



**Request for Quote  
Project Management and Planning Services  
SVCA Revitalization Plan**

Dear Sirs:

The Sudden Valley Community Association (SVCA) is seeking a qualified Project Management firm to produce a Conceptual Design and Estimate for a scope of work commonly called the "SVCA Revitalization Plan (the Plan)."

**Background**

SVCA, incorporated in 1971, was originally developed as a resort community and has developed into a full time community of 7,500 residents. Sited in the Whatcom Watershed, construction activities within the watershed are significantly impacted by the state and county environmental permitting process. While construction can be performed throughout the year, dirt activities are limited to June 1 through September 30<sup>th</sup> each year. Of the various 16 structures, the majority are of original construction and design with little modernization.

**Revitalization Strategy**

Over the past 40 plus years, many of the facilities are showing their age and are going through a mid-life crisis, several core and original facilities were deemed beyond life cycle and have been removed. The Association finds itself at a crossroad where temporary or limited repairs will no longer work and is now seeking a more comprehensive revitalization plan.

We have conducted a strategic assessment and evaluation of the Association's core assets to develop a ranked project list based on objective criteria. That list of actions is now defined in three distinct groupings as:

- Recreation Corridor Revitalization
- Area Z Revitalization
- Marina Revitalization

The Ranking factors for the projects were:

- 1) Value to Operations (Required to support the community)
- 2) Assets value to SVCA as a community in terms of culture, identity, or community
- 3) Value to individual home owners home value
- 4) Assets ability to generate revenue.

In the end, the key consideration was to eliminate non-essential/ non-maintainable facilities, reduce future maintenance costs and increase revenue.

### **Funding Constraints and Requirements**

The Board of Directors (BOD) is required to obtain a vote from the membership when requesting an increase in dues, including to obtain funds for a special assessment. The vote is deemed passed when 60% of those voting approve the measure. In November 2016, the membership approved, by a 61.8% margin, to expend existing funds to ascertain the cost of the Revitalization Projects. The membership was also informed the target for such an endeavor was in the \$5.5 to \$6.5M range, which would require a dues increase.

With the November approval secured, the Association is now authorized to engage a qualified Engineering firm to develop a credible cost estimate and schedule and the graphics necessary to communicate this plan to our membership. We desire the process to be initiated and completed by May 15th, 2017 by which time we would be able to schedule and conduct a Special General Meeting seeking to obtain a positive vote for acceptance, and funding approval to proceed with the project.

### **Summary of Services**

Deliverables for this RFQ should demonstrate realistic construction cost and schedule for the revitalization of the Marina, Area Z, and the Recreation Corridor.

- Cost estimate to achieve the provided scope of work
- Draft schedule/ timeline to achieve the scope of work
- Represent the Engineering design and cost plans to the community
  - 3 Milestone Design Reviews presented to Community
- Alternate ideas (value Engineering)
- Graphics pictorially reflecting the desired (selected) final concepts

## **Scope of Marina Concept Master Plan**

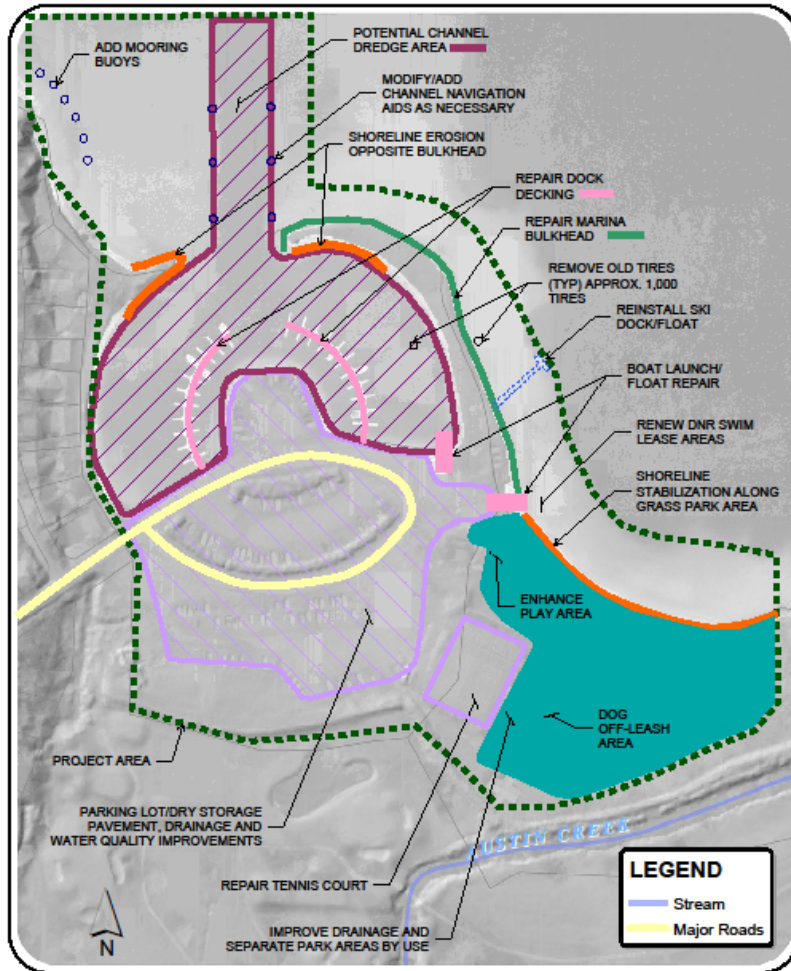
The SVCA 18.9-acre Marina provides a significant source of annual funding to the Association. Maintenance, upgrades and modifications must be carefully planned and sequenced to prevent loss of revenue, disruption to users, and non-compliance to regulatory requirements while minimizing the costs.

