ("Accrual Date"), and all such claims and causes of action against MTA shall be brought by Client within 2 years of the Accrual Date.
 - b. **MEDIATION.** Before commencing any formal legal action or proceeding, the Parties agree to convene and participate, in good faith, for at least one business day in a formal mediation conducted by an independent third party mediator. The cost of the mediator shall be borne equally by both sides. Each Party must be represented at the mediation by a person or persons with full authority to agree to a compromise of any such dispute. Each Party shall bear its own costs of preparing for and participating in pre-filing mediation, including but not limited to the costs of their respective counsel and other related fees and expenses. As with any legal action, the mediation shall be convened in Multnomah County, Oregon, on a date mutually convenient to the Parties but no later than 45 days following the notice, by either side to the other, of a dispute and the desire to mediation. The mediation is nonbinding unless any agreement is reduced to writing and signed by Authorized Representatives of both Parties.
 - c. **ARBITRATION.** Any claim, dispute or other matter in question that arises under this Agreement and that is not resolved in Mediation shall be subject to final and binding arbitration. Unless

otherwise agreed in writing, the parties shall pursue resolution of all claims through The Arbitration Service of Portland (ASP) by filing in writing with the other party to the Agreement and with ASP. Oregon state law and rules of ASP shall govern all proceedings.

11. INDEMNIFICATION.

- a. Client shall indemnify and hold MTA harmless from claims, losses, liability, damages, costs and expenses, including reasonable attorney fees and expert fees that arise from or are caused by changes to MTA's work product, including MTA's architectural specifications that are not approved by MTA.
- b. MTA agrees to indemnify and hold Client harmless against claims, losses, liability, damages, costs and expenses, including reasonable attorney's fees and expert fees ("Claims") to the extent such Claims are caused by MTA's negligence or misconduct. MTA shall not be required to defend, indemnify and hold Client harmless to the extent Claims arise from or are caused by Client's own negligence or fault (whether sole, concurrent or contributory), or the negligence or fault of third-parties.
- c. Client agrees to indemnify and hold MTA harmless against claims, losses, liability, damages, costs and expenses, including reasonable attorney's fees and expert fees ("Claims") except to the extent such Claims are caused by MTA's negligence or misconduct. Client shall not be required to indemnify and hold MTA harmless to the extent Claims are caused by MTA's own negligence or fault (whether sole, concurrent or contributory).
- d. Neither MTA nor Client has a duty to provide or to pay for an up-front defense against unproven claims or allegations. Instead, the duty to indemnify described in section 11 of this Agreement shall mean a duty to reimburse those reasonable attorney's fees and other defense costs incurred by the indemnified party to the extent caused by the negligence, recklessness, or willful misconduct of indemnifying party, or its employees, agents or subconsultants.

12. LIMITATION OF LIABILITY. Client agrees to limit the liability of MTA, its officers, directors and employees (collectively "MTA") for all claims and causes of action Client may bring against MTA, based on any legal theory, including without limitation, malpractice, professional negligence, common negligence, negligent misrepresentation, breach of contract, breach of express or implied warranty, strict liability, contribution and/or indemnity, so that the total aggregate liability of MTA to the Client for claims arising from or related to the Project or this Agreement shall be the greater of the amount paid to MTA for the services provided under this Agreement, or fifty thousand dollars.

13. NO THIRD-PARTY BENEFICIARY. This Agreement does not give any rights or benefits to anyone other than Client or MTA.

14. ENTIRE AGREEMENT. This Agreement, states all of the terms of the parties' agreement respecting its subject matter and supersedes and replaces in their entirety all prior and contemporaneous written or unwritten representations, negotiations, commitments and agreements respecting its subject matter. The representations made in this Agreement are the only representations that Client is relying on for its decision to enter into this Agreement. This Agreement may not be modified or amended except by mutual agreement of the Client and Architect. Such agreement may only be evidenced by a written instrument signed by both parties. Payment of advance or any other billing payment acknowledges acceptance of these Terms and Conditions.

- 15. NO ASSIGNMENT. Neither party may assign their rights or obligations under this Agreement, except that MTA may utilize contractors or subconsultants to provide services, as provided in this Agreement.
- 16. APPLICABLE LAW AND VENUE. The law of the State of Oregon will govern the interpretation of the Agreement and all claims between the parties. Venue for any claim arising from or related to this Agreement shall be Multnomah County, Oregon.
- 17. SEVERABILITY. In the event any provision of this Agreement is determined to be unlawful, the remainder shall be enforceable.

Appended to the Architect-Consultant agreement as _____ (e.g. Appendix 1)

Initials of Authorized Client Representative

- OR -

Signed this _____ day of _____, 2025

Signed this _____ day of _____, 2025

Mithun, Inc.

M.Thrailkill.Architect LLC

Signature of Authorized Client Representative

Signature

Printed Name and Title

Michael Thrailkill, Owner

Printed Name and Title

Please return agreement to M.Thrailkill.Architect LLC, 1631 NE Broadway #607 Portland, OR 97232

Hands On Children's Museum for FORMA/ Mithun/ FRAME JV

Project Type: Public museum and education facility

Deliverables: Four Project Manuals in DD and CD Phases

Fixed Fee Specification Process

Schematic Design Phase	None	\$	-	0.0%
Phase 1 - Design Development Phase	Fixed Fee	\$	17,760	40.7%
Specifications Development for DD Phase	21 weeks			
30% Design (equiv. 100% SD) Outline Specification Project Manual			~Feb 2026	
60% Design (equiv. 100% DD) 3-Part Specification Project Manual			~Jun 2026	
Phase 1B - Construction Documents Phase	Fixed Fee	\$	25,900	59.3%
Specifications Development for CD Phase	16 weeks			
Permit Set (equiv. 65% CD) 3-Part Specification Project Manual			~Aug 2026	
100% CD 3-Part Specification Project Manual			~Oct 2026	
Specifications Fixed Fee	Total of Fixed Fees	\$	43,660	

Hourly Fee Specification Assistance

Bidding Phase	None	\$	-	
Phase 2 - Construction Administration Phase	Hourly Fee NTE	\$	5,920	
Assistance with RFIs, ASIs, CCDs, COs, submittals and substitution requests	Refer to <i>Billing Rates 2025 & 2026</i> for hourly fees			

Additional Services

Additional Deliverables				
Add <u>Outline</u> Specifications Project Manual (SD or DD Phase)			\$5,180	/deliv
Add <u>Draft</u> or <u>Reduced</u> Project Manual, e.g. review, cost, or partial bid set (DD or CD Phase)			\$4,070	/deliv
Add <u>Final</u> Project Manual, e.g. permit set or complete bid set (DD or CD Phase)			\$8,880	/deliv
Delegated Design Specifications Production	Refer to <i>Billing Rates 2025 & 2026</i> for hourly fees			
Division 11 & 13 - Food Service and Laundry Equipment				
Division 14 - Conveying Equipment				
Divisions 21 thru 28 - MEP Delegated Design				
Division 02 thru 50 - Other Non-Architectural				
Product and Material Research	Refer to <i>Billing Rates 2025 & 2026</i> for hourly fees			
Divisions 02 thru 14 and 32 - Architectural				
Document Review	Refer to <i>Billing Rates 2025 & 2026</i> for hourly fees			
Coordinate Owner's Div'n 01 - General Requirements				
Divisions 02 thru 14 and 32 - Architectural				
Consultants' Specifications Coordination				
Client Review Periods	Refer to <i>Billing Rates 2025 & 2026</i> for hourly fees			
Divisions 02 thru 14 and 32 - Architectural				
Consultants' Specifications Coordination				

BILLING RATES 2025

Employee	Labor Category	Position	Billing Rate
Michael Thrailkill	Principal	Registered Architect, Specifications Leader	\$ 250 / hr
David "Skip" Brown ^V	Architect VII	Registered Architect, Specifications Leader	\$ 160 / hr
[open]	Architect VI	Registered Architect, Specifications Leader	\$ 140 / hr
[open]	Architect V	Registered Architect, Specifications Manager	\$ 120 / hr
[open]	Architect IV	Registered Architect, Specifications Manager	\$ 100 / hr
Ben Stickney	Architect III	Intern Architect, Specifications Manager	\$ 85 / hr
Yanet Orozco Gomez ^{FL}	Architect III	Intern Architect, Specifications Manager	\$ 85 / hr
Tony Pham ^A	Architect III	Intern Architect, Specifications Manager	\$ 85 / hr
Nancy Barakat ^F	Architect II	Intern Architect, Specifications Coordinator	\$ 75 / hr
Levi Eads	Architect II	Intern Architect, Specifications Coordinator	\$ 75 / hr
Walker Hill	Architect II	Intern Architect, Specifications Coordinator	\$ 75 / hr
Hengzhi 'David' Hu ^A	Architect II	Intern Architect, Specifications Coordinator	\$ 75 / hr
Grace Loeliger ^F	Architect II	Intern Architect, Specifications Coordinator	\$ 75 / hr
Florencia Padilla ^{FL}	Architect I	Intern Architect, Specifications Coordinator	\$ 65 / hr
Robert Tolman ^V	Specifier Intern	Specifications Assistant	\$ 60 / hr
[open]	Student Intern	Specifications Assistant	\$ 50 / hr
Bertha Madrigal ^{FL}	Administrator	Controller & Human Resources Administrator	\$ 130 / hr
Laura Berrutti ^{FL}	Administrator	Office Manager & Marketing Administrator	\$ 130 / hr
Barbara Alexander ^{FB}	Administrator	Receptionist & Learning Administrator	\$ 85 / hr

Minority Group Key (A, B, F, H, L, N, V and combinations): **A**Asian, **B**Black, **F**Female, **H**Hawaiian/ Pacific Islander, **L**Latina/o/x, **N**Native American/ Alaskan, **V**Veteran/ active military

Service Provider	Service	Billing Rate
Aldrich CPAs + Advisors	Accounting	\$ 265 / hr
Schwabe, Williamson & Wyatt	Contracts & Legal	\$ 425 / hr

M.Thrailkill.Architect is an Oregon-registered Limited Liability Company, registry number 1089882-96.

The company's Federal Employer Identification Number (EIN) is 81-1420911, filing as an S-Corporation.

The company is an **Oregon COBID Certified Tier 2 Emerging Small Business (ESB)** certification no. 9859, and meets the U.S. Small Business Administration's eligibility rqmt's for government contracts as a small business.

The company is an Equal Opportunity Employer, committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability, or other basis protected by law and guided by equitable practices. Our wages and salaries are transparent and updated annually based on the latest AIA Small Firm Compensation Report.

M.THRAILKILL.ARCHITECT LLC
 1631 NE Broadway no. 607
 Portland, Oregon 97232
 +1 503-719-4909
 www.mthrailkillarchitect.com

BILLING RATES 2026

Employee	Labor Category	Position	Billing Rate
Michael Thrailkill	Principal	Registered Architect, Specifications Leader	\$ 255 / hr
David "Skip" Brown ^V	Architect VII	Registered Architect, Specifications Leader	\$ 165 / hr
[open]	Architect VI	Registered Architect, Specifications Leader	\$ 145 / hr
[open]	Architect V	Registered Architect, Specifications Manager	\$ 125 / hr
[open]	Architect IV	Registered Architect, Specifications Manager	\$ 105 / hr
Ben Stickney	Architect III	Intern Architect, Specifications Manager	\$ 90 / hr
Yanet Orozco Gomez ^{FL}	Architect III	Intern Architect, Specifications Manager	\$ 90 / hr
Tony Pham ^A	Architect III	Intern Architect, Specifications Manager	\$ 90 / hr
Nancy Barakat ^F	Architect II	Intern Architect, Specifications Coordinator	\$ 80 / hr
Levi Eads	Architect II	Intern Architect, Specifications Coordinator	\$ 80 / hr
Walker Hill	Architect II	Intern Architect, Specifications Coordinator	\$ 80 / hr
Hengzhi 'David' Hu ^A	Architect II	Intern Architect, Specifications Coordinator	\$ 80 / hr
Grace Loeliger ^F	Architect II	Intern Architect, Specifications Coordinator	\$ 80 / hr
Florencia Padilla ^{FL}	Architect I	Intern Architect, Specifications Coordinator	\$ 70 / hr
Robert Tolman ^V	Specifier Intern	Specifications Assistant	\$ 65 / hr
[open]	Student Intern	Specifications Assistant	\$ 55 / hr
Bertha Madrigal ^{FL}	Administrator	Controller & Human Resources Administrator	\$ 135 / hr
Laura Berrutti ^{FL}	Administrator	Office Manager & Marketing Administrator	\$ 135 / hr
Barbara Alexander ^{FB}	Administrator	Receptionist & Learning Administrator	\$ 90 / hr

Minority Group Key (A, B, F, H, L, N, V and combinations): **A** Asian, **B** Black, **F** Female, **H** Hawaiian/ Pacific Islander, **L** Latina/o/x, **N** Native American/ Alaskan, **V** Veteran/ active military

Service Provider	Service	Billing Rate
Aldrich CPAs + Advisors	Accounting	\$ 275 / hr
Schwabe, Williamson & Wyatt	Contracts & Legal	\$ 525 / hr

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The company is an Equal Opportunity Employer, committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability, or other basis protected by law and guided by equitable practices. Our wages and salaries are transparent and updated annually based on the latest AIA Small Firm Compensation Report.

