

# EXHIBIT A

SHKS ARCHITECTS  
August 1, 2017

New Library - Sedro-Woolley and Central Skagit Library Pre-design Study

Scope of Services Task

	S-W	SHKS	Berk
<b>Project Planning and Research</b>			
Gather available information, documents, surveys, existing building plans	•		
Review previous reports, documents and drawings		•	
Develop outreach and communication strategy	•	•	•
Kick off meeting - city representatives, library board, staff and stakeholders	•	•	•
Visit Existing S-W and CS Libraries and Potential Sites	•	•	
Population research + growth forecast - 10 year projection school district data	•		
<b>Building and Site Evaluation for (4) sites</b>			
Code review - land use and building		•	
Photo document existing site conditons		•	
Develop site planning criteria		•	
Site analysis and conceptual site planning		•	
Prepare scale site planning diagrams		•	
Make site selection	•		
<b>Library Needs Assessment</b>			
Develop community, staff and stakeholder engagement plan	•	•	•
Design and build community use/needs online survey tool			•
Analyze and interpret use/needs survey responses and community input			•
Attend (4) pre-design committee planning meetings	•	•	•
Promote survey + workshops. Invite staff, stakeholders and community	•		
<b>Program and Conceptual Design for (1) site</b>			
Identify program opportunities and program needs	•	•	
Conceptual building massing		•	
Conclusions / recommendations	•	•	
Construction cost plan/budget		•	
Develop total project budget for bond funding	•		
Develop conceptual renderings/visualizations (1) interior and (1) exterior view		•	
<b>Pre-design Report Document</b>			
Prepare draft pre-design report document		•	
Review draft pre-design report document	•		
Edit and publish final pre-design report document (1) revision		•	
<b>Separate Staff/Stakeholder/Community Meetings/Workshops</b>			
1. Provide context and gather input - (3) meetings in one day	•	•	•
2. Share findings and project direction- (3) meetings in one day	•	•	•
<b>Exclusions/Additional Services</b>			
Conditions assessment and structural evaluation of existing buildings			
Technical program - define building performance criteria and systems			
Material narrative, outline specification			
Manage and administer alternative (paper) use/needs survey formats			



## AMENDMENT NO. 2

To the PROFESSIONAL SERVICES AGREEMENT No. 2016-PS-20  
Dated April 28, 2016  
Between The City of Sedro-Woolley, Washington  
And SHKS Architects PS Inc.

This Amendment revises the above contract as follows:

### 1. Scope of Services.

A. The Contractor agrees to perform in a satisfactory and proper manner, as determined by the City, as pre-design phase services for the Sedro-Woolley Regional Library Project as **defined in Exhibit A** (dated 8/1/2017) **attached hereto** that are requested by the City of Sedro-Woolley.

### 6. Compensation and Schedule of Payments.

City shall pay the Contractor its hourly rates pursuant to the schedule set forth on **Exhibit B**.

The Contractor shall be paid monthly on the basis of invoices for compensation earned by the Contractor during the billing period, as agreed by the parties. Payment shall be made within ten (10) days after approval of the voucher by the City council.

Cost not to exceed **\$35,289.00** without prior approval of the City Supervisor.

All other terms and conditions remain as per the original agreement.

DATED this 2nd day of August, 2017.

CITY OF SEDRO-WOOLLEY  
A Washington municipal corporation

By: \_\_\_\_\_

City Supervisor

CONTRACTOR:

SHKS Architects PS Inc.

By: \_\_\_\_\_