CITY OF TOPPENISH

City Council Regular Meeting Agenda

January 27, 2025 at 7:00 PM

21 West 1st Avenue, Toppenish, WA 98948

AMENDED AGENDA

Televised Live and Streamed at the link below:

https://reflect-midvalley.cablecast.tv/CablecastPublicSite/?channel=2

1. **Regular Session Call to Order**

   Pledge of Allegiance, Roll Call, and Welcome

2. **Approve Agenda**

3. **Public Comment**

   The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. RCW 42.17A.555 prohibits government agencies from allowing the use of public facilities, directly or indirectly, for campaign purposes. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern and state your name for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

4. **Consent Agenda**

   All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

   a. Approve Minutes of the January 13, 2025, Regular Meeting

   b. Approve Payroll Check Numbers 36911 through 36919 and Electronic Transfers EFTPR3418 through EFTPR3430 in the total amount of $392,070.54 dated January 22, 2025

   c. Approve Claims Check Numbers 100158-100168 in the total amount of $74,270.64 dated December 31, 2024

   d. Approve Claims Check Numbers 100153-100157, 100169-100211 and Bank Drafts DFT11 through DFT12 in the total amount of $135,115.74 dated January 27, 2025

5. **New Business**

   a. AB 25-006: Resolution 2025-06 Agreement for Design of the police Facility

      Discuss agreement for the design of the Police facility. City Manager will provide updated information to the City Council during the meeting.

6. **Council Meeting Reports and Community Announcements**

7. **Executive Session**

a. Purpose: To discuss litigation with legal counsel

Time: 30 minutes

Action: Anticipated

8. Adjournment

Next Council Meeting Will Be Held on February 3, 2025

City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
January 13, 2025

Mayor Saavedra called the meeting to order at 7:00 p.m.

ROLL CALL

Attendees:	Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Prieto Duval, George Garcia, Josh Garza, Ezequiel Morfin, and Cristian Sanchez
Staff:	City Manager Dan Ford, City Attorney Daniel B. Heid, Public Safety Director Joseph Mehline, Budget and Finance Director Adam Vaughn, Interim Public Works Director Shaun Burgess, Community Economic Development Director Andrew Hattori, Information Technologies Services Manager Van Donley, Firefighter Trevor Oswalt, Firefighter Eric Ihnen, City Clerk Heidi Riojas, and Communications Manager Sean Davido

City Clerk Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmembers Prieto Duval, Garcia, Garza, Morfin, and Sanchez responded their attendance during roll call.

APPROVE AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve the January 13, 2025, Agenda. Motion carried unanimously.

RECOGNITION OF SERVICE

Mayor Saavedra recognized retired Fire Chief Timothy B. Smith and spoke regarding his service to the community. He served from August 6, 1978 through December 31, 2024, in the roles of a Volunteer Firefighter, Fire Captain, and Fire Chief.

PROCLAMATION

Mayor Saavedra recited the Proclamation to proclaim the week of January 19, 2025, through January 25, 2025, as Martin Luther King, Jr. Week.

PUBLIC COMMENT

The City Council received comments from the public during the meeting.

CONSENT AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Prieto Duval to approve Consent Agenda items a through h:

a. Approve Minutes of the December 9, 2024, Regular Meeting
b. Approve Minutes of the January 6, 2025, Study Session
c. Approve Resolution 2025-03, Amendment No. 1 to Employment Agreement for Daniel Ford
d. Approve Payroll Check Numbers 36861 through 36902, and Electronic Transfers EFTPR3396 through EFTPR3407 in the total amount of $356,002.35 dated December 20, 2024
e. Approve Payroll Check Numbers 36903 through 36910, and Electronic Transfers EFTPR3408 through EFTPR3417 in the total amount of $221,417.65 dated January 7, 2025
f. Approve Claims Checks Numbers 99989 through 100064 and Electronic Transfers EFTAP437 in the total amount of $212,213.01 dated December 23, 2024, and void check NR99989
g. Approve Claims Checks Numbers 100065 through 100129 and Bank Drafts DFT4 through DFT5 in the total amount of $209,369.74 dated December 31, 2024
h. Approve Claims Checks Numbers 100130 through 100152 and Bank Drafts DFT6 through DFT8 in the total amount of $890,952.04 dated January 13, 2025

Motion carried unanimously.

NEW BUSINESS

Award Bid for Jackson/Juniper Water Main Replacement Project.

Councilmember Prieto Duval moved, seconded by Councilmember Sanchez to Award Bid to Assent Foundation & More, LLC in the amount of $515,387.72 for Jackson/Juniper Water Main Replacement Project. Motion carried unanimously.