M.THRAILKILL.ARCHITECT LLC
 1631 NE Broadway no. 607
 Portland, Oregon 97232
 +1 503-719-4909
 www.mthrailkillarchitect.com



POLICY DECLARATIONS

NOTICE: THIS PROFESSIONAL LIABILITY AND POLLUTION INCIDENT LIABILITY INSURANCE POLICY IS WRITTEN ON A "CLAIMS-MADE AND REPORTED" BASIS AND APPLIES ONLY TO THOSE CLAIMS FIRST MADE AGAINST AN INSURED AND REPORTED TO THE INSURER IN ACCORDANCE WITH THE SECTION OF THE POLICY ENTITLED CONDITIONS, THE CONDITION ENTITLED THE INSURED'S DUTIES IF THERE IS A CLAIM.

POLICY INFORMATION

Prefix: MCH
Policy Number: 591927442
Insurance is Provided by:
Continental Casualty Company
151 North Franklin Street, Chicago, IL 60606

PRODUCER INFORMATION

Agency: 056125
Branch: 970

NAMED INSURED AND ADDRESS

Named Insured:
M.THRAILKILL.ARCHITECT LLC
Address:
511 South West 10th Avenue
Suite 1004
Portland, OR 97205

POLICY TERM

02/18/2025 to 02/18/2026 at 12:01 a.m. Standard Time at the **Named Insured's** address shown above.

KNOWLEDGE DATE

02/18/2019

DEDUCTIBLE:

\$5,000	Purchased Deductible
N/A	Deductible Credit
\$5,000	Per claim Deductible (including claim expenses)
N/A	Aggregate Deductible per policy year (including claim expenses)

LIMITS OF LIABILITY:

\$2,000,000	Each claim Limit of Liability (including claim expenses)
\$5,000,000	Aggregate Limit of Liability per policy year (including claim expenses)
\$2,000,000	Each design defect circumstance Limit of Liability
\$5,000,000	Aggregate design defect circumstance Limit of Liability per policy year
\$2,000,000	Each claim death or disability and non-practicing extended reporting period Limit of Liability (including claim expenses)
\$5,000,000	Aggregate death or disability and non-practicing extended reporting period Limit of Liability (including claim expenses)

INCEPTION DATE:

02/18/2019 is the date of the first policy issued to the **Named Insured** and continuously renewed by the Insurer.



Information Page

Policy no: 865179
Employer identification no: 81-1420911
NCCI Risk ID no:

Item 1. **The Insured:**
M Thrailkill Architect LLC

Entity Type:
Limited Liability Company

Mailing address:
M THRAILKILL ARCHITECT LLC
511 SW 10TH AVE STE 1004
PORTLAND, OR 97205-2711

Agent:
SAIF CORPORATION
400 HIGH ST SE
SALEM, OR 97312-0700

Other workplaces not shown above:

Item 2. **The policy period** is from 09/01/2025, 12:01 A.M. to 09/01/2026, 12:01 A.M. at the insured's mailing address.

Item 3. **A. Workers Compensation Insurance: Part One** of the policy applies to the Workers Compensation Law of the states listed here: OREGON.

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident \$2,000,000 each accident
Bodily Injury by Disease \$2,000,000 each employee
Bodily Injury by Disease \$2,000,000 policy limit

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
NONE

D. This policy includes these endorsements and schedules:

WC360601E Oregon Cancellation Endorsement
WC000310 Sole Proprietors, Partners, Officers and Others Coverage Endorsement
WC360604 Oregon Amendatory Endorsement
WC990616 Confidentiality Endorsement
WC000424 Audit Noncompliance Charge Endorsement
WC000414A 90-Day Reporting Requirement-Notification of Change in Ownership Endorsement
WC990401C Premium Payment Rating Plan Endorsement
WC000421F Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement
WC000422C Terrorism Risk Insurance Program Reauthorization Act Disclosure endorsement.
WC000406A Premium Discount Endorsement
WC990402E Claim Rating Plan Endorsement
WC000419A Part Five - Premium Amendatory Endorsement
WC000313 Waiver of Our Right to Recover from Others Endorsement

Item 4. **The premium** for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. The experience rating modification factor and other rating plan factors, if any, may change on your rating effective date of 9/1/2026. All information required below is subject to verification and change by audit.

Olympia, WA

Hands On Children's Museum Expansion

Structural RFP Response



Olympia, WA

Hands On Children's Museum Expansion RFP Response (Rev. 1)

November 21, 2025

To:

Heather Skeehan | Forma Construction
Crystal Loya | Mithun

Crystal and Heather,

Over our 27 year history, our focus has always been on engineering cost effective, low-carbon structural systems, regardless of the material, but our solutions will not compromise aesthetics or function. We rely on our built experience to inform our structural design, especially early in the design process, to blend elegance and constructibility while maintaining cost control. Our vertically-integrated firm aligns most closely with a design-build delivery model, focusing on collaboration and open communication lines.

We look forward to the opportunity to collaborate with you to realize what will be a proud expansion to Hands on Children's Museum, building on our recent museum experience as EOR on the Puyallup Tribal Museum in Tacoma, as well as my personal experience working with Mithun on the New Nordic Museum and the Wanapum Heritage Center (while at MKA).

Regards,



Leif Johnson | Structural Engineering Director
2225 N 56th Street
StructureCraft Seattle

Table of Contents

1.0 Experience

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2.0 Project Approach

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- 2.4 Challenges & Solutions
- 2.5 Schedule & Fee

"StructureCraft has maintained the highest level of professionalism and world-renowned expertise throughout our experiences and has allowed us to deliver projects that would otherwise not have been possible. Whether it's their structural engineering expertise, or ability to value add engineering ideas that increase efficiency and work through complex construction sequences..., Lucas Epp and Gerald Epp and their team are among the very few elite North American groups leading the future..."

- Michael Green, Founder
Michael Green Architecture, Vancouver



Philip J. Currie Dinosaur Museum
Grande Prairie, AB | 2014
Teepie Architects, PCL Construction

1.0 Experience

1.1 Project Portfolio

StructureCraft has engineered over 10 million square feet of public, institutional, office, residential and cultural projects throughout its 27 year history. We are uniquely positioned to offer the most value to your project, offering full structural consulting services as well as preconstruction & schedule / budget feedback. Our engineers are intimately aware of how to design and detail all materials for buildability and cost control.



Columbia River Maritime Museum Mariners Hall | Astoria, OR | 2025

This 24,500 sqft expansion showcases a vast collection of maritime artifacts and historic vessels – and even a US Coast Guard helicopter hanging from the ceiling. Mariners Hall showcases a curved timber roof that vaults over the exhibition area, providing a visually striking open space that can be seen from the outside through full-height windows. Curved glulam ribs spanning up to 60' are topped with purlin-plywood panels to create an all-wood roof supported by strategically placed timber and steel columns.

Client: Columbia River Maritime Museum
Architect: Opsi Architecture
General Contractor: Rickenbach Construction
Size: 24,500 sqft / \$30M
Our Service: Structural Engineer of Record

Puyallup Tribal Museum | Tacoma, WA | 2025

Puyallup means “bend in the river”, and this Indigenous museum’s meandering form takes this inspiration. The 30,000 sqft steel / timber hybrid facility features gathering, admin, exhibit, and collections storage spaces across two wings and 3 stories (as well as a basement). The project targets LEED Silver certification and features PV roof arrays. The structure features a mixture of glulam and steel framing supporting dowel laminated timber floor and roof slabs. Steel/timber braced frames make up the lateral system.

Client: Puyallup Tribe of Indians
Architect: Mithun
General Contractor: Korsmo Construction
Size: 30,000 sqft
Our Service: Structural Engineer of Record



Port of Olympia Waterfront Center | Olympia, WA | 2025

This new waterfront hub at the Swantown Marina along Budd Inlet will be a catalyst for connecting the port’s facilities to community favorite amenities like the Farmers Market, Hands on Children’s Museum, and Percival Landing. The structural design will feature a hybrid of timber and steel, focusing on locally sourced materials. It will enhance the legacy of the timber industry in Olympia while providing a low-carbon structure that sets a new standard for sustainability and energy efficiency.

Client: Port of Olympia
Architect: EHDD
Size: 20,000 sqft
Our Service: Structural Engineer of Record

National Juneteenth Museum | Fort Worth, TX | 2025

The Texas-based National Juneteenth Museum commemorates the federal holiday, Juneteenth, which celebrates the ending of slavery in the United States. The superstructure is a hybrid of exposed mass timber and steel, supported by a concrete basement. The vertical gravity framing consists of glulam columns supporting level 2 and the roof. Innovative use of CLT and glulam purlins creates the folded plate, with glulam chords creating an extremely slim roof spanning up to 90ft and featuring a structural thickness of less than 2ft.

Client: The National Juneteenth Museum
Architect: Bjarke Ingels Group, KAI Enterprises
Preconstruction Manager: KAI Enterprises
Size: 50,000 sqft
Our Service: Structural Engineer of Record



Southwest Neighborhood Library | Washington, DC | 2020

Comprised of a mass timber structure, this Design-Build project involves such elements as a highly unique timber folded plate roof using dowel laminated timber. Supporting the steel and timber lateral system are glulam beams and columns with detailed timber-to-steel connections. The Library achieved LEED Platinum Status, implementing sustainable strategies such as regionally sourced material, solar panels on the green roof, and timber throughout.

Client: DC Public Libraries
Architect: Perkins&Will
Design-Build Contractor: Turner Construction
Size: 25,000 sqft / \$18M
Our Service: Structural Engineer of Record

1.0 Experience

1.1 Project Portfolio (cont'd)



KF Aerospace Flight Museum & Centre for Excellence | Kelowna, BC | 2022

Shaped as an aircraft, a central 2-storey hub “fuselage” is flanked by two wing-shaped hangars which houses historical planes. The building showcases the latest in structural innovation and mass timber construction throughout the superstructure. From wing-shaped hangar roofs to a highly unique doubly-curved CLT staircase, a creative approach to structural engineering was pivotal to the design of this project. The project is located directly next to Kelowna International Airport.

Client: KF Aerospace
Architect: Meiklejohn Architects
General Contractor: Sawchuk Developments
Size: 65,000 sqft
Our Service: Structural Engineer of Record

Philip J. Currie Dinosaur Museum | Grande Prairie, AB | 2014

This 29,200 sqft museum rests on the ancient Pipestone Creek dinosaur bone bed near Grande Prairie, Alberta. The project features a geometrically-complex roof, supported by exposed timber beams and struts that were designed as a metaphorical reference to the dinosaur bones that populate the museum. Our engineering team carried out early feasibility studies to compare steel and wood, with wood eventually coming out on top due to client vision and architectural expression (dinosaur bones).

Client: County of Grande Prairie No. 1
Architect: Teeple Architects
General Contractor: PCL
Size: 30,000 sqft
Our Service: Structural Engineer of Record (Gerald Epp, President) & Specialty Structural Engineer



Xunaa Cultural Heritage Center & Museum | Hoonah, AL | 2022

This cultural hub is envisioned to be a catalyst and focal point for preserving, perpetuating, and enhancing pride in Tlingit culture. The design concept imitates a glacier, weaving through separate gallery “vessels”. Our structural design featured a central corridor with Glulam flow beams and plywood-purlin LWF panels supported by steel girders framing into each vessel. Our engineers also explored the ramifications of frost and proposed an over-excavation solution to allow for concrete spread footings above bedrock.

Client: Hoonah Indian Association
Architect: Mithun
Size: 48,000 sqft
Our Service: Structural Engineer of Record

Fraser Mills Presentation Centre | Coquitlam, BC | 2023

Nestled along the Fraser River in South Coquitlam, the Fraser Mills Presentation Centre is the gateway to a transformative 96-acre mixed-use development. Celebrating the site’s history as one of the world’s largest sawmills, the Centre uses engineered timber to honour local craft while embracing modern sustainability. The building integrates a master plan info hub and two display homes under a sweeping, free-flowing roof form. The building is designed for eventual disassembly and re-use as a community hub.

Client: Beedie Living
Architect: Patkau Architects
Design-Build Contractor: Beedie Construction
Size: 13,000 sqft
Our Service: Structural Engineer of Record



Museum of Fine Arts, Houston - Center for Conservation | Houston, TX | 2017

The Sarah Campbell Blaffer Foundation Center for Conservation sits above the existing MFAH garage, linking the Center with the museum’s back of house while creating a new campus presence. The Center consolidates the MFAH conservation departments under one roof, comprising one of the largest spaces dedicated to conservation at any institution in the world. The building leverages an innovative structural strategy utilizing both mass timber and steel structure. It is the first installation of DLT in North America, and was prefabricated,

Client: Museum of Fine Arts, Houston
Architect: Lake Flato with Kendall/Heaton Associates
General Contractor: W. S. Bellows Construction
Size: 39,000 sqft
Our Service: Specialty Structural Engineer

1.0 Experience

1.2 Personnel Resumes

Our team of 70 engineers and designers, with offices in Seattle, Vancouver, Abbotsford, and Trento, bring extensive consulting engineering experience designing with all materials and in high seismic zones. As leaders in code development both locally and internationally, our team has pushed innovations in structures and fire performance. Recently, we have helped 3 of our projects successfully target Net Zero operational carbon.



Lucas Epp | PE, P.Eng. | Quality Control Review

Lucas is a structural engineer with more than 19 years of experience working in Canada, the UK, and New Zealand. He has had a lifelong exposure to timber, working at StructureCraft from a young age on the shop floor. He has since been involved in many of the company's signature projects, including the sweeping 200m (650 ft) long Arena Stage Theatre facade in Washington, DC and the recent School of Architecture & Design at Kansas University, and now leads the engineering department at StructureCraft.