The main components of the Master Plan are:

- Evaluation of the harbor and channel depth including dredging if required;
- Evaluation and inspection of Marina waterfront including the spit, seawalls, channel entrances, requirements for erosion control and repair and upgrade of boat launches;
- Extending Shoreline Lease along SVCA water front; floating swim platforms and off-shore permitted buoys;
- Annual maintenance requirements of the harbor (shoreline, slips, docks, launches, etc.);
- Surface repair of the Marina including dry slip area, alignment of slips, bumpers, numbering, traffic pattern, utility requirements, and increase number of slips;
- Installation of modern playground equipment;
- Repair of the Tennis Courts;
- Replacement of the Marina Ski Dock.

	Fixed Cost		Name	Duration	Start	Finish	Predecessors
1	\$0.00		Notice to Proceed with Master Plan by SVCA	1 day	11/7/16 9:00 AM	11/8/16 9:00 AM	
3	\$109100.00		SITE INVENTORY, ANALYSIS & DATA COLLECTION	372 days	11/22/16 9:00 AM	4/26/18 9:00 AM	
4	\$24500.00		PERMITTING	372 days	11/22/16 9:00 AM	4/26/18 9:00 AM	
5	\$17400.00		Whatcom County	372 days	11/22/16 9:00 AM	4/26/18 9:00 AM	
6	\$3000.00		Pre-Application meeting	1 day	11/22/16 9:00 AM	11/23/16 9:00 AM	1FS+10 days
7	\$8800.00		Shoreline Permit	120 days	5/24/17 9:00 AM	11/8/17 9:00 AM	35FS+10 days
8	\$2400.00		SEPA Process	60 days	5/24/17 9:00 AM	8/16/17 9:00 AM	35FS+10 days
9	\$1700.00		Mitigation Review, Critical Areas Ordinance	60 days	5/24/17 9:00 AM	8/16/17 9:00 AM	35FS+10 days
10	\$1500.00		Land Disturbance Permit	60 days	2/1/18 9:00 AM	4/26/18 9:00 AM	53
11	\$2300.00		State	180 days	7/27/17 9:00 AM	4/5/18 9:00 AM	
12	\$1000.00		WDFW - Hydraulic Project Approval	90 days	7/27/17 9:00 AM	11/30/17 9:00 AM	52
13	\$300.00		WDOE - CWA Section 401 WaterQuality Certific...	60 days	7/27/17 9:00 AM	10/19/17 9:00 AM	52
14	\$1000.00		Ecology - Construction Stormwater Permit	45 days	2/1/18 9:00 AM	4/5/18 9:00 AM	53
15	\$4800.00		Federal	101 days	5/10/17 9:00 AM	9/28/17 9:00 AM	
16	\$500.00		Corp of Engineers - CWA Section 404 Nationwid...	60 days	7/16/17 9:00 AM	9/28/17 9:00 AM	51
17	\$3300.00		DNR - Aquatic Lease - swim areas, buoys	30 days	5/10/17 9:00 AM	6/21/17 9:00 AM	35
18	\$1000.00		Coast Guard Review of Navigation Aids & Buoys	30 days	7/16/17 9:00 AM	8/17/17 9:00 AM	51
20	\$56300.00		PRE-DESIGN DATA GATHERING & FIELD WORK	236 days	11/30/16 9:00 AM	10/26/17 9:00 AM	
21	\$17100.00		Site Survey	5 days	12/26/16 9:00 AM	1/2/17 9:00 AM	23
22	\$17600.00		Environmental Services	221 days	12/21/16 9:00 AM	10/26/17 9:00 AM	