Resolution 2025-04: A Resolution Approving Fuel Tax Grant Distribution Agreement Between the State of Washington Transportation Improvement Board and the City of Toppenish in the Amount of $1,529,544 for the Downtown Intersection Improvements.

Councilmember Prieto Duval moved, seconded by Councilmember Morfin to approve Resolution 2025-04. Motion carried unanimously.

Resolution 2025-05: A Resolution Approving the Task Order 2025-01 With HLA Engineering and Land Surveying, Inc. For Engineering and Project Management.

Councilmember Morfin moved, seconded by Councilmember Sanchez to approve Resolution 2025-05. Motion carried unanimously.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

The City Councilmembers provided reports of their activities since the last meeting and community announcements.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:38 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period: 1/1-1/15, 2025

Fund Number	Description	Amount
001-000-013	Executive	$11,864.65
001-000-014	Finance, Record	$22,134.88
001-000-017	Risk Management	$5,010.04
001-000-018	Central Services, Personnel Services	$26,002.63
001-000-021	Law Enforcement	$98,105.93
001-000-022	Fire Services	$91,496.14
001-000-024	Protective Inspections	$8,680.40
001-000-058	Planning and Community Development	$3,431.40
001-000-076	Pool, Park Facilities	$3,161.85
030-000-021	Criminal Justice Fund	$40,117.93
050-000-000	Special Projects Fund	$1,563.62
101-000-000	Street Fund	$6,370.06
108-000-000	Cemetery Fund	$5,509.94
157-000-000	Cable TV Fund	$6,090.92
401-000-000	Water Fund	$20,847.77
403-000-000	Wastewater Fund	$25,050.79
405-000-000	Solid Waste Fund	$16,631.59
	Grand Total	**$392,070.54**

Payroll Checks

Payroll Checks 36911-36919 and Electronic Transfers EFTPR3418-EFTPR3430.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director

January 24, 2025

Date

Check Report

City of Toppenish, WA

By Check Number

Date Range: 01/27/2025 - 01/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Claims and Payroll-Claims and Payroll						
10456	Cintas Corporation #605	01/27/2025	Regular	0.00	171.42	100158
10648	Department of Licensing	01/27/2025	Regular	0.00	36.00	100159
13093	DKS Associates	01/27/2025	Regular	0.00	12,213.75	100160
10747	Elwood Staffing Services, Inc.	01/27/2025	Regular	0.00	3,078.61	100161
11087	HLA Engineering and Land Surveying, Inc.	01/27/2025	Regular	0.00	31,404.09	100162
11108	Howard's Tire Factory Inc	01/27/2025	Regular	0.00	978.81	100163
11271	Kazcade Engraving & Trophies	01/27/2025	Regular	0.00	38.88	100164
11574	Mobile Modular	01/27/2025	Regular	0.00	14,850.74	100165
11699	O'Reilly Auto Parts	01/27/2025	Regular	0.00	795.82	100166
12500	Sunnyside Sun Media LLC	01/27/2025	Regular	0.00	314.00	100167
12898	Whitney Equipment Co., Inc.	01/27/2025	Regular	0.00	10,388.52	100168

Bank Code Claims and Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	11	0.00	74,270.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	29	**11**	**0.00**	**74,270.64**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	11	0.00	74,270.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	29	**11**	**0.00**	**74,270.64**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	1/2025	74,270.64
			74,270.64

Grand Total **$74,270.64**

Accounts Payable Checks 100158-100168

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director 1/24/2025

Check Report

City of Toppenish, WA

By Check Number

Date Range: 01/10/2025 - 01/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Claims and Payroll-Claims and Payroll						
10870	Fry, Gloria	01/10/2025	Regular	0.00	2,109.50	100153
11497	Mary Beltran	01/10/2025	Regular	0.00	6,236.07	100154
12579	Timothy Smith	01/10/2025	Regular	0.00	12,656.76	100155
10127	Andrew Doney	01/16/2025	Regular	0.00	35.00	100156
11221	Jesus Padilla Villafan	01/16/2025	Regular	0.00	35.00	100157
123	Washington State Department of Revenue	01/27/2025	Bank Draft	0.00	23,407.71	DFT0000011

Bank Code Claims and Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	21,072.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	23,407.71
EFT's	0	0	0.00	0.00
	6	**6**	**0.00**	**44,480.04**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General -General						
11069	Heritage Bank	01/16/2025	Bank Draft	0.00	499.49	DFT0000012

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	499.49
EFT's	0	0	0.00	0.00
	1	**1**	**0.00**	**499.49**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	21,072.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	23,907.20
EFT's	0	0	0.00	0.00
	7	**7**	**0.00**	**44,979.53**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	1/2025	44,979.53
			44,979.53