Professional References

Guy Esser | Project Architect, University of Idaho | gesser@uidaho.edu
Martin Sharpless | Program Director, Johns Hopkins University (former) | martin.sharpless@gmail.com
Mahbub Rashid | Dean - School of Architecture, Kansas University | mrashid@ku.edu

Leif Johnson | PE, SE, LEED AP | Principal-in-Charge and Day-to-Day Contact

Leif is a licensed structural engineer with over 19 years of experience designing high-profile civic and cultural structures throughout the United States. He has always focused on sustainable engineering, and he was recently recognized for his work in timber design when awarded one of the influential 40 under 40 professionals for Building, Design and Construction in 2018. Leif leads our Seattle office and has focused on cultural design his entire career, including the Burke Museum and new Nordic Museum (with Mithun) locally.

Professional References

Ryan Lobello | Director, Handel Architects | rlobello@handelarchitects.com
Allan Horton | Associate Principal, Perkins&Will | allan.horton@perkinswill.com
Jared Rickenbach | President, Rickenbach Construction | jared@rcibuilds.com



Tom Meyer | PE, SE | Technical Lead

Tom is responsible for leading the technical side of StructureCraft's engineering team and projects. Alongside contributing to our most technically complex projects, he has a focus on mentorship, QA/QC, project sealing and drawing review, standards development, and R&D. Tom brings more than 27 years of technical leadership experience in the cultural and public sectors, including projects like the Seattle Convention Center, BMO Centre in Calgary, Little Caesars Arena in Detroit, and the San Ysidro Land Port of Entry in San Diego.

Professional References

Nick Glick | Construction Manager, Riverside Investment (1900 Lawrence) | 845-492-1448
Nick Popoutsis | Senior Associate, Goettsch Partners | 414-530-6425
Lester Brown | Project Manager, Pine Street Group (Seattle Convention Center) | 206-999-1275

Colin Lambie | PE | Lead Project Engineer

Colin is a structural engineer with 6 years of industry experience, specializing in mass timber and civic projects. He serves as the engineer point of contact for the Columbia River Maritime Museum ongoing construction effort and is a lead engineer for Art Omi's Art Gallery in upstate New York. His portfolio also includes community projects such as the Douglas Community Center and Congress Heights Library in Washington, D.C. Through these projects, he brings strong technical expertise and project leadership to the design and construction

Relevant Projects

CRMM Mariners Hall, Astoria, OR | Opsis Architecture, Rickenbach Construction | Design-Bid-Build
Anima Gallery at Art Omi Pavilions, Chatham, NY | SO-IL, Wallace Architecture, Francis Greenburger | Design-Build
Douglass Community Center, Washington, DC | Studio27 Architecture, MCN Build | Design-Build



Maia Costa | BIM Lead

Maia contributes to StructureCraft's drafting team with a focus on clear, accurate project documentation and 3D model coordination. She brings experience in complex cultural and institutional projects, including the Brazil Pavilion for Expo Dubai 2020, with attention to detail and design intent that supports both engineering and architectural teams. She is proficient with all major BIM softwares, including Revit, Rhino, and our proprietary in-house modeling software, Branch.

Relevant Projects

Congress Heights Library, Washington D.C. | Perkins&Will, Turner Construction | Design-Build
Belleville Ferry Terminal Redevelopment, Victoria, BC | MGA, EllisDon | Design-Build
Barbados National Performing Arts Center, Bridgetown, Barbados | Adjaye Associates, Empire | Design-Build

2.0 Project Approach

2.1 Our Understanding

The new Hands On Children's Museum Expansion is understood as a ~18,000 sqft, \$20.1M (\$12.4M hard cost) hub that prioritizes flexibility, maintainability and community integration.

We see this building as an opportunity to elevate structure to a higher purpose - combining grid and form requirements with architectural intent and function. Our goal is to design a building that is a beacon and icon for the Port of Olympia while remaining economical and efficient as it integrates with the existing structure.

In addition to our EOR services we can, if helpful, produce shop drawings for the awarded material supplier - utilizing our built-in construction experience while keeping bidding fair and streamlined. This also ensures Mithun's design vision is maintained down to the detail.

At heart, we are material agnostic engineers, so with budget, efficiency, and Mithun's architectural vision in mind, we plan to design a steel solution, a hybrid solution, and an all timber solution in Concept/Schematic design so that, as a team, we can decide which option to develop.

2.2 Not Your Typical Engineer

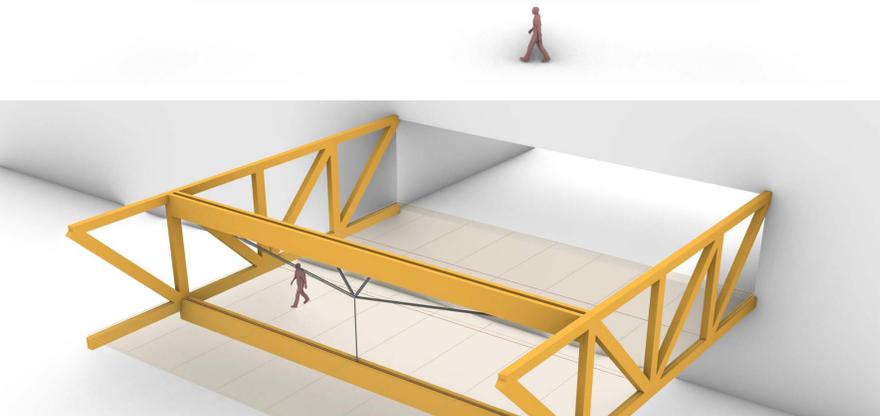
We define ourselves as "structural engineers who build." We offer both full structural consulting services as well as specialized construction services (sometimes together, sometimes separately). This means that our engineers are practical and well-versed in what happens when a detail is not designed for construction. We have developed a reputation for creative, efficient thinking across all primary structural materials. Our engineers also follow rigorous QA/QC protocols, including mandatory internal independent reviews.

Even if our scope is limited to EOR services only, we will bring our built experience into our consulting engineering scope. We believe this differentiator, compared to other consulting engineering firms, allows us to design to a budget throughout the process, eliminating or minimizing value engineering along the way.

In addition, given we work with all the timber suppliers in the world, we can assist in obtaining timber donations which we understand the museum is interested in pursuing.



Columbia River Maritime Museum Mariners Hall
Astoria, OR | 2025
Our Service: Structural Engineer of Record



Hands on Children's Museum

Our team's initial studies on the bridge between expansion and existing buildings, led by Leif Johnson in conjunction with Mithun at competition stage.

2.3 Personnel & Project Experience

Our selected project team has extensive experience designing accessible public spaces, exemplified in our recent structural design for Columbia River Maritime Museum's new Mariners Hall. Early in design, Leif Johnson and Lucas Epp worked together with Opsis to create a building structure that responded to CRMM's similar goals: environmental stewardship, creativity, future-proofing, and community accessibility. The result was an open, swooping structure spanning 60ft with glulam ribs and LWF roof cassettes, supported by a hybrid timber and steel structure. Originally the glulam ribs were proposed to span over 90ft and curve in multiple points to match the building's form - but quickly our engineers and precon team realized this was not budget-conscious. We rationalized the roof into segments, creating invisible half-lap splices and quiet steel-timber connections that kept the design intent while meeting budget-friendly manufacturing standards.

All project team members have achieved recognition in the design of all structural materials. Gerald Epp designed the famous Waterfall Building in Vancouver, which utilized an incredible concrete bridge "gateway" supporting three levels of concrete construction. Leif Johnson has focused on cultural design his entire career and was the Principal in Charge on various local museums, including the Wanapum Heritage Center and the New Nordic Museum (both with Dustann Jones / Mithun) - in addition to SFMOMA, the Perelman Center NYC, Burke Museum, and the Norton Museum of Art. Colin Lambie is leading CA on the CRMM Mariners Hall expansion in Astoria.

For Hands on Children's Museum, we already have an understanding of the project and have proved our ability to nimbly evaluate structural systems. We supported Mithun at the competition stage with framing schemes and structural renders (plus a preconstruction budget), including initial analysis on the unique framed bridge between the expansion and the existing building. We want to carry this design momentum forward with your team.

We also have recent experience working with Mithun to prepare a Schematic Design for the Xunaa Cultural Heritage Center and Museum in Alaska, featuring a meandering structural concept with a central corridor linking various exhibits.

2.0 Project Approach

2.4 Challenges & Solutions

Our team will study hybrid, mass timber, steel and concrete options, and will assist FORMA in pricing exercises for each, so that these systems can be compared. As the design progresses, we will maintain the budget using our in-house Preconstruction Team to avoid a pause for value engineering.

We are excited to introduce in-kind & donated materials and have implemented this budget-saving strategy in the past, including University of Idaho's Basketball Arena, where Idaho wood suppliers donated material for the Glulam arches; or the University of Washington's Timber Wave pavilion at the Seattle Design Festival, where Leif Johnson worked with Masters students to design a da Vinci style arch using donated 2x4s from Sierra Pacific Industries and Hampton Family Forests. KF Aerospace's new Flight Museum & Centre for Excellence in Kelowna received significant donations from the BC Government (through Forestry Innovation Investment), eventually being used to fund portions of the timber structure.

As structural engineers who, uniquely, also have a construction arm, we are intimately aware of how cost affects structure. We propose to utilize this deep knowledge of construction as early as concept, informing structural form and grid with constructability and efficient volume utilization. We will provide regular budget updates to the owner as part of our design process, ensuring that we truly design to a budget.

We understand this site's liquefaction, lateral spreading, and wood-debris fill, and we will design a foundation system that works with the budget and FORMA's schedule. Key considerations from Landau Associates' geotech report:

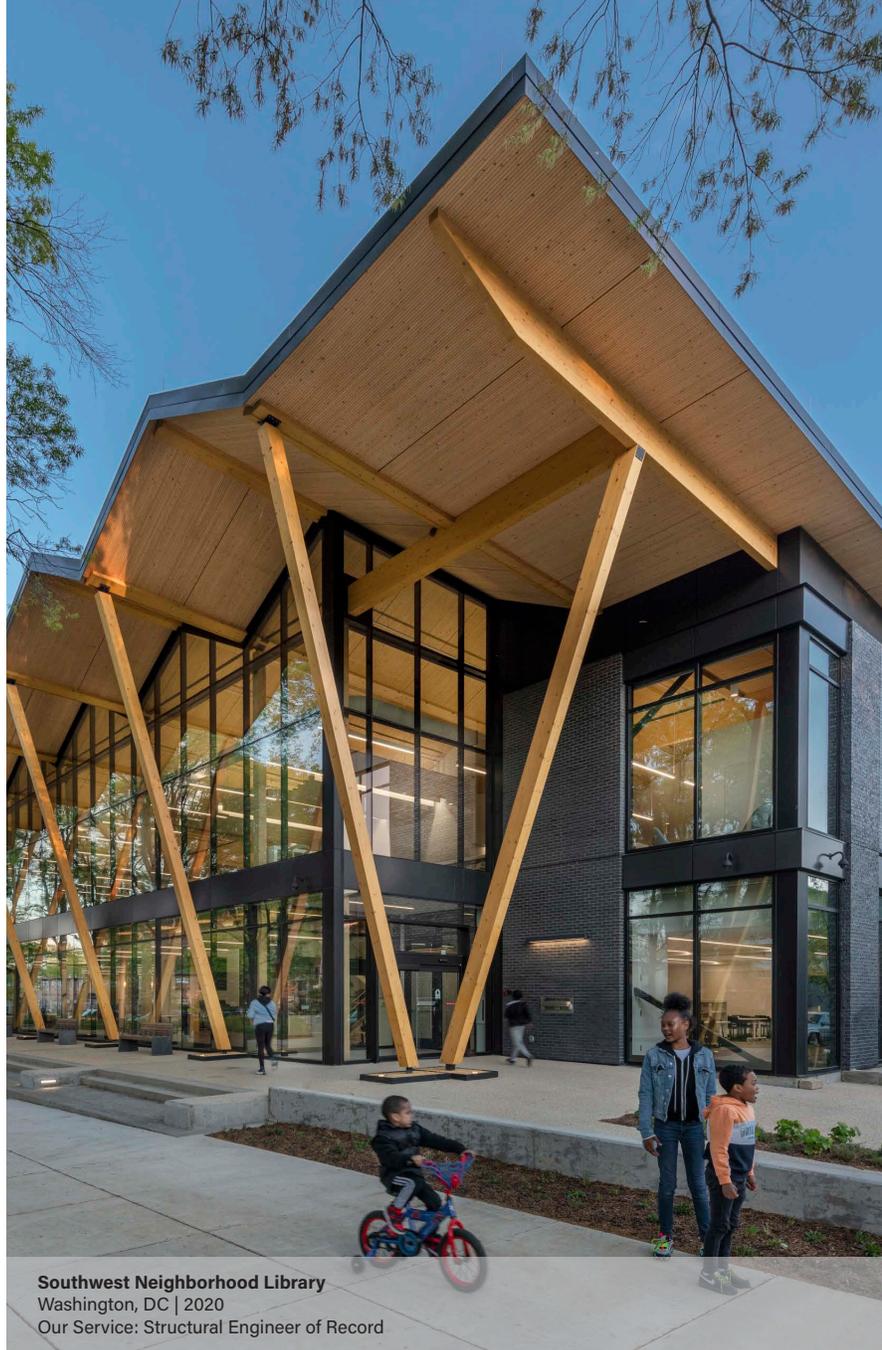
- Liquefaction to ~70ft and lateral spread on East Bay; predicted 1-1.5ft horizontal movement and 7-8 in post-liquefaction settlement without mitigation
- 8-10.5 ft of wood debris in the fill; we foresee two viable strategies: a) ground-improved mat (VCC/stone columns bridging wood debris), or b) deep piles to ~70ft with downdrag and lateral demands explicitly quantified. We will analyze both paths and can put forward an early foundations package to reduce risk.

As we develop the structural systems, we will also be mindful of the bridge between the new and existing structures and how the construction of the bridge could affect schedule and sequencing.