23	\$6100.00		Wetlands Delineation and OHWM Determination	3 days	12/21/16 9:00 AM	12/26/16 9:00 AM	6FS+20 days
24	\$4900.00		Critical Areas Report	20 days	12/26/16 9:00 AM	1/23/17 9:00 AM	23
25	\$1000.00		JARPA for Regulatory Permits	20 days	7/27/17 9:00 AM	8/24/17 9:00 AM	52
26	\$5600.00		ESA Documentation (Biological Eval. for Nationw...	20 days	9/28/17 9:00 AM	10/26/17 9:00 AM	16
27	\$21600.00		Geotechnical Investigation and Analysis	20 days	11/30/16 9:00 AM	12/28/16 9:00 AM	6FS+5 days
29	\$28300.00		Site Analysis and Review	61 days	11/25/16 9:00 AM	2/20/17 9:00 AM	
30	\$2200.00		Site Visit and Kick-off Meeting (with JAB)	1 day	11/25/16 9:00 AM	11/28/16 9:00 AM	6FS+2 days
31	\$7100.00		Review of Site Data (with JAB)	30 days	1/9/17 9:00 AM	2/20/17 9:00 AM	2.1FS+5 days
32	\$4600.00		Dredge Assessment (with Ashton)	10 days	1/9/17 9:00 AM	1/23/17 9:00 AM	2.1FS+5 days
33	\$14400.00		Bulkhead & Boat Ramp Evaluation (with Ashton)	15 days	1/4/17 9:00 AM	1/25/17 9:00 AM	27FS+5 days
35	\$115900.00		CONCEPTUAL DESIGN	57 days	2/20/17 9:00 AM	5/10/17 9:00 AM	
36	\$9400.00		ALTERNATIVES ANALYSIS	11 days	2/20/17 9:00 AM	3/7/17 9:00 AM	
37	\$4300.00		Summary of Analysis of Options	10 days	2/20/17 9:00 AM	3/6/17 9:00 AM	31
38	\$5100.00		Design Charette	1 day	3/6/17 9:00 AM	3/7/17 9:00 AM	37
40	\$86900.00		DESIGNEMENTS	30 days	3/14/17 9:00 AM	4/25/17 9:00 AM	
41	\$59400.00		Lake Improvements	30 days	3/14/17 9:00 AM	4/25/17 9:00 AM	38FS+5 days
42	\$27500.00		Upland Improvements	30 days	3/14/17 9:00 AM	4/25/17 9:00 AM	38FS+5 days
44	\$19600.00		PREPARE & PRESENT CONCEPTUAL PLAN	11 days	4/25/17 9:00 AM	5/10/17 9:00 AM	
45	\$17800.00		Prepare Concept Plan	10 days	4/25/17 9:00 AM	5/9/17 9:00 AM	40
46	\$1800.00		Concept Review mtg with Stakeholders	1 day	5/9/17 9:00 AM	5/10/17 9:00 AM	45
48	\$0.00		Notice to Proceed with Design by SVCA	1 day	5/24/17 9:00 AM	5/25/17 9:00 AM	35FS+10 days
50	\$0.00		DESIGN OF SELECTED PROGRAM ELEMENTS	180 days	5/25/17 9:00 AM	2/1/18 9:00 AM	
51	\$0.00		Preliminary Design	30 days	5/25/17 9:00 AM	7/6/17 9:00 AM	48
52	\$0.00		Mitigation Plan	15 days	7/6/17 9:00 AM	7/27/17 9:00 AM	51
53	\$0.00		Final Design	120 days	8/17/17 9:00 AM	2/1/18 9:00 AM	51FS+30 days
55	\$0.00		CONSTRUCTION OF SELECTED PROGRAM ELEMENTS	498 days?	11/7/16 9:00 AM	10/4/18 9:00 AM	
56	\$0.00		Bidding	20 days	2/15/18 9:00 AM	3/15/18 9:00 AM	53FS+10 days
57	\$0.00		Construction Phase	90 days	5/3/18 9:00 AM	9/6/18 9:00 AM	56FS+35 days
58	\$0.00		Close-Out	20 days	9/6/18 9:00 AM	10/4/18 9:00 AM	57