Check Report

City of Toppenish, WA

By Check Number

Date Range: 01/27/2025 - 01/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Claims and Payroll-Claims and Payroll						
10047	ADT Security Services, Inc.	01/27/2025	Regular	0.00	95.02	100169
10049	Advanced Digital Imaging LLC.	01/27/2025	Regular	0.00	703.95	100170
10099	Amazon Capital Services	01/27/2025	Regular	0.00	330.66	100171
10120	Anatek Labs, Inc.	01/27/2025	Regular	0.00	240.00	100172
320225666	CenturyLink	01/27/2025	Regular	0.00	22.40	100173
10443	Chandler Distributing Co. Inc.	01/27/2025	Regular	0.00	682.51	100174
10445	Charter Communications	01/27/2025	Regular	0.00	615.00	100175
10456	Cintas Corporation #605	01/27/2025	Regular	0.00	535.22	100176
10467	City of Sunnyside - Finance Dept.	01/27/2025	Regular	0.00	24,285.57	100177
10475	City of Yakima	01/27/2025	Regular	0.00	332.48	100178
10487	Coastal Farm and Home Supply	01/27/2025	Regular	0.00	177.60	100179
10542	Corporate Billing, LLC	01/27/2025	Regular	0.00	8,073.73	100180
13093	DKS Associates	01/27/2025	Regular	0.00	3,450.00	100181
10870	Fry, Gloria	01/27/2025	Regular	0.00	1,054.75	100182
10886	Galls, Inc.	01/27/2025	Regular	0.00	942.33	100183
11108	Howard's Tire Factory Inc	01/27/2025	Regular	0.00	3,199.59	100184
13092	Imperial Produce LLC	01/27/2025	Regular	0.00	317.62	100185
11157	Intermountain Cleaning Service, Inc.	01/27/2025	Regular	0.00	149.45	100186
11238	Johnson Controls Security Solutions LLC	01/27/2025	Regular	0.00	1,436.18	100187
11336	Lab Test	01/27/2025	Regular	0.00	300.00	100188
11383	Leslie, Pam	01/27/2025	Regular	0.00	33.34	100189
11461	Mansfield Alarm Co. Inc.	01/27/2025	Regular	0.00	289.78	100190
11497	Mary Beltran	01/27/2025	Regular	0.00	2,078.69	100191
11501	Masters Telecom LLC	01/27/2025	Regular	0.00	17.10	100192
11586	Moon Security Service, Inc.	01/27/2025	Regular	0.00	50.05	100193
11629	N-able Technologies LTD	01/27/2025	Regular	0.00	8,215.85	100194
11672	Northwest Code Professionals	01/27/2025	Regular	0.00	5,498.30	100195
11710	ODP Business Solutions, LLC	01/27/2025	Regular	0.00	43.41	100196
11699	O'Reilly Auto Parts	01/27/2025	Regular	0.00	1,229.03	100197
Lease	Pacific Office Automation	01/27/2025	Regular	0.00	591.86	100198
11934	Rathbun Iron Works, Inc.	01/27/2025	Regular	0.00	353.34	100199
13091	RMTS	01/27/2025	Regular	0.00	140.32	100200
12500	Sunnyside Sun Media LLC	01/27/2025	Regular	0.00	108.00	100201
12579	Timothy Smith	01/27/2025	Regular	0.00	2,109.46	100202
12748	Verizon Wireless	01/27/2025	Regular	0.00	1,833.79	100203
12751	VESTIS	01/27/2025	Regular	0.00	32.42	100204
12780	WA Association of Sheriffs & Police Chiefs	01/27/2025	Regular	0.00	255.00	100205
12841	Washington State Treasurer	01/27/2025	Regular	0.00	3,207.40	100206
12867	Weinmann, Gene E.	01/27/2025	Regular	0.00	1,905.53	100207
12974	Yakima County Department of Corrections	01/27/2025	Regular	0.00	14,930.26	100208
12983	Yakima County GIS	01/27/2025	Regular	0.00	85.00	100209
Vendor 541	Yakima County Treasurer	01/27/2025	Regular	0.00	64.22	100210

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
13026	Yakima Valley Utility Coordinating Council	01/27/2025	Regular	0.00	120.00	100211

Bank Code Claims and Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	43	0.00	90,136.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	80	**43**	**0.00**	**90,136.21**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	43	0.00	90,136.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	80	**43**	**0.00**	**90,136.21**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	1/2025	90,136.21
			90,136.21

Grand Total **$135,115.74**

Accounts Payable Checks 100153-100157; 100169-100211 and DFT11-DFT12

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director 1/24/2025

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.:25-006

Meeting Date:	January 27, 2025
Subject:	CKJT Architects Contract
Attachments:	Resolution 2025-06, Contract with CKJT Architects
Presented by:	Dan Ford, PE, City Manager
Approved for Agenda by:	Dan Ford, PE, City Manager

Discussion: The City of Toppenish selected CKJT Architects PLLC through a responsive request for Qualifications process and now recommends that the City enter into a contract with them for the design and re-model of the building located at 220 West 1st Avenue. Scope details are listed in the agreement.