In addition, we will design the structural systems to allow for future museum growth. For example, we can detail the structure for partial disassembly for a future stair, thereby decreasing the costs of future construction.



KF Aerospace Flight Museum & Centre for Excellence
Kelowna, BC | 2022
Our Service: Structural Engineer of Record



Southwest Neighborhood Library
Washington, DC | 2020
Our Service: Structural Engineer of Record

We are committed to owning the schedule and exemplified this on the Design-Build Southwest Neighborhood Library in Washington, DC. Turner Construction carried out an analysis of the project's workflow and found that our integrated approach to engineering / BIM / coordination saved 7 months in the schedule.

With a long history designing museum projects, including accommodation for ever-changing exhibits, our selected project team understands the need to coordinate structural grid and layout to provide maximum future adaptability. For instance, on the CRMM Mariners Hall project, the client desired to hang a US Coast Guard helicopter from the center of the double height space, so we created a long-span glulam rib system. This allowed for clear views of the entire museum space (including local heritage boats and mariner artifacts) while providing clearance for the helicopter.

We are also in DDs on the National Juneteenth Museum with Bjarke Ingels Group in Fort Worth, Texas, which is arranged in a star shaped and uses a folded plate CLT roof to span over spaces like a theater, library, exhibit hall, and more. Our engineers participated in a cost-driven VE exercise and helped green light the next stages of design for a museum funded solely by donations.

Anima at Art Omi Pavilions is a new gallery structure we are designing with SO-IL within the Hudson Valley landscape in upstate New York. The pavilion comprises five interconnected gallery spaces, each designed with distinct dimensions and lighting conditions, including skylights and windows, to support varying art displays. The pavilion's defining feature is its 5,200-sqft roof structure, composed of stacked timber blocks forming a semi-porous lattice.

On the University of Idaho's new Basketball Arena, the university gave us the mandate of creating a purely freeform timber roof made from all-local Idaho wood - all while leaving a 120' span opening for viewers from all sides of the 4,200 seat arena to properly experience the game. We solved this with a timber-steel proscenium portal frame, with MEP integrated fully into the structure.

2.0 Project Approach

2.5 Schedule & Fee

We have reviewed the initial schedule included with the RFP and foresee the following schedule, subject to additional discussion and potential fast-track if needed (e.g. an early foundation package):

Phase	Duration	Fee (USD)	Scope / Deliverables
Validation	11-12 weeks	\$2,000	<ul style="list-style-type: none"> Assist with preliminary cost modeling Prepare initial concept sketches to assist with form & layout Initial BOD language to assist with programming
Schematic Design	~ 9 weeks	\$29,000	<p>Scope</p> <ul style="list-style-type: none"> Preliminary structural engineering, and examination of structural and material alternatives. Explore options for the foundations, ground-level slab, and gravity structure, including optimal column grid and integration of MEP, considering aesthetics, constructability, economy, and function. Assist with sustainability charette(s) Establish design criteria and identify applicable code requirements. Assist in determining pre-engineered and/or performance-specified structural elements (e.g. curtainwall, light gauge framing, etc.). Attend meetings, maximum of 5 in-person in Seattle, and remotely for remainder of SD as required. <p>Deliverables</p> <ul style="list-style-type: none"> Scheme / grid studies as required. 50% Schematic Design drawing set and initial Basis of Design Narrative with material quantities for cost estimating. 100% Schematic Design drawing set and Basis of Design Narrative with material quantities for cost estimating. Structural outline specifications
Design Development / GMP Development	~ 12 weeks	\$40,000	<p>Scope</p> <ul style="list-style-type: none"> Preliminary structural engineering, and examination of structural and material alternatives. Further development of selected structural scheme. Preliminary BIM and 3D modeling of superstructure (Revit, LOD300). Develop requirements for pre-engineered and/or performance-specified structural elements. Advance foundation design for early permit and bid packages. Attend meetings, maximum of 10 in-person in Seattle, and remotely for remainder of DD as required. <p>Deliverables</p> <ul style="list-style-type: none"> 100% DD and GMP drawings. Basis of Design Narrative with material quantities for cost estimating Preliminary structural specifications. Early permit and bid package for foundation design at 100% DD.
Construction Documents and Permitting	~ 16 weeks	\$40,000	<p>Scope</p> <ul style="list-style-type: none"> Further develop of structural design documentation for CD level. 3D modeling of structure, full BIM in Revit (LOD 350). Regular model coordination and exchanges. Attend meetings, maximum 10 in-person in Seattle, and remotely for remainder of CDs as required. Preparation of drawings and engineering calculations for Building Permit sealed by P.E. registered in Washington. Coordination of specialty museum scope, such as hanging loads, rigging points, and late exhibit changes Consult with Building Officials and assist in obtaining structural permits. <p>Deliverables</p> <ul style="list-style-type: none"> 50% Construction Document drawing set and full specifications 90% Construction Document and Superstructure Permit drawing set and full specifications 100% Construction Document drawing set and full specifications
Construction Administration	~ 16 months	\$44,000	<p>Services</p> <ul style="list-style-type: none"> Review and preparation of RFI responses / addenda during bidding phases. Field review of structural work, including written reports and required follow-up. Shop drawing submittal reviews. Review contractor submittals. Respond to contractor's Requests for Information. Assist in reviewing Change Orders related to the structural work. Review third-party testing and inspection reports. Visit the site at intervals appropriate with the progress of construction to observe the progress of structural work, assumed an average of one site visit per month – 12 visits maximum. <p>Deliverables</p> <ul style="list-style-type: none"> Contractor submittal review comments/approvals. Responses to contractor's Requests for Information. Reports detailing observations made during site visits.
TOTAL		\$155,000	
Additional Service	N/A	\$12,000	<ul style="list-style-type: none"> Record Drawings of Primary Structure

QUALIFICATIONS

- See Appendix A – StructureCraft Terms of Engagement.
- It is assumed that the client will engage third party testing agencies for Special Inspection requirements.
- The anticipated schedule/duration for the above Structural Engineering Services is per Section 2.0 above.
- Foundations & Ground Improvement. EOR will design all primary foundation elements (mats, pile caps, grade beams, foundation walls), establish performance criteria and design loads for any delegated deep foundations or ground improvement (e.g., stone columns, VCC), review and coordinate the specialty engineer's submittals, and integrate details for a permit-ready early foundation package. (Specialty contractor to design and stamp any proprietary systems.)
- We have assumed weekly or bi-weekly (remote) design meetings through design.
- Professional liability insurance coverage of \$5 million.
- StructureCraft proposal is valid until February 2026.

EXCLUSIONS

- Design-Related Exclusions
- Non-structural/secondary components and their attachments to the primary structure.
- All forms of sound, mold, and water-intrusion protection.
- Tenant-related design services.
- Other exclusions per Appendix A.
- Construction-Related Exclusions
- Design of temporary Means and Methods of construction.
- Evaluation of the structure to support temporary loads imposed by construction equipment and storage of materials.
- Analysis and/or review of construction sequencing.
- Design of "field fixes" to remedy fabrication or construction errors made by the Contractor.
- Any and all aspects of construction site safety.
- Verification of the quality of work of the contractor.
- Full-time on-site representation.



Appendix A – StructureCraft Engineering Terms of Engagement (2025)

These terms form part of our proposal for structural engineering services:

1. Schedule of hourly rates (USD):

Principal	\$350.00/hour	Senior Draftsman/PM	\$160.00/hour
Senior Engineer	\$260.00/hour	Draftsman	\$125.00/hour
Engineer	\$185.00/hour	Administrative Assistant	\$ 60.00/hour

Rates are subject to revision at the beginning of each year. Rates for a Principal /Director are increased by 50% for litigation work. Additional services including re-design, scope increase, etc. will be charged at the above hourly rates, unless noted otherwise. Additional services will only be performed following written approval (i.e. Change Order) by the Client.

2. Reimbursable expenses will typically be charged at cost. Supporting documentation is provided upon request.
 - a) Vehicle use and other travel related expenses including tolls.
 - b) Air travel (economy class), accommodation, meals, and parking expenses (Not to Exceed Amount of \$1,500).
 - c) Reproduction of drawings, documents and reports if requested by owner.
 - d) Courier charges.
 - e) Any other proper expenses paid out by StructureCraft on the Client's behalf and not specifically named as being covered by the normal fee.
3. Applicable taxes are additional to all rates.
4. Proposals quoted are valid for one (1) month from the date of the proposal unless otherwise noted, and thereafter are subject to renegotiation.
5. Terms net 30 days, interest charge of 1.5% per month on all overdue accounts. If payment remains past due 60 days from the date of the invoice, then StructureCraft shall have the right to suspend all work, without prejudice, and all reasonable suspension costs shall be paid by the Client. Payment in full must be received for all invoices prior to issuing the final schedules at completion of our work.
6. All documents and designs prepared by StructureCraft for the project shall remain the property of StructureCraft. Following full payment for design and construction of the project, StructureCraft grants to the owner the right to use the information contained in such documents and designs for responsible purposes related only to the project.
7. StructureCraft maintains Professional Liability Insurance coverage on all their projects. The total amount of all claims the Client may have against the StructureCraft under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance the StructureCraft may have available at the time such claims are made.

For the purpose of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with StructureCraft, both on its own behalf and as agent on behalf of its employees and principals.

The Client expressly agrees that StructureCraft's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of StructureCraft's employees or principals in their personal capacity.

8. StructureCraft shall not be responsible for:
 - a) the failure of another contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents.
 - b) any damage to subsurface structures and utilities which were not identified and located by the Client.
 - c) any Project decisions made by the Client if the decisions were made without the advice of StructureCraft or contrary to or inconsistent with StructureCraft's advice
 - d) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption



- e) the unauthorized distribution of any confidential document or report prepared by or on behalf of StructureCraft for the exclusive use of the Client.
9. Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of the Consultant, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended will result in StructureCraft providing qualified certifications for the work.
10. Unless specifically included, the design and detailing of all secondary components are excluded from the scope of work in contract between StructureCraft and the Client, including, but not limited to the following:
- a) Architectural components such as guard and hand rails, flag posts, canopies, ceilings, etc.
 - b) Site work elements exterior to the base building such as landscaping components, lamp standards, pools, signs, and civil work.
 - c) Cladding, window mullions, glazing and store fronts, custom glazing supports.
 - d) Skylights and glass canopies.
 - e) Support and anchorage for mechanical/electrical/plumbing (MEP), audio/visual (AV) systems, and solar panels
 - f) Glass block including attachments.
 - g) Elevator and escalator system components
 - h) Architectural precast and precast cladding.
 - i) Window washing equipment and attachments.
 - j) Interior and exterior light gauge steel stud walls.
 - k) Roofing material.
 - l) Architectural brick veneer.
 - m) Parking slab membrane.
 - n) Pre-engineered buildings
 - o) Pre-engineered open web joists
 - p) Fabricator-designed structural steel or mass timber members and connections
 - q) Proprietary engineered structural systems
 - r) Structural precast concrete and connections
 - s) Structural fabric materials and connections
 - t) Pre-engineered stairs, grating, fences, gates, bollards will be delegated design. Feature stairs are included in base scope.
 - u) Building maintenance systems
 - v) When loading and connection information is made available in the normal sequence of design, StructureCraft will provide structural engineering design services related to the design and coordination of the primary structural frame to support these additional non-structural building components.

These components shall be designed by independent Specialty Structural Engineers, registered with the governing body having jurisdiction and retained by the Contractor, who will seal all related shop drawings, review the components in the field and provide all required sealed letters to the authorities having jurisdiction.

11. Supply of Record Drawings is outside the scope of services, unless contractually agreed to in the fee proposal. If Record Drawings are contractually arranged, then the drawings will include officially issued site sketches and reference only to field review comments and RFI responses.
12. If the Project, at any point, is delayed for more than three (3) months, or if the project program, schedule or complexity changes significantly, StructureCraft reserves the right to renegotiate the fees.



StructureCraft



Hands On Children's Museum Expansion: Acoustics

Date: Fri, Nov 14, 2025

Proposal of Services

Crystal Loya
Mithun
1201 Alaskan Way #200,
Seattle, Washington 98101

Acoustical Services Proposal for Hands On Children's Museum Expansion: Acoustics

Dear Crystal,

Thank you for considering the Tenor Engineering Group to support the FORMA/Mithun/FAME team with the acoustical design of Hands On Children's Museum in Olympia, Washington. I have personally had the pleasure of experiencing this museum with my own children and nieces. We hope to have the opportunity to support the team in developing cost-effective acoustical solutions as part of the expansion and renovation.

- Narrative of Approach:
 - Opportunities to leverage in-kind material and labor donations: *Tenor will complete an on-site acoustical audit of the existing site and facility at no cost to the client or project to assess the noise and vibration challenges and opportunities. This will include documentation of the existing conditions as it relates to the project's acoustical performance goals and options for enhancement and reuse.*
 - Coordination with architectural, exhibit, and site requirements: *Our team will provide suggestions as it relates to acoustical perception of the exhibits, indoor/outdoor spaces, as it relates to the project goals.*
 - Phasing and flexibility for future museum growth: *Our team will note considerations for equipment, finishes, systems, and assemblies that provide opportunities for alteration, enhancement, or reuse*

PM, Lead Engineer, Day-to-Day: Erik Miller-Klein, Principal
Design Support: Drew Lodarek, Acoustical Consultant
Design Support: Graham Easton, Staff Consultant

Estimate of Services

MILESTONES / TASKS	AMOUNT
Phase 1 - Design Development - Hourly NTE	\$9,600.00

MILESTONES / TASKS**AMOUNT**

Schematic Design (30% Design) - Complete on-site acoustical performance audit of existing facilities (labor donation). Review interior and exterior spaces with respect to acoustical design goals for new exhibit areas, classrooms, office/support spaces, and areas/spaces to be renovated. Develop acoustical design plan with respect to exhibit perception/experience, room acoustics/noise control, and acoustical quality/comfort. Provide acoustical design plan documentation.

