

February 9, 2017

Sudden Valley Community Association
c/o: Mitch Waterman, General Manager
4 Clubhouse Circle Drive
Bellingham, WA 98229

Sent Via Email: mgrdir@suddenvalley.com

**Re: J2 Proposal for the SVCA Revitalization Plan
Property Addresses – 4 Clubhouse Circle Dr. Bellingham, WA 98229**

Dear Mr. Waterman,

Thank you for considering J2 Building Consultants Inc. (“J2”) to assist the Sudden Valley Community Association (“SVCA”) with the conceptual design, schedule, and cost estimate for the Revitalization Plan for the Recreation Corridor, Area Z, and Marina area as described in the distributed RFP Version 2, distributed on January 19, 2017.

SCOPE OF PROJECT

1. **Graphical Representation:** J2 will deliver graphics pictorially reflecting the desired concepts as described below and in the RFP. We will also include alternate ideas for value engineering consideration. Our presentations will be presented in Sketchup, CAD, and Power Point for the review and feedback process.
2. **Schedule:** J2 will create a project schedule for the construction activities in Project to provide milestones for planning, design, and construction. This will include permitting activities.
3. **Estimate of Costs:** J2 will hire a contractor to provide an accurate estimate for the work and to provide other feasibility and constructability issues.
4. **Process and Revisions:** The graphics, schedule, and cost estimates will be presented at 3 milestone design reviews presented to the community in the afternoon and evening, and revised with community feedback. The final concept will be provided to the Association for their publicity and voting process.
5. **Marina Scope:**
 - a. Evaluation of the harbor and channel depth including dredging if required;
 - b. Evaluation and inspection of Marina waterfront including the spit, seawalls, channel entrances, requirements of the for-erosion control, repair and upgrade of boat launches;
 - c. Extending Shoreline Lease along SVCA water front; floating swim platforms and offshore permitted buoys;
 - d. Annual maintenance requirements, and increase number of slips;
 - e. Installation of modern playground equipment;
 - f. Repair of the tennis courts;
 - g. Replacement of the Marina Ski Dock and installation of a new dock at Sofeld Beach.
6. **Area Z Scope:**
 - a. Remove and replace maintenance facility with new maintenance building;
 - b. Remove and replace Tall Shed with new storage structure (Sand/gravel/heavy equipment);
 - c. Install two additional percolation pits;
 - d. Double the Recreational Vehicle storage area to increase income;
 - e. Install new gates for entering and controlling access;

- f. Increase security camera coverage;
- g. Install 100 to 200 individual rental storage lockers for residents to increase income;
- h. Demolish Barn 6 and move materials stored there into new storage structure.

7. Recreational Corridor Revitalization:

a. Barn 8 Deliverables

i. Refurbish exterior and interior of Barn 8 to include:

1. Remove and replace all siding, drains, and roof structure;
2. Install new exterior drainage;
3. Conduct structural evaluation and upgrades as required;
4. Remove and replace exterior entrances and windows;
5. Upgrade electrical for safety improvements;
6. Upgrades to the Dance Barn include:
 - a. HVAC improvements;
 - b. Installation of commercial kitchen;
 - c. Remove and replace flooring;
 - d. Remove and replace lighting and electrical distribution including sound system;
 - e. Remove and replace both exterior entrances and landings;

ii. Pool Refurbishments

1. Removal of pool deck from building and resurface deck;
2. Resurface pool;
3. Remove and replace Life Guard Shelter;
4. Repair fence;
5. ADA Compliance;
6. Year-round cover.

b. Barn 7 Deliverables

i. Replace Barn 7 with new facility

1. Options include

- a. Combine with Barn 8
- b. New stand alone facility on Barn 6 footprint
- c. New full size gymnasium
- d. Relocate library to new facility and return adult center to designed purpose
- e. Relocate SVCA Admin offices to facility and rent out existing clubhouse space
- f. Rentable space for artists

c. Other Specific Deliverables

- i. Resurface parking lots (Adult Center and Barns)
- ii. Create new children's play area near Barn 8
- iii. Install 8 RV parking spaces in lower golf parking lot
- iv. Install additional security cameras in recreational corridor
- v. Resurface Adult pool;

PROPOSED TEAM

- Jens Johanson, Project Principal
- David Hamilton, Architect, SV Member, and Shoreline and Permitting Expert
- Jennifer Unocic, Graphic Designer
- Monte Reed, Project Design

- Vale Larson, Architect
- Stephen Ting, Engineer
- Marty Savage, Project Manager with SV Project History
- Landmark Construction, Cost Estimating and Scheduling

BUDGET

J2 will perform the services listed here-in on a **set fee basis of \$104,000**. Additional requested items will be performed on a time and cost basis, as approved.

SCHEDULE

J2 is available to schedule this work upon acceptance of the proposal terms.

LIMITATIONS

This scope of work is intended to provide the Client with services listed above. This work does not include construction documents, or a full assessment or review of all structural connections, fire and life safety issues, mechanical or electrical systems, interior finishes or components not related to the building enclosure or as identified in the existing engineering report.

CLIENT ACKNOWLEDGEMENT

Client acknowledges they have read and agreed to the attached “J2 Agreement - Terms & Conditions”. By signing below and initialing at the bottom right of each Agreement page, Client authorizes J2 to commence services. Please return a signed copy of all documents to J2.

J2 BUILDING CONSULTANTS, INC.

**CLIENT: (SUDDEN VALLEY)
C/O: (MITCH WATERMAN)**

By: _____
 _____ Jens Johanson [Printed Name]

By: _____
 _____ [Printed Name]

Its: _____
 _____ President

Its: _____

Date: _____

Date: _____

Sincerely,

J2 BUILDING CONSULTANTS, INC.



Jens Johanson, President

Enc: J2 Agreement - Terms & Conditions