It is important to remember that the City determined that the original police facility was not safe to use in 2022. Since that time the City has been utilizing temporary mobile structures that are not financially sustainable and their placement in the park is only allowed for a short amount of time. Further review identified that moneys were not budgeted for a replacement building but staff has made every effort to reassociate funds to allow for this design and ultimately construction at an existing location in downtown Toppenish. Staff is also aggressively pursuing reimbursement funding opportunities.

This project will be a part of our downtown revitalization.

The City requests council approval to enter into a contract with CKJT Architects Inc. for engineering, construction documents, advertisement and bidding, engineering services and project management during construction, for the design and remodel of the property located at 220 West 1st Avenue in Toppenish.

- Design Engineering $158,852.00

The Finance Director has reviewed this request and affirms that there is financing to support this effort.

Fiscal Impact: The City of Toppenish will be required to fund the project design.

Recommendation: Approve Resolution 2025-06, authorizing the City Manager enter into a contract with CKJT Architects PLLC. For the design and re-model of the building located at 220 West 1st Avenue. Details are listed in the agreement.

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further discussion which will delay implementation.

RESOLUTION 2025-06

A RESOLUTION APPROVING
CKJT ARCHITECTS PLLC CONTRACT – 220 WEST 1ST AVENUE,
POLICE FACILITY DESIGN AND REMODEL PROJECT
FOR THE CITY OF TOPPENISH, WASHINGTON

WHEREAS, the City of Toppenish recognizes the need for the design and remodel of the building located at 220 West 1st Avenue for a new Police Facility; and

WHEREAS, CKJT Architects PLLC has been selected to provide architectural services for this project; and

WHEREAS, the City Council finds that it is in the best interest of the City to enter into a contract with CKJT Architects PLLC for the design and remodel of the police building;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON AS FOLLOWS:

Section 1. Document: The Professional Services Contract between CKJT Architects PLLC and the City of Toppenish for the design and remodel project of the Police Facility located at 220 West 1st Avenue is approved and the City Manager is authorized and directed to execute said agreement on behalf of the City.

Section 2. Corrections: The City Clerk is authorized to make necessary corrections to this Resolution including, but not limited to, the correction of scrivener's/clerical errors, references, Resolution numbering, section/subsection numbering, and any references thereto.

Section 3. Effective: This Resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on January 27, 2025.

____
ELPIDIA SAAVEDRA, Mayor

ATTEST:

____
HEIDI RIOJAS, CMC, City Clerk

APPROVED BY:

____
DANIEL B. HEID, City Attorney

ckjt architects pllc
128 Vista Way, Kennewick WA 99336
(509) 783-5444

January 21, 2025

Mr. Dan Ford, City Manager
City of Toppenish
21 West First Avenue
Toppenish, WA 98948

Re: Professional Services Fee Proposal • Toppenish Police Remodel Project

Dear Mr. Dan Ford,

As per the City's request, the following is our fee proposal.

Scope of Work Summary

CKJT Architects PLLC, along with our consultants, propose to provide professional services to support City of Toppenish's Police Remodel Project. This professional services for remodel of their building located 220 West First Avenue in Toppenish Washington to function as a police facility that serves the same function and contains the same program as their existing facility.

This work involves professional design services for scope outlined in Exhibits A & B.

- Exhibit A – Conceptual Plan Scope (Sheet A2).
- Exhibit B – Scope of Work.

Professional Service Fee:

Our proposed fee for this work includes basic and supplemental services as identified in this proposal. Professional services for this scope are to be provided for the lump sum fee of $158,852.00. This is based on a design timeline of six (6) to ten (10) weeks to 100% construction documents.

If an accelerated design timeline is selected the lump sum fee above will increase by $43,747.80 for total revised fee of $202,599.88. This is based on a four (4) to (6) week design timeline to 100% construction documents.

Deliverables:

All deliverables will be PDF via digital delivery.

1. Completed Programming
2. Rough Order of Magnitude estimate of probable cost
3. 90% Construction Documents Estimate of Probable Cost

4. 100% Construction Documents & Specifications
5. Washington State Energy Code NREC forms (as required)
6. Plan Review Application for Permit
7. Bidding Advertisement
8. Bid Tab and Bid package review
9. Construction Administration Observation Reports
10. Construction Administration Progress Meeting Action Items

Assumptions:

1. The contract for this scope of work will be executed and a Notice to Proceed will be issued on January 27th, 2025.
2. The client will provide the necessary data promptly.
3. All assessments and reviews are based on the assumption of no unforeseen structural issues.
4. Permits and approvals will be granted within a reasonable timeframe.
5. Site slopes are ADA-compliant for parking and access aisle at the new main entrance.
6. Fire Alarm system provided by a vendor selected by the owner.
7. Professional services and our contract for this scope of work terminates forty 45 days after the date of substantial completion of Construction of this project.