Provide preliminary mechanical system guidance with respect to noise and vibration control. This will include maximum sound power levels for future or altered equipment with respect to indoor and outdoor spaces.

Attend design coordination meetings (up to 3 meetings within proposed budget).
 - On-site Assessment (Labor Donation Proposed): FMV - \$1,350

Design Development (60% Design) - Complete review and refine acoustical design plan for patron and back-of-house areas with respect to acoustical project goals. Provide mark-ups and design review comment documentation. Note materials, assemblies, and details to meet acoustical project goals.

Collaborate with and coordinate the mechanical system noise and vibration control plan. This will include materials, details, and suggestions for BOD systems with respect to indoor and outdoor spaces.

Attend design coordination meetings (up to 3 meetings within proposed budget).

GMP Development Support - Complete review to ensure acoustical products and systems are incorporated into the GMP documents.

Phase 1B - Technical Documentation - Hourly NTE

\$3,675.00

Permit & Construction Documents - Provide detailed review of drawing details, materials, and assemblies with respect to acoustical goals and GMP budget. Coordinate on final selections and include narratives on the pro/cons of VE options.

Complete mechanical system noise and vibration analysis for system selections with respect to both interior and exterior noise to patrons, staff, and the community. Provide detailed noise and vibration control plan documentation.

Attend design coordination meetings (up to 2 meetings within proposed budget).

Phase 2 - Construction - Hourly NTE

\$1,950.00

Construction Administration - Review shop drawings, alternates, and coordinate on field conditions.

Total \$15,225.00

Summary

Our fees are based on our hourly rates and expected level of support. Please contact us if you have any questions or would like to modify the proposed scope of work.

Thank you for considering the Tenor Engineering Group.

Sincerely,

Erik Miller-Klein, PE, INCE Bd. Cert.
 Principal of Acoustical Engineering

Tenor Engineering Group
 erik.mk@tenor-eng.com
 O: (206) 899-5450

Terms of Service

These fees include all costs associated with equipment, administration, and transportation. Our fees are based on our hourly rates:

Hourly Rates

Principal, PE - \$150 per hour

Acoustical Consultant - \$90 - \$120 per hour

Staff Consultant - \$75 - \$95 per hour

At no time will our fees exceed the above hours or costs without prior written approval. If the conditions of this proposal are satisfactory we will accept an agreement form of your choice or approval of this proposal through our online client portal or printing and signing below. This can be e-mailed or mailed to: 600 1st Ave Ste 330 PMB 52397, Seattle, WA, 98104-2246

Client Signature

Date



Landscape
Architecture
Site Planning
Irrigation

November 19th, 2025

HANDS ON CHILDRENS MUSEUM EXPANSION
Olympia, Washington

IRRIGATION DESIGN SERVICES PROPOSAL

This proposal is for Irrigation design services associated with an expansion of a Children's Museum of approx. 20,000 s.f. in Olympia, Washington. Including 20,000 sf parking area, 11,000 s.f. of entry plaza, 14,500 sf of outdoor exhibit, 2,000 sf of outdoor preschool space and 4,000 sf of garden buffer. Scope of work is for Schematic Documents only, intended to be Design/Build.

1. SCHEMATIC / DESIGN DEVELOPMENT PHASE 1A;

- Coordinate as required with Architect, Landscape Architect, Mechanical and Civil Engineer.
- Site Visit to review existing conditions.
- Prepare Irrigation Design Narrative for Schematic Design Set.
- Prepare Irrigation Design Development Set: (to include; point of connection, controller, irrigation type, approx. locations of mainline, sleeving, valves)
 - CAD setup of base sheets:
 - (1) Irrigation Plan. 1"= 30'-0".
 - (1) Irrigation Details sheet.

Phase 1A Not to Exceed Fee: \$3,900.00

Billed at an Hourly rate of \$130.00 hour.

NOTES:

1. Additional plan revisions due to site plan changes, civil engineering revisions or owner directed revisions beyond the control of the consultant, to be invoiced as additional services at the rate of \$130/hr.
2. All travel, reprographic, materials, and other related approved project costs to reimburse at cost plus 10%.
3. Proposal assumptions:
 - *Mithun to provide base plan, sheet layout, and title block (ACAD Version 2025 or earlier).*
 - *Construction Documents or Construction Administration is not included.*
 - *Irrigation meter (if required) to be by a Civil Engineer.*

Approved By:

Date:

Submitted by: William Brown Landscape Architects
16630 30th Dr. S.E.
Bothell, WA 98012 Corky_b @ comcast.net / Phone: 425-417-4609

Amendment to the Agreement between Prime Consultant and Architect

Amendment 001

In Accordance with Agreement Dated:

30 September 2022

Between Project Prime Consultant

And Architect/Consultant

FORMA

FRAME | Architecture Design & Planning LLC

Db: FRAME | Integrative Design Strategies

459 Renton Ave S, Seattle WA, 98108, USA

Alissa@FrameDesignStrategies.com | 206.234.7217

Project Name: Hands On Children's Museum - Expansion

FRAME Project #: 24030.20

- Authorization requested to :
- Proceed with Additional Services
 - Proceed with Additional Reimbursable Expenses
 - Proceed with Modified Schedule

Described as follows:

Provide Project Type Consultant Services as begun in Project Validation Phase through Schematic Design, Design Development, Final Documentation, Pricing and Construction Phases. Tasks as follows:

- Review design packages, including evaluation for compatibility with exhibit configuration and program.
- Meeting Attendance
- Design Assistance, including program advising, sketches, emails, product, fixture, finish and system recommendations
- Review Exhibit Design and Interpretive Planning implications of design decisions
- Review Operations, Staffing and Capital Campaign implications of design decisions
- Milestone Reviews of document sets, pricing, takeoffs
- Facility Impact Plan - developed in Schematic Design and maintained/updated in subsequent phases

Compensation Change:

Fees are as follows, to be billed on a percent complete basis, and inclusive of regional travel and internal expenses.

Design phases:

Phase 1A: \$25,000
Phase 1B: \$10,000

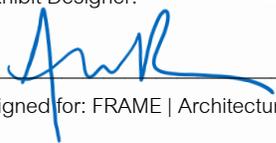
Construction: \$5,000

Schedule Change:

Schedule to correspond with FORMA/Mithun Schedule, to be confirmed at the end of the Project Validation Phase.

Authorization:

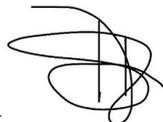
Exhibit Designer:


Signed for: FRAME | Architecture Design + Planning

By: Alissa Rupp, FAIA
Owner / Principal

Date signed

Owner:


Signed for: FORMA Construction

By: **Heather Skeehan**
[Print Name]
12/29/2025

Date signed



Friday, October 10, 2025

Forma Construction

Attn: Heather Skeeahan

RE: HVAC and Domestic Plumbing System Engineering: Hands On Children’s Museum Expansion – Design Phase.

Scope We propose to provide HVAC and Domestic Plumbing Engineering Design services based on a 20-25 KSF addition/remodel. We anticipate SD, DD, and CD design submissions. Electronic files will be distributed for printing/distribution by others. BIM services will be provided for both HVAC and plumbing and will be coordinated with other trades. LEED services will be provided as follows: Energy Modeling, Refrigerant Management Calculations, IAQ Calculations, Load Shedding Calculations, Thermal Comfort Calculations, CX Assistance/Submittals, Metering Analysis, Responses to LEED Review Comments.

	Cost	Hourly Rate
HVAC Design	\$ 46,900	\$ 150
Plumbing Design	\$ 15,000	\$ 150
BIM	\$ 34,000	\$ 175
LEED	\$ 23,700	\$ 150
Total	\$ 119,600	

Costs The proposed compensation for the design effort described above will be \$119,600

Ownership of Documents Drawings and other documents, including those in electronic form ("Documents") prepared by Sunset Air are for use solely with respect to the subject project. Sunset Air is the owner of the Documents, and shall retain all common law, statutory, and other reserve rights, including copyrights. Upon execution of this Proposal, and expressly conditioned upon Sunset Air performing the construction associated with the Documents for the project, Sunset Air grants to Client a non-exclusive license to reproduce Sunset Air's documents solely for purposes of permitting, constructing, using, and maintaining the project, provided that Client shall comply with all obligations, including prompt payment of all sums when due.

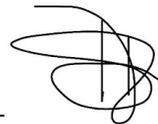
Excludes Not included in this proposal are permit costs, fire protection design, plan reproduction costs, permit/review fees, utility connection fee’s (if any), and construction.

If this proposal is acceptable, please indicate you acceptance by signing and returning via fax: (360-456-6053), or email: <mailto:jab@sunsetair.com>. We will consider this direction to proceed.

Date of acceptance: 12/29/2025

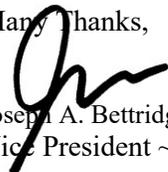
Heather Skeeahan

(Name) – Please Print



(Signature)

Many Thanks,



Joseph A. Bettridge, PE/LEED AP
 Vice President ~ (Director of Commercial)

Phase 1 Mechanical & Plumbing Design Services

Total Fee: \$119,600

- HVAC Design – \$46,900
 - Plumbing Design – \$15,000
 - BIM Modeling – \$34,000
 - LEED Support – \$23,700
-

Validation Phase (11–12 weeks)

Scope

- Participate in early planning and kickoff meetings
- Support preliminary cost modeling with mechanical/plumbing inputs
- Perform field investigation of existing HVAC and plumbing infrastructure
- Provide preliminary Basis of Design (BOD) narratives for HVAC & plumbing systems
- Support exhibit/programming development by confirming system assumptions
- Begin identifying mechanical sustainability opportunities (energy efficiency, carbon reduction)

Deliverables

- Preliminary mechanical/plumbing BOD
 - Preliminary sketches for HVAC & plumbing system concepts
 - Preliminary recommendations regarding system integration with the existing HOCM building (continuity of operation, controls, maintenance)
-

Schematic Design (SD) (~9 weeks)

Scope

- Attend SD coordination meetings
- Develop HVAC system concepts based on the proposed approach:
 - Water-source heat pump system with air-to-water heat pumps maintaining loop at 50–90°F
 - Central high-efficiency DOAS for ventilation
- Layout preliminary zoning, major equipment, and mechanical room requirements
- Develop plumbing system diagrams for domestic water, sanitary, and vent systems
- Coordinate with AE team, FORMA, and Exhibit designers
- Identify early long-lead equipment (e.g., air-to-water HPs, DOAS, controls)
- Identify LEED pathway strategies supported by MEP systems (thermal comfort, IAQ, refrigerant, load shedding)

Deliverables

- Preliminary HVAC plans and single-line diagrams
 - Preliminary plumbing plans and riser diagrams
 - Preliminary mechanical schedules (major equipment)
 - Preliminary space planning for mechanical and plumbing rooms
 - Preliminary LEED modeling inputs (energy model baseline, IAQ, refrigerant, etc.)
-

Design Development (DD) (~12 weeks)

Scope

- Develop load calculations (heating, cooling, ventilation, plumbing loads)
- Refine water-source heat pump system distribution layout
- Select candidate manufacturers for equipment (Carrier/York/Daikin per narrative)
- Evaluate redundancy strategies for outdoor heat pumps
- Full coordination of MEP systems with BIM modeling (HVAC + plumbing)
- Advance LEED documentation
- Support FORMA cost modeling and target value design processes
- Coordinate with exhibit/program requirements (humidity, heat loads for water exhibits)

Deliverables

- DD-level HVAC and plumbing floor plans
- DD-level mechanical details and schedules
- Updated BOD
- DD-level BIM model (MEP coordinated)
- Preliminary equipment lists
- Draft product and specification information for pricing, early procurement, and incorporation into sheet specs or specs.
- LEED modeling updates

Construction Documents & Permitting (CD) (~16 weeks)

Scope

- Produce permit-ready HVAC and plumbing plans
- Complete mechanical and plumbing schedules, diagrams, and details
- Coordinate with City of Olympia permitting requirements (IMC, WSEC)
- Integrate Honeywell Excell 5000 controls interface with existing system
- Develop stamped and signed mechanical and plumbing CD sets
- Coordinate with FORMA on early procurement packages (heat pumps, DOAS)

Deliverables

- Stamped and signed HVAC plans, sections, schedules
- Stamped and signed plumbing plans and details
- Product and specification information for pricing, procurement, and incorporation into sheet specs or specs.
- Final Basis of Design
- WSEC/NREC forms (mechanical and service water heating)

System Summary (For Clarity & Owner Reference)

Proposed System Type

- Water-source heat pumps (indoor units) with air-to-water heat pumps (outdoor units) maintaining loop temp 50–90°F
- Central DOAS unit providing all outside air ventilation
- Honeywell Excell 5000 EMS integrating new and existing systems

System Benefits

- High energy efficiency through heat recovery between zones
- Long-life infrastructure components (piping, pumps, HPs)
- Flexible and maintainable for HOCCM staff familiar with existing systems
- Redundant capacity achievable with minimal added cost



Building reliable electrical systems that support children, teachers & communities.