# Sudden Valley Community Association



*Disclaimer: These maps are for planning purposes only. Property lines are approximate and have not been surveyed.*

1 inch = 200 feet

## Marina Revitalization

PROJECTION:  
State Plane Washington North NAD 83  
 DATA SOURCE:  
Whitson County Assessor's  
 Wilson Engineering, LLC



Date: 8/5/2016



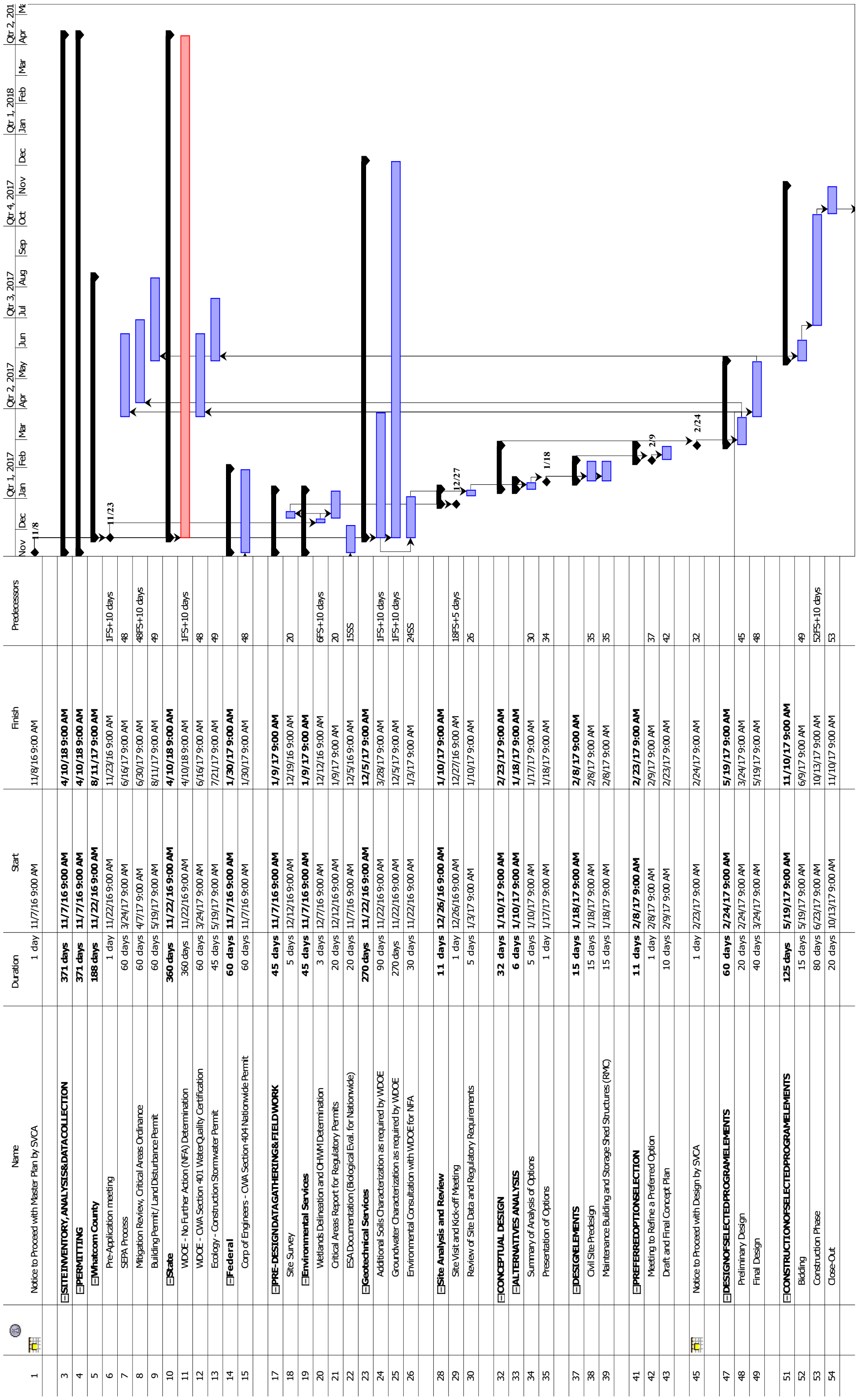
## Scope of Area Z Master Plan Concept

Area Z provides maintenance laydown area for large and small maintenance equipment, percolation pits, shops for repair of tools and equipment, office and shop work space for the maintenance staff, Recreational Vehicle rental storage, transport and shipping drop-off/pick-up, and size reduction/transport services, and Clean Green.