Exclusions:

1. All and any hazardous materials scope, including but not limited to testing and removal.
2. Design modifications of the existing IBC building Risk Category classification and occupancy type.
3. Excludes Furniture, Fixtures, and Equipment (FF&E) not permanently attached to the building. Assumes the owner will move the existing FF&E to the new facility.
4. Signage design.
5. Fees for: Plan Review, Permit, Bid advertisement, Printing, and Purchase of any Owner Contractor Agreement and General Conditions.
6. Tribal Employment Rights Ordinance (TERO) Compliance requirements.
7. Addition Project Scope and associated fees per RFQ – “Project Planning, Architectural Design, Engineering, and Construction Management Services”, dated November 19, 2024 (shall be provided under a separate contract).

Professional Consultant Design Team members:

- Structural Engineering – LSB Consulting Engineers
- Mechanical Engineering – L&S Engineering
- Electrical Engineering – L&S Engineering
- Professional Estimator – Thomas Consulting
- Consulting Architect – Casey Architectural Consulting Services

Additional Professional Services

Any and all additional services shall be billed either at an agreed-upon lump sum or at the design team's hourly rates as specified in the attached Exhibit C.

The following additional services are not included and may be requested for an additional fee on an hourly basis, as a lump sum and/or as reimbursable expenses.

Additional Services and associated fees must be mutually agreed upon in writing before proceeding with the work.

When requested by the City in writing, Additional Services may be provided after the execution of this Agreement, without invalidating the Agreement.

1. Purchase of AIA contract documents, typically Owner Contractor Agreement and General Conditions.
2. Accelerated Design Phase services.
    a. These services, if selected, are intended to reduce the design timeline as much as possible. Design services associated with 100% construction documents could be delivered within 4 to 6 weeks from the issuance of the Notice to Proceed, barring any delays beyond the control of the design team. An accelerated design timeline will result in increased fees covering associated costs.
    b. Limitation of Liability: The Architect shall not be held liable for any delays or additional costs incurred due to factors beyond their control, including but not limited to delays caused by third parties, unforeseen site conditions, or changes in project scope requested by the client after the initial agreement.

Client Responsibilities

1. Providing all necessary project-related information and documentation.
2. Ensuring access to the project site for assessments and observation of construction activities. This includes availability on January 28th and 29th (2025) for building access, IT coordination, security coordination, programming coordination, and additional as-builts of the project site.
3. Prompt decision-making to avoid delays.
4. Owner Contractor Agreement and General Conditions of the contract.
5. Payment of plan review, permit, bid advertisement, and printing fees.

Terms of Service

1. Proposal Terms: Proposal fees quoted in this letter are valid for a period of forty-five (45) days from the date of issuance. If the proposal is not accepted within this timeframe, the architect reserves the right to revise the proposal and associated fees.
2. Duration of Services: If the services covered by this Agreement have not been completed within eleven (11) calendar months of the date of this Agreement, through no fault of the Design team, extension of services beyond that time shall be compensated as Additional Services.
3. Payment Terms: Payment terms will be outlined in the proposal. Invoices will be issued periodically based on the progress of the work and are payable within thirty

(30) days of the invoice date. Late payments may incur interest charges at the rate 2% per month.

4. Termination: Either party may terminate this agreement with written notice. In the event of termination, the client will be responsible for payment of all services rendered up to the date of termination.
5. Liability: The architect will perform the services with reasonable skill and care. However, the architect's liability for any claims, damages, or losses arising out of or in connection with this agreement is limited to the amount of fees received by the architect for the services provided.

Please call with any questions you may have.