COVER LETTER OF INTEREST

October 8, 2025

Attn: Heather Skeehan & Kacey Crow

FORMA Construction
500 Columbia St. NW
Suite 201
Olympia, WA 98501

RE: Electrical Engineering Services, Hands On Children’s Museum Expansion – Olympia, WA

Dear Selection Committee,

Sare Electric is excited for the opportunity to contribute to the expansion of the Hands On Children’s Museum—a beloved community space that inspires creativity, connection, and lifelong learning. Our team brings the technical expertise and collaborative spirit needed for this progressive design-build partnership. We understand the importance of designing adaptable, efficient electrical systems that align with the Museum’s mission and the City of Olympia’s long-term goals for sustainability, affordability, and operational ease. We have a strong resume of collaboration with FORMA Construction and are committed to exceeding the team’s expectations by providing an unmatched electrical team that will be a true partner. We are focused on Design-Build and alternative delivery projects, with 25 years of experience in commercial electrical projects. Specifically, we offer:

SIGNIFICANT ELECTRICAL CONSTRUCTION EXPERIENCE

Our team has successfully completed more than 100 electrical projects (many that were occupied during construction) with a total electrical value of over \$185 million. Sare’s expertise with commercial construction means we can provide you with the best value as materials and building systems are selected. This includes but is not limited to medium voltage wiring, power distribution, lighting design, lighting controls, solar, infrastructure cabling, intercom/clock, CCTV, access control, security, lock down, DAS, classroom AV, and energy management.

EARLY ENGAGEMENT AND EXPERTISE DURING PRECONSTRUCTION

We make clear communication and team member engagement a priority from day one, an approach that leads to productive, engaging, and team-focused efforts towards reaching project goals. We know what it takes to provide timely constructability reviews, accurate cost-to-budget forecasting, timely selection of project partners, and dedicated personnel from start to finish.

A COLLABORATIVE MIND-SET AND LASER-FOCUSED TEAM

Our team is made up of the Puget Sound area’s top electricians, and together, we have developed a real partnership approach to solving the electrical constructability challenges that arise as buildings become more and more sophisticated. Our team of professionals understands the value of transparent and proactive communication and collaboration, and know how to solve problems effectively in a team atmosphere.

Please review our proposal and do not hesitate to reach out if I can answer any questions about our team or approach. We look forward to introducing our team in person at the interview.

Sincerely,

Steve Sare

Steve Sare
Principal-In-Charge
steve@sareelectric.com
360-352-2628

1. DESIGN FEE BREAKDOWN

VALIDATION PHASE

\$9,750

SCHEMATIC DESIGN

\$17,000

DESIGN DEVELOPMENT

\$23,750

PERMIT DOCUMENTS

CONSTRUCTION DOCUMENTS

\$41,250

CONSTRUCTION ADMINISTRATION

\$18,750

“Sare Electric is always there to help with out-of-the-box thinking to assist in overcoming challenges. They keep the best interest of the team and project on the forefront of their creative solutions.

Sare looks for ways to help expedite the schedule and they keep the GC as well as the owners very well informed on items that may impact schedule and budget. They are not just a subcontractor, they are a partner in construction.”

ANDY MOORE, SENIOR SUPERINTENDENT, ABSHER CONSTRUCTION



2. STAFFING PLAN

We have assembled an outstanding team for the Hands on Children's Museum project with FORMA/Mithun/FROME.

We all bring extremely relevant best practices and a collaborative mind-set based on dozens of completed projects together. The team members listed will actively participate in preconstruction and construction.

Steve Sare, Principal-in-Charge, will provide project leadership and **Chad Lansford, Estimator and Design Lead, will serve as the main point of contact during preconstruction.** As Project Manager, **Jeremiah Tovrea will be your day-to-day contact during construction.** Providing leadership and guidance for Sare's construction team, Craig Ferrier will serve as Superintendent for the project.

Electrical Engineering services will be provided by our partners at Wood Harbinger, with Sean Bollen serving as Electrical Engineer of Record.

Our team will be rounded out by Dakota Kaech, Design and Estimating Specialist, providing additional estimating, design, and management support.

Steve, Jeremiah, and Chad have successfully led and completed dozens of electrical projects together. They have developed a strong working rapport over the last decade plus—meaning we know what it takes to help the team and project proceed successfully.

Our proposed team members have long tenures with Sare and have not only worked together on occupied campuses, but have experience with Design-Build and alternative delivery, early involvement during preconstruction, coordinating with local labor and subcontractor markets, public procurement processes, and WMBE outreach.



STEVE SARE
Principal-in-Charge

EMPLOYMENT HISTORY

22 years with Sare
26 years in AEC

EDUCATION & CERTIFICATIONS

- OSHA 30
- General Electric Administrator License
- IBEW Local 76 Foreman Wireman: 2000-2006

Preconstruction Responsibilities:

Constructability and value engineering, BIM coordination.

Construction Responsibilities: Scheduling, contract management, cost control, submittals, billing submittals, subcontract management, labor planning, material detailing, labor and material budgeting, purchase orders, specification review, quality control, closeout and commissioning.

STEVE'S PROJECT EXPERIENCE

- Bethel SD | Expedition Elementary School
- Bethel SD | Evergreen Elementary School
- North Thurston Public Schools | Komachin MS
- Intercity Transit - ADOPS & Fuel & Bus Wash



JEREMIAH TOVREA
Project Manager

EMPLOYMENT HISTORY

19 years with Sare
19 years in AEC

EDUCATION & CERTIFICATIONS

- OSHA 30
- IBEW Local 76 FEC, NECA Board of Directors

Preconstruction Responsibilities: Overall team leadership, cost estimation, constructability reviews, schedule input, prefabrication planning, labor planning, value engineering, subcontract procurements, quality control.

Construction Responsibilities: Scheduling, contract management, cost control, submittals, billing submittals, subcontract management, labor planning, material detailing, labor and material budgeting, purchase orders, specification review, quality control, closeout and commissioning.

JEREMIAH'S PROJECT EXPERIENCE

- Federal Way SD | Illahee Middle School
- Central Kitsap School District | West Sound Technical Skills Center
- Federal Way SD | Memorial Stadium
- Lott Alliance | East Bay Public Plaza



CHAD LANSFORD
Estimator &
Design Lead

EMPLOYMENT HISTORY

16 years with Sare
28 years in AEC

EDUCATION & CERTIFICATIONS

- 01 Electrical License
- OSHA 30
- General Electrical Administrator License

Preconstruction Responsibilities: Main point of contact during preconstruction, cost estimation, design, constructability, value engineering, design detailing and leadership, schedule input, prefabrication planning, labor planning.

Construction Responsibilities: Continued cost and budget management.

CHAD'S PROJECT EXPERIENCE

- North Thurston Public Schools | RMAC South
- Central Kitsap School District | West Sound Technical Skills Center
- Washington State Department of Social and Health Services (DSHS) | 16 Bed Maple Lane
- Renton SD - Hazen High School



CRAIG FERRIER
Superintendent

EMPLOYMENT HISTORY

4 years with Sare
30 years in AEC

EDUCATION & CERTIFICATIONS

- 01 Electrical License
- IBEW Local 76 Foreman Wireman, 2000 - Present

Precon Responsibilities: Prefabrication planning, labor planning, constructability, logistics

Construction Responsibilities: Field coordination and construction, labor coordination, on-site safety support/compliance

CRAIG'S PROJECT EXPERIENCE

- Hands On Children Museum | Museum Expansion Phase 1
- Evergreen State College | New Access Control System
- Cherry Street Plaza
- Town Square Plaza, Major Remodel
- Point Plaza East Buildings 1, 2, 3, 4, 5 & 6
- Washington State Business License Office

**project experience with previous employer*



DAKOTA KAECH
Design and Estimating Specialist

EMPLOYMENT HISTORY

7 years with Sare
7 years in AEC

EDUCATION & CERTIFICATIONS

- 01 Electrical License

Precon Responsibilities:

Supporting cost estimation, design, constructability, value engineering, and prefabrication planning

Construction Responsibilities:

Continued budget support

DAKOTA'S PROJECT EXPERIENCE

- Bethel SD | Evergreen Elementary School
- Federal Way Public Schools | Illahee Middle School
- DES - Columbia Cottage Renovation at Maple Lane
- Montesano Health & Rehabilitation



SEAN BOLLEN
Electrical Engineer of Record

EMPLOYMENT HISTORY

31 years with Wood Harbinger
31 years in AEC

EDUCATION & CERTIFICATIONS

- BS, Electrical Engineering, University of California Santa Barbara
- Professional Electrical Engineer, WA #35726
- LEED Accredited Professional

Precon Responsibilities: Electrical engineering analysis, planning, design, and implementation for the project. Working closely with Sare Electric to anticipate potential technical design issues early in preconstruction to mitigate risk during construction.

Construction Responsibilities: Ensure continuity, timely response, and close coordination to review submittals and resolve any design questions or issues during construction.

SEAN'S PROJECT EXPERIENCE

- Bellevue School District | Sammamish High School Modernization Glass Blowing Facility
- Seattle Central College | Open-End Electrical Engineering
- Lake Washington Technical Institute | Open-End Mechanical & Electrical Engineering Services

3. NARRATIVE OF APPROACH

DEVELOPMENT AND SELECTION OF AN AFFORDABLE, ADAPTABLE ELECTRICAL SYSTEM AND UTILITY TIE INS. INCLUDING A STRATEGY ON THE TRANSFORMER LOCATION, SERVICE SIZE FOR CURRENT AND FUTURE NEEDS, EV SIZING AND LOCATION, ETC.

Our layout will address all applicable energy and building codes, including any project goals for LEED certification. **Being diligent in our lighting choices and using funds strategically and at the right time can maximize the project budget while also providing functionality and visual appeal.**

Providing future pathways to exhibit locations will allow for flexibility and adaptability for future technology/integration. Up-sizing the pathway and locating the electrical room on the side of the building nearest the potential expansion will also maximize the potential for future.

With proper planning, layout for base infrastructure can allow flexibility for the long term. For example, installing vaults can provide great access into system infrastructure and allow for future modification and additions.

Building a larger exterior service would allow an electrical distribution system that is more accessible for future improvements; whether it be adding more EV chargers, solar parking canopies, or additional exterior exhibits.

OPPORTUNITIES TO LEVERAGE IN-KIND MATERIAL AND LABOR DONATIONS

Having the same brand and manufacturer of products can help with maintenance, repairs, and sourcing spare parts. **Sare will design around existing installations and if there are opportunities for improvements, we will provide cost analysis and comparison,** allowing the end user to make an informed decision about what is being installed in the facility. Technology changes all the time, and evaluating the existing systems to establish a baseline will be one of our key early tasks, along with having conversations with the end user on what works well for them and where the system can be improved, with Sare presenting different options based on space and program needs.

We know from past project experience that utilizing labor donations can add value to the project. **Our electrical scope provides unique opportunities for in-kind donations and tasks that can be fulfilled by volunteers.**

For example, moving light fixtures to the appropriate space for installation and assisting with cleanup following electrical installations.

During our systems trainings, we have found that video documentation can be very useful as a reference tool for building owners and facility maintenance teams. Having a volunteer run the video camera and take notes while we conduct training will help the end user have a better understanding of how the facility functions.

COORDINATION WITH ARCHITECTURAL, EXHIBIT, AND SITE REQUIREMENTS

Choosing the right lighting is crucial to enhance the architectural and exhibit aesthetics. With lighting design, we strive to make the experience inviting and intellectually stimulating to a younger audience while remaining appealing to parents, teachers, and the general public.

Some areas will warrant a brighter and more vibrant lighting approach and others more suited towards a subtle approach. Providing a flexible lighting system can help accentuate the unique and diverse architectural and exhibit features.

Some of the museum's exhibits are more interactive, requiring a thoughtful approach to how to optimize lighting for user experience and safety.

Outside activities sometimes take place at night, and having control over how the lighting is used by the museum in each circumstance will be a priority. Multiple lighting combinations that can be turned on depending on the activity will be helpful in making the most of every exhibit and experience.

Most of the typical responsibilities of a material handler on a construction project can be effectively supported by volunteers. These include tasks such as material organization, jobsite cleanup, and other light-duty activities. For example, volunteers can help move light fixtures to their designated installation areas and assist with general cleanup following electrical installations.

PHASING AND FLEXIBILITY FOR FUTURE MUSEUM GROWTH

Maintaining functionality for the museum is a key task to ensure community members can enjoy all the museum has to offer. This project will encompass a large if not entire area of the north parking lot. This will disperse all parking to the surrounding streets during construction.

Developing a plan for public safety and utility work will be a key factor in making this a successful project. Looking at the surrounding buildings and options for future development, it would be wise to plan for future expansion to the north, beyond the current expansion. This will allow for the possibility of executing the project through a holistic, campus-wide approach.

HOW SARE WORKS WITH DESIGN-BUILD TEAMS



Early Engagement & Continuous Communication

Sare makes clear communication and team involvement a priority from the very beginning. Our emphasis on team building has helped Sare Electric develop strong partnerships and lasting relationships—**fostering mutual respect, open collaboration, innovative problem-solving, faster decision-making, and more efficient project delivery.**

Collaboration to Maintain the Schedule

We understand the vital role electrical plays in meeting schedule requirements. **We know that meeting the schedule is of utmost importance.** We will work collaboratively with the project team, utilizing a short-term look-ahead schedule to keep track of installed progress and analyze current performance as we continue to meet the long-term schedule milestones.

Experience with Last Planner & Pull Planning

We know first-hand the positive impact pull planning sessions can have on a project's teamwork and coordination. **Carrying this focus into construction is key to effective communication and the tracking of project goals.** Through our experiences with pull planning, our milestone dates have been consistent and our labor has seen an increase in efficiency.

Design Success Through Early Involvement

We believe that early involvement is the key to developing construction ideas and lean design. Proactive engagement on the project fosters collaboration, allowing the Sare team to anticipate potential design difficulties and provide valuable input that can be shared and utilized to protect the project schedule, avoid costly delays and re-work, and develop creative solutions.