Sincerely,
CKJT Architects, pllc

Melissa C. McCoy

Attached: Exhibit A, Conceptual Plan Scope
Exhibit B, Scope of Work
Exhibit C, 2025 Design Team Hourly Billing Rates

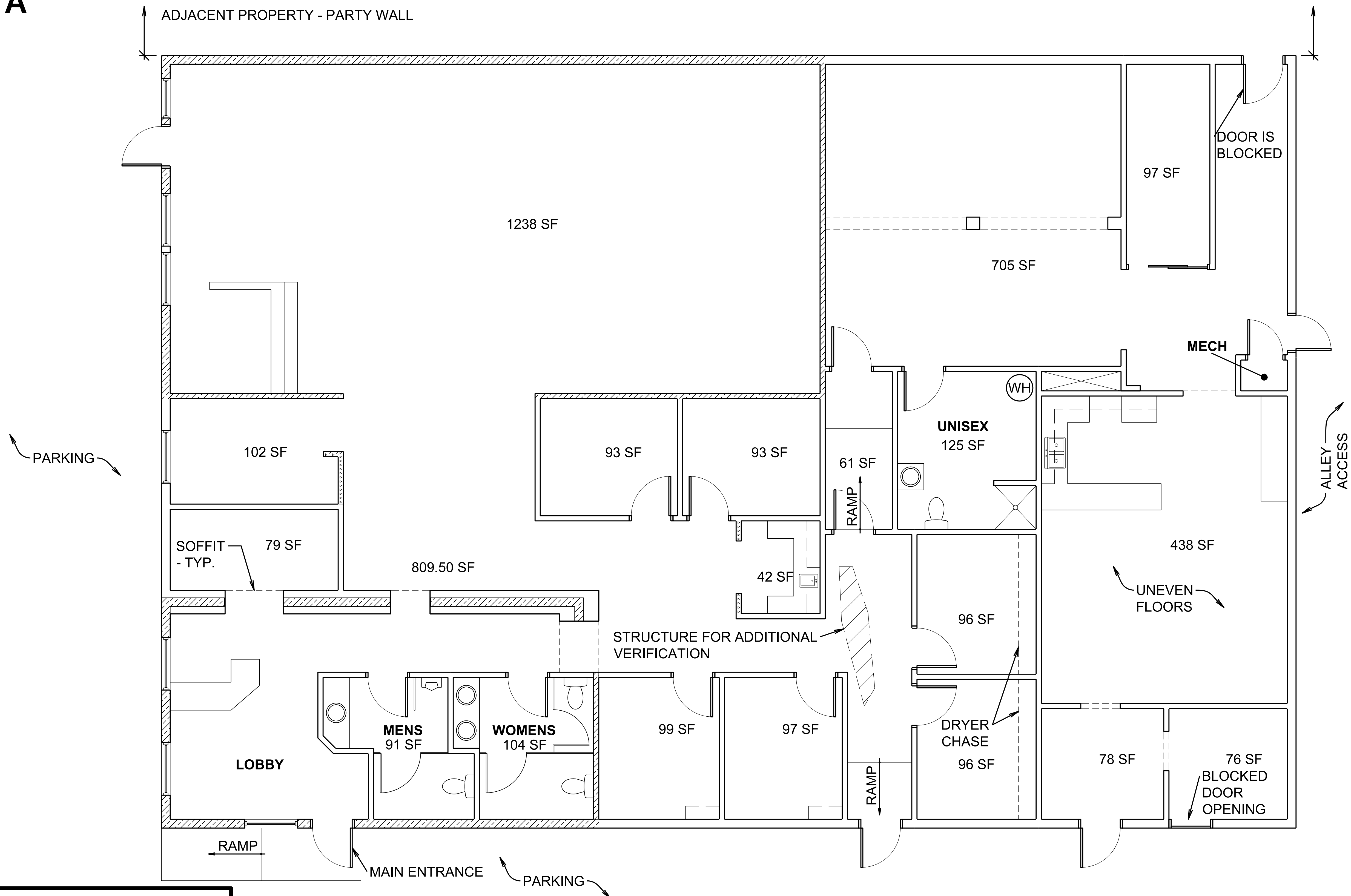
Acceptance:

The undersigned authorizes CKJT Architects, PLLC to proceed with the Scope of Work as outlined above.

On behalf of: ____________________
Printed name: ____________________
Signature of Authorized Agent: ____________________
Date: ____________________

Exhibit A

page 1 of 2



WALL LEGEND:

- EXISTING WALL
- EXISTING MASONRY/BEARING WALL
- EXISTING PARTIAL HEIGHT WALL
- NEW WALL

EXISTING FLOOR PLAN

NORTH

1/8" = 1'-0"

0 5' 10' 20'