Innovative Use of BIM/VDC Technologies

Our dedication to BIM technologies has brought **a new level of detail and performance to our operations.** Through our use of a Leica Robotic Total Station and BIM modeling (for 100% coordinated drawings with zero clashes), we have been able to greatly reduce time frames and minimize impacts on the schedule.

ELECTRICAL ENGINEER OF RECORD

Wood Harbinger

Wood Harbinger is a 100% employee-owned, multidisciplinary engineering consulting firm with a reputation for detail, a culture of collaboration, and a focus on listening to clients goals. They are best known for their capacity to embrace projects of any size, complexity, and project delivery method.

Sean Bollen, PE, Principal Electrical Engineer

is one of the most dedicated and personable engineers you'll ever meet, and his long list of repeat clients is a testament to the consistent value he provides. His successful career at Wood Harbinger includes extensive experience in the municipal/civic, education, and military market sectors. He works closely with many community colleges, universities, and municipalities throughout the state on a variety of tenant improvements, upgrades, renovations, and new construction. Sean has also conducted numerous feasibility studies assessing existing systems and planning for upgrades. Sean's expertise includes medium- and low-voltage power distribution systems, emergency power systems, information and communication technology systems, and electronic safety and security systems. Additionally, he is an accomplished interior and exterior lighting designer.

"As a general contractor, I have a high level of respect for Sare Electric. In times when we are in need of pricing or VE support for electrical scope work, I always know that I can count on Sare Electric."

DAVID CARVER, PROJECT MANAGER, SKANSKA USA

Phase	Duration	Fee (USD)	Scope/Deliverables
Validation	11-12 weeks	\$9,750	<ul style="list-style-type: none"> • Attend 6 virtual meetings • Assist with preliminary cost modeling • Field investigation of existing infrastructure • Preliminary BOD to assist with programming • Preliminary sketches for power infrastructure • Develop preliminary electrical sustainability opportunities
Schematic Design	~ 9 weeks	\$17,000	<p>Scope</p> <ul style="list-style-type: none"> • Attend 5 virtual meetings • Develop lighting alternatives • Coordinate with AE and Contractor team • Verify capacity of existing electrical infrastructure • Determine panelboards requiring 30 day metering • Typical space layouts for power, lighting and communications • Coordination with owner for standards • Coordinate with Architect for electrical and communication room requirements • Determine electrical sustainability strategies for LEED <p>Deliverables</p> <ul style="list-style-type: none"> • Table of Contents for Division 26, 27, 28 Specifications • Preliminary electrical site plan. • Preliminary power, lighting and communication floor plans. Layouts for typical spaces will be shown. • Preliminary one-line diagrams
Design Development	~ 12 weeks	\$23,750	<p>Scope</p> <ul style="list-style-type: none"> • Attend 6 virtual meetings • Assist with cost modeling • Lighting calculations

			<ul style="list-style-type: none"> • Coordinate with AE and Contractor team • Coordinate with AV Contractor for infrastructure requirements • Develop LEED sustainability items <p>Deliverables</p> <ul style="list-style-type: none"> • Electrical site plan. • Power, lighting and communication floor plans. Circuiting will not be shown until Construction Documents • One-line Diagrams • Schedules and details • Division 26, 27, 28 Specifications • Basis of Design • Preliminary list of luminaires
Construction Documents and Permitting	~ 16 weeks	\$41,250	<p>Scope</p> <ul style="list-style-type: none"> • Attend 8 virtual meetings • Coordinate with AE team and Contractor team. • Coordinate with panelboard supplier. Panel supplier will provide stamped and signed short circuit, arc flash, and selective coordination study. • Submit drawings to Electrical Plan Review. Submission for Electrical Plan Review require the drawings to be 100% complete, so early submission is not possible. <p>Deliverables</p> <ul style="list-style-type: none"> • Stamped and signed electrical site plan. • Stamped and signed power, lighting and communication floor plans. • Stamped and signed one-line diagrams • Stamped and signed schedules and details • Stamped and signed Division 26, 27, 28 specifications • Basis of Design

			<ul style="list-style-type: none"> • WSEC NREC forms. • LEED Online Documentation
Construction Administration		\$18,750	<ul style="list-style-type: none"> • Review submittals • RFI responses • Construction Site Visits (4) • Construction Meetings (8 virtual) • Punchlist • Review OCM Manual • Review Contractor Red Line Markup As-Builts

Re: HOCM - LV?

From Chad Lansford <chad@sareelectric.com>
Date Wed 12/10/2025 8:15 AM
To Heather Skeeahan <Heather.Skeeahan@formacc.com>

Heather,

We will cover the following scopes: lighting, power, solar, EV chargers, communications (data), access control, security, fire alarm, area of refuge (elevator 2-way), AV & intercom or PA system, something that they can broadcast announcements with. We already know the client uses Always Lock and Safe for their access control and Pioneer Fire for their security and fire alarm systems. Sunset will cover the DDC controls and I need to figure out the required power metering for the project. The power metering sometimes is a blend between mechanical and electrical, but we have time to sort that out.

If you need or want more clarification or if I didn't answer something please let me know.

Chad Lansford
Sare Electric
360-352-2628

From: Heather Skeeahan <Heather.Skeeahan@formacc.com>
Sent: Wednesday, December 10, 2025 7:54 AM
To: Chad Lansford <Chad@sareelectric.com>
Subject: HOCM - LV?

Can you help me with a scope clarification:

You have power, comms, and lighting noted in your scope doc for design. How about other LV scopes? Is that something that you are considering sufficiently covered in the design scope or shall we discuss an additional budget to track that? Incl security, controls, etc?

Thanks for the help on this while I get my head back in the game.

HEATHER SKEEHAN, AIA | **FORMA CONSTRUCTION** | SR.PROJECT MANAGER | [o] 360.754.5788 [m] 253.408.0168

Staff Name	2024 Client Standard Billing Rate
Professional VIII	\$ 285
Bollen, Sean	
Mechure, June	
Professional VII	\$ 265
Leysath, Joe	
Professional VI	\$ 245
Brown, Andy	
Larson, Paul	
Lekhukul, Peter	
Montgomery, Courtney	
Woo, Matt	
Professional V	\$ 215
Marshall, Spencer	
Professional IV	\$ 180
Langer, Carly	
Del Mundo, Tim	
Provera, Michael	
Sparling, Eric	
Professional III	\$ 155
Evans, Melissa	
Ho, Nguyen	
Lecona, Angel	
Livingood, Sheri	
Pittman, Cheryl	
Professional II	\$ 135
Abiador, Alon	
Adrian Peregrino	
Lehman, Triston	
Woods, David	

November 20, 2025

FORMA Construction
500 Columbia Street NW, Suite 201
Olympia, Washington 98501

Attention: Heather Skeehan

Subject: Phase 1 Design Services Proposal
Geotechnical Services
City of Olympia – Hands On Children’s Museum Expansion
Olympia, Washington
File No. 0415-081-00

Introduction

GeoEngineers, Inc. (GeoEngineers) has prepared Contract Amendment (CA) No. 1 to provide design phase services for the proposed City of Olympia - Hands On Children’s Museum Expansion project located at Parcels 5 and 6 of the East Bay Redevelopment Site in Olympia, Washington. We are currently performing a geotechnical, environmental, and shoreline permitting support study to support the validation phase of the project.

Our original proposal for validation phase included Task 200 – Geotechnical Design Investigation, which was not performed as part of validation and is repeated herein. We also include add alternate scope items for the project team’s consideration. We will be preparing a separate contract amendment for environmental services following issuance of our Task 100 technical memo.

Scope of Services

TASK 200. GEOTECHNICAL DESIGN INVESTIGATION

1. Visit the site and mark the exploration locations to check for conflicts with underground utilities. Our services include subcontracting a private utility locate company and contacting the Washington State “One-Call” service (as required by law).
2. Advance two Cone Penetration Tests (CPTs) to a depth of 120 feet and drill one boring to a depth of 120 feet. One of the CPTs will include seismic shear wave soundings to help determine the seismic site class. GeoEngineers will coordinate with you and/or the City of Olympia to access the project site. The CPT and boring explorations will be monitored on a full-time basis by a GeoEngineers engineer or geologist.

3. Complete laboratory testing and evaluate physical and engineering characteristics of samples obtained from the borings. The laboratory tests may include percent fines content determination, sieve analysis, consolidation, Atterberg limits, and moisture content tests, as appropriate.
4. Provide geotechnical seismic design information in accordance with the 2021 International Building Code (IBC) and American Society of Civil Engineers (ASCE) 7-16. We will discuss our opinion on the potential for surface rupture, liquefaction, and lateral spreading at the site. We have included budget to complete quantitative liquefaction and lateral spreading analysis, as could be needed.
5. Site preparation and earthwork recommendations:
 - a. Temporary erosion and sedimentation controls.
 - b. Temporary and permanent cut slopes.
 - c. Fill placement and compaction requirements.
 - d. Wet weather considerations.
 - e. Groundwater handling and site drainage.
6. Foundation and retaining wall recommendations, including the following, as appropriate:
 - a. Provide design recommendations for the foundation system selected by the design team. We envision that driven pile foundations will be the preferred foundation system.
 - b. Allowable lateral and axial bearing resistances, including an estimate of total and differential foundation settlements for driven pile foundations.
 - c. Shallow spread footing design for ancillary structures, including foundation bearing surface preparation, allowable soil bearing pressure, lateral resistance values, and estimates of total and differential settlement.
 - d. Provide design considerations for mats and slab-on-grade design, including subgrade preparation, modulus of subgrade reaction, capillary break thickness and materials, and methane vapor mitigation, as appropriate.
 - e. Provide recommendations for footing and underslab drainage, as appropriate.
 - f. Determination as to whether soil design parameters can be increased for short-term loadings.
 - g. Provide active, passive, and at-rest lateral earth pressures for conventional cast-in-place retaining walls and below-grade structures. We will also provide recommendations for seismic surcharge pressures and drainage criteria.
7. Discuss the feasibility of site soils for stormwater infiltration and provide preliminary infiltration rates, as appropriate, based on grain-size methods outlined in the City of Olympia Drainage Design and Erosion Control Manual (DDECM)– although we anticipate that the environmental covenant will preclude stormwater infiltration.
8. Provide pavement layer thickness recommendations for asphalt concrete (AC) and Portland Cement Concrete (PCC) design sections, including subgrade preparation. We will include typical pavement sections for heavy and light traffic areas based on our experience for similar facilities.
9. Prepare a Geotechnical Report presenting our findings, conclusions, and recommendations. Our report will include a project site plan showing approximate locations of explorations, summary exploration logs, laboratory test results, and appropriate engineering figures. Our report will be prepared first as a

draft and will be provided to the team for review and comment. Our final report will address comments and incorporate mutually agreed upon changes and as close to final design as possible, compared to the draft report.

TASK 201. FINAL DESIGN AND DD/CD DESIGN PHASE SUPPORT

1. Perform final design for deep foundations (if required), including axial and lateral capacity analyses and summarizing those in a final design geotechnical report
2. Attending meetings and providing consultation, including participating in value engineering exercises
3. Review project plans and specifications for consistency with the recommendations in our geotechnical report. We will provide any comments and markups to these documents with the project team, assuming one round of comments and edits

ADD ALTERNATE 1 – ADDITIONAL BORINGS

We have included a daily rate in the table below (**Add Alternate 1**) for completing additional drilling in the parking lot north of the existing museum building. The purpose of these borings is to help characterize the near surface soils in other areas of planned improvements. Add Alternate 1 assumes that field work will take place during the same mobilization as the other Task 200 explorations. Additional laboratory testing and exploration log processing are included in this rate. Based on the expected subsurface conditions, we anticipate completing up to 10 6-foot-deep borings or about 60 feet of drilling per day.

ADD ALTERNATE 2 – SITE-SPECIFIC GROUND RESPONSE ANALYSIS

A site-specific ground response analysis (GRA) could help further characterize the seismic risk at the project site. Based on similar projects in the area, design code exceptions that are taken in lieu of an GRA generally result in more conservative designs, resulting in overall larger design and construction costs. We propose the following for a GRA (**Add Alternate 2**):

1. Coordinate a subcontracted geophysical survey to measure shear wave velocity profiles at the site. The geophysical survey will consist of two non-invasive multi-channel analysis of surface waves (MASW) and microtremor array method (MAM) sounding pairs.
2. Determine the ASCE 7-16 site class.
3. Complete a site-specific ground motion hazard analysis (GMHA) based on the 2021 United States Geological Survey (USGS) seismic source characterization model to develop the input rock outcrop/firm-ground Maximum Credible Earthquake (MCE) response spectrum.
4. Select and modify a suite of at least seven single-component horizontal ground-motion time histories for input into the GRA.
5. Develop one-dimensional soil models based on the results of geotechnical and geophysical site investigations that are representative of the subsurface conditions at the site.
6. Complete a site-specific total stress GRA per ASCE 7-16 Section 21.1 to develop site-specific MCE_R and DE response spectra and corresponding design acceleration parameters.
7. Document the analysis procedures and results in an appendix to our geotechnical report.

Schedule, Fee, and Terms

We propose to conduct Tasks 200 through 207 on a time-and-expense basis using the terms negotiated between GeoEngineers and FORMA Construction executed November 14, 2025.

Our estimated fee for the services outlined above is summarized in the following table.