CONCEPTUAL

NOT TO BE USED FOR CONSTRUCTION

PRELIMINARY PROGRAMMING PLAN

TOPPENISH POLICE FEASABILITY

TOPPENISH, WA

220 W 1ST AVE

509-783-5444

ckjt architects, pllc

date: 10/30/24

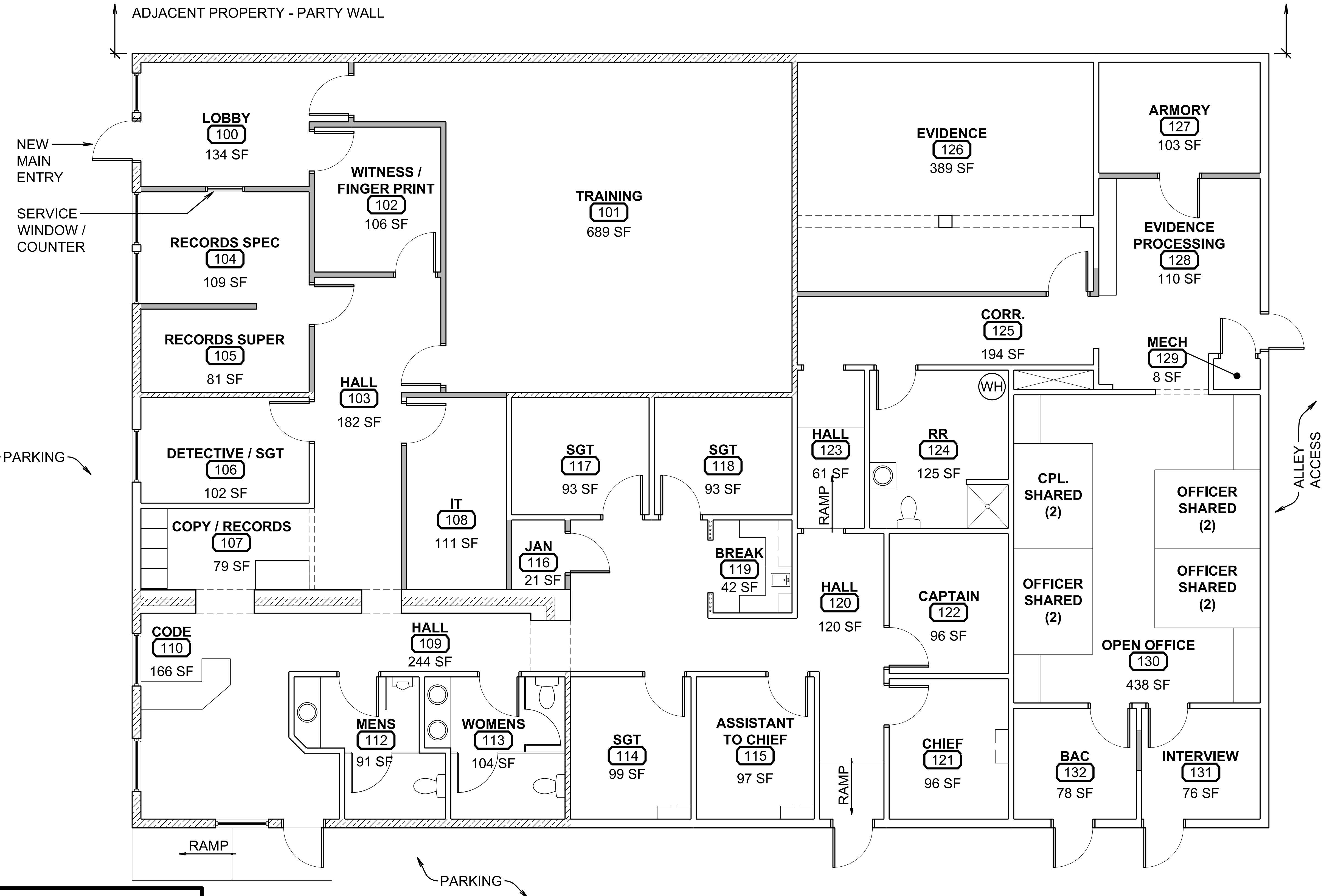
project no: 2418

A1

Plot Sheet Size: 11x17 ANSI B

Exhibit A

page 2 of 2



WALL LEGEND:

- EXISTING WALL
- EXISTING MASONRY/BEARING WALL
- EXISTING PARTIAL HEIGHT WALL
- NEW WALL

MODIFIED FLOOR PLAN

NORTH

1/8" = 1'-0"

0 5' 10' 20'

CONCEPTUAL

NOT TO BE USED FOR CONSTRUCTION

PRELIMINARY PROGRAMMING PLAN

TOPPENISH POLICE FEASABILITY

220 W 1ST AVE

TOPPENISH, WA

509-783-5444

ckjt architects, pllc

date: 10/30/24

project no: 2418

A2

Plot Sheet Size: 11x17 ANSI B

Exhibit B
Scope of Work

City of Toppenish Police Remodel Project

Description of Included Services

Professional design services to be performed include Architectural, Structural, Mechanical, Electrical, and Cost Estimating. The basis of design will be the concept shown on Sheet A2 per Exhibit A.

Scope of Services

1. Pre-Design Phase:
    a. Additional as-builts required to complete design based on the Exhibit A concept.
    b. Structural investigations & repair design for the item identified in Exhibit A - Sheet A1.
    c. Project Programming coordination and completion.
    d. Rough Order of Magnitude Estimate of probable cost.
    e. One (1) site visit is included in this phase, visits beyond this will be considered additional services.
2. Project Management/Construction Management support:
    a. Working with the City's designated Project Manager/Construction Manager; tracking project schedule timelines and budgeted project costs, providing the owner with regular updates, and supporting project closeout.
3. Design Phase:
    a. Solidify design concepts and integration of major design systems based on current IBC and Washington State Energy code requirements. Develop design documents based on agreed-upon Exhibit A concept, additional information established in the pre-design phase, and feedback from structural, mechanical, and electrical engineers.
4. Client Reviews:
    a. Coordination City's designated project representative and point of contact, Sean Davido, and additional staff as required to complete the scope.
    b. Client reviews will be provided in progress and through continuous coordination with the designated project point of contact.
5. Construction Documents:
    a. Preparation and finalization of the Project Manual documents to include drawings, technical specifications, and front-end documents.
    b. 90% Construction Documents Professional Estimate of Probable Cost.
    c. Washington State Energy Code review and provision of a path to design compliance, including NREC Forms as required.
6. Permitting Phase:
    a. Includes an application for the permit, providing permit documents (typically Drawings, Specifications, and NREC, as required), and responding to plan review comments.

7. Bidding Phase:
    a. Includes providing advertisement for bids, bid documents, support during bidding, pre-bid walk-through (as required), responses to requests for information, issuance of addenda, review of bids, and recommendations to award.
    b. One (1) site visit is included in this phase, visits beyond this will be considered additional services.
8. Construction Administration:
    a. Includes construction administration, review of submittals and requests for information, generation of change orders, review of pay applications, site visits, construction observations, conducting progress meetings, and following up with resulting action items.
    b. Eight (8) site visits are included in this phase, visits beyond this will be considered additional services.
9. Closeout:
    a. Includes review of commissioning reports, punch list creation and support, letter for the recommendation of substantial completion, review of contractor-provided as-built drawings, and Operation and Maintenance Manuals.
    b. Two (2) site visits are included in this phase, visits beyond this will be considered additional services.

Project Scope:

1. Replacement of materials and finishes as required to complete modifications.
2. Interior painting as required.
3. Washington State Energy Code compliance design.
4. New main entrance to be an accessible public entrance.
5. Provide parking restriping as required for accessible parking stall(s) and associated access aisle(s).

1. New exterior doors and frames.
2. New secure, ADA-compliant door hardware.
3. New floor finishes and wall base as required.
4. New subfloor leveling at uneven subfloor surface.
5. New interior doors and frames required for new door hardware.
6. New casework at the public service counter.
7. New ADA-compliant public service window.
8. Floor-mounted bench in BAC room.
9. Replacement of HVAC system including design for rebalancing duct work, grilles, and diffusers to service new layout.
10. New energy recovery ventilation system.
11. Replacement of lighting and lighting controls.

12. Modification of power to align with the design and service new equipment.
13. New data with conduits and pull boxes. Vendor or owner-provided data equipment and data ports.
14. New Fire alarm and security system to include cameras, and panic button. Vendor selected by the owner.

The owner may elect to include the following if project timeline and budget allows:

1. Roofing modifications beyond what is required for new HVAC units.
2. Siding modifications and repairs.
3. Door controllers, proximity readers, and electric strikes.

Exhibit C

Design Team Hourly Billing Rates 2025

CKJT Architects

Principal Architect	$175 /hour
Principal Planner	$175 /hour
Senior Architect	$160 /hour
Senior Planner	$160 /hour
Project Planner	$150 /hour
Project Architect	$150 /hour
Project Manager	$150 /hour
Staff Architect	$130 /hour
Staff Planner	$130 /hour
Lead Designer	$115 /hour
Intern	$100 /hour
Office Manager	$70 /hour
Office Support	$45 /hour

LSB Consulting Engineers (Structural)

Principal Engineer	$150 /hour
Senior Engineer	$140 /hour
Staff Engineer	$125 /hour
Graduate Engineer	$110 /hour
Senior Design Tech	$100 /hour
Design Technician	$85 /hour
Administrative Staff	$70 /hour

L&S Engineering (Mechanical& Electrical)

Principal	$175 /hour
Associate	$140 /hour
Project Manager	$130 /hour
Designer	$110 /hour
CAD Tech	$95 /hour

Thomas Consulting (Estimator)

Principal	$155 /hour

Casey Architectural Consulting Services

Principal	$160 /hour

Reimbursables

Reimbursable Expenses will be billed at actual expense incurred plus 10%

Rates subject to change January 1, 2026