SCOPE ITEM NO.	TASK DESCRIPTION	FEE
Task 200. Geotechnical Design Investigation		
1 and 2	Field labor/coordination for site access/advance CPTs/drill boring	\$27,200
3	Laboratory Testing	\$5,000
4 through 9	Geotechnical analysis, recommendations, and prepare report	\$14,500
Task 200 Subtotal		\$46,700
Task 201. Final Design and DD/CD Design Phase Support		
1	Final deep foundation/ground improvement design and final design reporting	\$15,000
2	Attending meetings and providing consultation	\$10,000
3	Plan and specification review	\$7,500
Task 201 Subtotal		\$32,500
TOTAL (Tasks 200 and 201)		\$79,200
Add Alternate 1. Additional Borings		
Daily rate for subcontracted drilling and associated GeoEngineers field labor to complete one day of drilling (assumes same mobilization as Task 200 and assumes 6 borings to 10 feet)		\$11,400/day
Add Alternate 1 Subtotal		\$11,400/day
Add Alternate 2. Site-Specific Ground Response Analysis		
Subcontracted geophysical survey (includes GeoEngineers' coordination and support)		\$6,500
Site-specific ground response analysis, site-specific response spectra, and report appendix		\$25,000
Add Alternate 2 Subtotal		\$31,500

We will begin the **Task 200** drilling upon authorization to access the site and approval from Ecology. Our CPT and drilling contractors for the geotechnical design investigation can generally be scheduled within 4 to 5 weeks after we are given notice to proceed. For budgeting purposes, we have assumed that the fieldwork will be completed within 2 days. The geotechnical design report can be available within 4 to 6 weeks following completion of our fieldwork. **Task 201** services can begin once we issue the Task 200 report.

If additional safety requirements are required that exceed our standard health and safety protocols or requirements imposed by law, they shall be considered as additional services and an estimate of the additional time and compensation associated with implementing these additional services will be provided in advance to you.

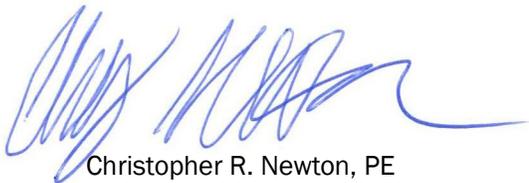
There are no intended third-party beneficiaries arising from the services described in this proposal and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers.

This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc., after the expiration date.

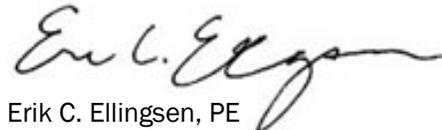
Closing

Thank you again for this opportunity. Please contact Erik C. Ellingsen at 206.239.3234 (direct) if you have questions or wish to discuss this proposal.

Sincerely,
GeoEngineers, Inc.



Christopher R. Newton, PE
Senior Geotechnical Engineer



Erik C. Ellingsen, PE
Associate Geotechnical Engineer

CRN:ECE:ijm

Attachments:

Schedule of Charges – Standard 2025

One electronic copy submitted.

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Schedule of Charges - 2025

COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

PROFESSIONAL STAFF		
Staff 1 Scientist	\$	152/hour
Staff 1 Engineer	\$	160/hour
Staff 2 Scientist	\$	174/hour
Staff 2 Engineer	\$	182/hour
Staff 3 Scientist	\$	198/hour
Staff 3 Engineer	\$	206/hour
Project Scientist 1	\$	229/hour
Project Engineer 1	\$	237/hour
Project Scientist 2	\$	236/hour
Project Engineer 2	\$	244/hour
Senior Engineer/Scientist 1	\$	265/hour
Senior Engineer/Scientist 2	\$	290/hour
Associate	\$	304/hour
Principal	\$	332/hour
Senior Principal	\$	354/hour
TECHNICAL SUPPORT STAFF		
Administrator 1	\$	105/hour
Administrator 2	\$	124/hour
Administrator 3	\$	140/hour
CAD Technician	\$	137/hour
CAD Designer	\$	160/hour
Senior CAD Designer	\$	186/hour
GIS Analyst	\$	172/hour
Senior GIS Analyst	\$	187/hour
GIS Coordinator	\$	208/hour
*Technician	\$	120/hour
*Senior Technician	\$	145/hour
*Lead Technician	\$	155/hour
Geotechnical Construction Specialist	\$	203/hour
Environmental Database Manager	\$	235/hour
Health and Safety Specialist	\$	152/hour
Health and Safety Manager	\$	208/hour

*Hours in excess of 8 hours in a day or 40 hours in a week will be charged at one and one-half times the hourly rates listed above.

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent providing expert services in disputes, mediation, arbitration and litigation will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule. A surcharge may be applied to night and weekend work. See proposal for details.

Rates for data storage and web-based access will be provided on a project-specific basis.

Associated Project Costs (APC)

Associated Project Costs (APC) equal to six percent (6%) of professional fees will be assessed. This fee allows GeoEngineers to invest in the necessary infrastructure to ensure we provide our clients with the latest technological and data security standards. The investments include maintaining and advancing technical tools and platforms across all aspects of our business, and strengthening our defenses against cyber threats to ensure data remains secure. These costs are not included in our hourly rates or direct expenses.

EQUIPMENT		
Air Quality Equipment, per Day	\$	210.00
Air Sparging Field Test, per Day	\$	110.00
Air/Vapor Monitoring Equipment (PID, 5-Gas Meter), per Day	\$	110.00
Asbestos Sample Kit, Each	\$	30.00
Blastmate, per Day	\$	120.00
D&M Sampler, per Day	\$	150.00
DO (Dissolved Oxygen) Kit, Each	\$	25.00
Dynamic Cone Penetrometer, per Day	\$	45.00
E-Tape (Electric Tape), per Day	\$	35.00
Electric Density Gauge, per Day	\$	110.00
Electric Density Gauge, per Week	\$	430.00
Electric Density Gauge, per Month	\$	1,400.00
Environmental Exploration Equipment, per Day	\$	225.00
Field Data Acquisition Equipment (Field Tablet), per Day	\$	55.00
Field Tablet, per Week	\$	200.00
Field Tablet, per Month	\$	750.00
Field Tablet with Cellular, per Day	\$	75.00
Field Tablet with Cellular, per Week	\$	300.00
Field Tablet with Cellular, per Month	\$	1,000.00
Field Gear / Reconnaissance, per Day	\$	55.00
Gas Detection Meters, per Day	\$	105.00
Generator, per Day	\$	110.00
Groundwater Pressure Transducer w/ Datalogger, per Day	\$	55.00
Groundwater Pressure Transducer w/ Datalogger, per Week	\$	220.00
Hand Auger, per Day	\$	100.00
Inclinometer Probe, per Day, 1 Day minimum	\$	210.00
Interface Probe, per Day	\$	65.00
Iron Test Kit, Each	\$	25.00
Laser Level, per Day	\$	60.00
Low Flow Groundwater Sampling Equipment, per Day	\$	235.00
Multiparameter Water Quality Meter, per Day	\$	85.00
Nuclear Density Gage, per Hour, 1/2 Day minimum	\$	15.00
Peristaltic Pump, per Day	\$	50.00
pH Probe,/Meter per Day	\$	20.00
PID, FID or OVA, per Day	\$	130.00
Rock/Slope Fall Protection/Rigging Equipment, per Day	\$	700.00
Saximeter, per Day	\$	60.00
Scuba Diving Gear, per Day/per Diver	\$	700.00
Shallow Soil Exploration Equipment, per Day	\$	60.00
Soil Field Screening Equipment, per Day	\$	20.00
Soil Sample Kit, Each	\$	20.00
Steam Flow Meter, per Day	\$	20.00
Strain Gauge Readout Equipment, per Day	\$	50.00
Surface Water Flow Meter, per Day, 1/2 day minimum	\$	50.00
Surface Water Quality Monitoring Equipment, per Day	\$	50.00
Turbidity Meter, per Day	\$	50.00
Vehicle usage, per Mile, or \$30/half-day, whichever is greater	\$	IRS Rate

Specialized and miscellaneous field equipment not listed above will be quoted on a project-specific basis.

OTHER SERVICES, SUPPLIES AND SPECIAL TAXES

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

All rates are subject to change upon notification.

December 11, 2025

FORMA Construction Company
500 Columbia Street NW, Suite 201
Olympia, Washington 98501

Attention: Heather Skeehan

Subject: Agreed Order Amendment and Regulatory Agency Coordination
Environmental Services
City of Olympia – Hands On Children’s Museum Expansion
Olympia, Washington
File No. 0415-081-00

Introduction

GeoEngineers, Inc. (GeoEngineers) has prepared Contract Amendment (CA) No. 2 to provide additional environmental services for the proposed City of Olympia - Hands On Children’s Museum (HOCM) Expansion project located at Parcels 5, 6, and 7 of the East Bay Redevelopment Site in Olympia, Washington. We are currently performing a geotechnical, environmental, and shoreline permitting support study to support the validation phase of the project. This CA has been prepared as a follow-up to the GeoEngineers memorandum dated November 24, 2025, which included the following:

- A summary of the environmental conditions at Parcels 5, 6, and 7;
- A preliminary strategy for managing the environmental conditions consistent with the Agreed Order¹ (AO) between Ecology and the Port, LOTT, and the City for the Site and the Washington State Model Toxics Control Act (MTCA) as part of the HOCM expansion project;
- A preliminary timeline of key activities and milestones to implement the preliminary strategy; and
- Preliminary rough order-of-magnitude estimated costs to implement the preliminary strategy.

As described in the memorandum, the preliminary strategy for managing the environmental conditions consistent with the AO and MTCA as part of the HOCM expansion project includes the following four key elements:

- Addressing Ecology’s administrative requirements prior to starting earth disturbing activities;

¹ Agreed Order No. DE7830. Executed September 23, 2010.

- Coordinating with the design-build team during the pre-design, permitting, and procurement;
- Performing environmental oversight during construction activities; and
- Preparing project closeout materials for submittal to Ecology.

This proposal provides the scope of services and estimated costs to address Ecology's administrative requirements prior to the start of earth disturbing activities. These administrative requirements focus on coordinating with Ecology to obtain their pre-approval for investigations that will breach the existing engineered cap at the Site and amending the AO for the Site, which must be completed prior to the start of earth disturbing activities for the HOCM expansion project.

Scope of Services

TASK 103. AGREED ORDER AMENDMENT AND REGULATORY AGENCY COORDINATION

Task 103 includes the following activities:

1. GeoEngineers will notify stakeholders that amending the AO will be required to complete the HOCM expansion project; coordinate with the design-build team to understand the potential scope of investigation and earthwork activities and foundation and utility plans for the HOCM expansion project; and review the AO and documents describing investigation and cleanup activities performed at the Site.
2. GeoEngineers will prepare a work plan describing planned investigation activities that will penetrate the existing engineered cap. It is anticipated that these investigation activities may include advancing borings to evaluate geotechnical and environmental conditions and limited potholing to determine the locations of buried utilities. A preliminary version of the draft work plan will be prepared for internal review. A draft work plan will be submitted to Ecology for review and a final version of the work plan that addresses Ecology's comments will be submitted for final approval.
3. GeoEngineers will prepare a Draft AO Amendment that follows the format and includes information required by Ecology. Based on information from Ecology, the Draft AO Amendment will include revised exhibits, including a Cleanup Action Plan (CAP) Amendment and Additional Remedial Action Schedule of Work and Deliverables. A preliminary version of the Draft AO Amendment will be prepared for internal review. The Draft AO Amendment will be submitted to Ecology for review and a Final Draft AO Amendment that addresses Ecology's comments will be submitted for final approval. Ecology has informed us that the AO Amendment addressing the HOCM expansion project likely will constitute a "substantial change" to the AO. Therefore, consistent with WAC 173-340-530(8)(b) Ecology must issue a public notice of the AO Amendment and provide an opportunity for public comment in accordance with WAC 173-340-600. Public involvement activities may include publication of a written notice, distribution to interested parties, holding a public meeting and preparation of responses to public comments. Tribal engagement may also be required under WAC 173-340-620. GeoEngineers will support the public participation process as required by Ecology and preparation of a final version of the AO Amendment.

Schedule, Fee, and Terms

We propose to conduct Task 103 on a time-and-expense basis using the terms negotiated between GeoEngineers and FORMA Construction executed November 14, 2025.

Our estimated fee for the services outlined above is summarized in the following table.

SCOPE ITEM NO.	TASK DESCRIPTION	FEE
Task 103. Agreed Order Amendment and Regulatory Agency Coordination		
1	Project Team Coordination and Document Review	\$3,000
2	Work Plan Preparation	\$8,000
3	Agreed Order Amendment	\$64,000
TOTAL		\$75,000

We will begin the **Task 103** authorization to proceed. We anticipate submittal of preliminary draft versions of the work plan and AO Amendment to FORMA within 4 weeks of authorization.

If additional safety requirements are required that exceed our standard health and safety protocols or requirements imposed by law, they shall be considered as additional services and an estimate of the additional time and compensation associated with implementing these additional services will be provided in advance to you.

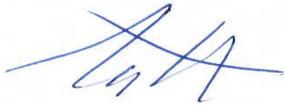
There are no intended third-party beneficiaries arising from the services described in this proposal and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers.

This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc., after the expiration date.

Closing

Thank you again for this opportunity. Please contact Emark Havighorst at 503.460.7146 or Erik C. Ellingsen at 206.239.3234 if you have questions or wish to discuss this proposal.

Sincerely,
GeoEngineers, Inc.



Mark Havighorst, PE
Associate Environmental Engineer



Erik C. Ellingsen, PE
Associate Geotechnical Engineer

MH:EE:djm

One electronic copy submitted.

The parties hereto have made, executed and agreed to this Agreement as of the day and year first above written. By signature below, Client accepts the scope of services and all terms described herein. In addition, Client's signature shall constitute as authorization to proceed on the date listed below Client's printed/typed name unless such authorization has been otherwise provided in writing.

FORMA Construction Company <small>ORGANIZATION</small>	 <small>* SIGNATURE</small>
 <small>DATE</small>	 <small>TYPED OR PRINTED NAME</small> *Individual with contracting authority.

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