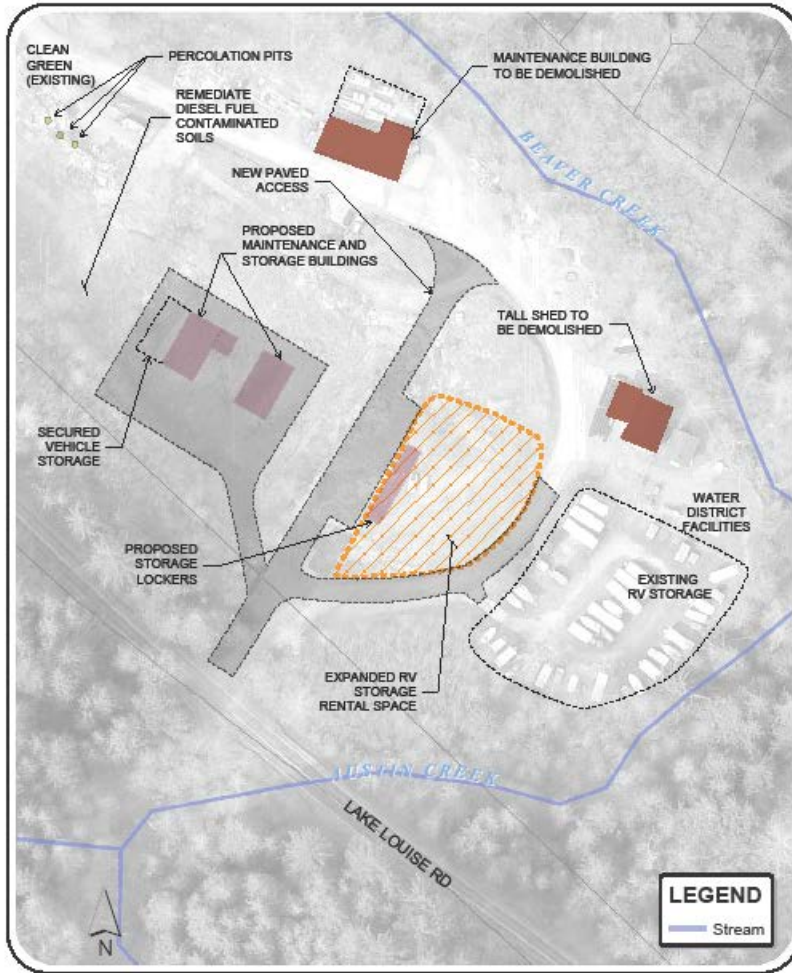
Project will increase the efficiency and operations of the maintenance staff supporting the community and increase long term income at low risk by doubling the size of the RV storage area and installing 100 to 200 indoor storage cells for membership rental.

Specific Deliverables include:

- New maintenance building with the following attributes:
  - Bathrooms, showers, lockers for 8 staff
  - Dual purpose breakroom/ lunchroom
  - Two offices
  - Dual purpose dry room/ mudroom
  - Four roll up doors for vehicle/ truck access
  - Craft work space with power and ventilation
  - Space for lockable tool crib
  - Gated storage for work vehicles
- New storage structure (Sand/gravel/ heavy equipment)
  - 8,000 ft<sup>2</sup>
  - Concrete foundation with drainage
  - Lighting and power;
  - 14 foot roll up door plus access door
- Double the Recreational Vehicle storage area to increase income;
- Install new gates for entering and controlling access;
- Increase security camera coverage;
- Install 100 to 200 individual rental storage lockers for residents to increase income;
- Demolish Barn 6, maintenance building and tall shed



# Sudden Valley Community Association



*Disclaimer: These maps are for planning purposes only. Property lines are approximate and have not been surveyed.*

1 inch = 100 feet

PROJECTION:  
State Plane Washington North AD 83  
DATA SOURCE:  
Wilton County Assessor's  
Wilton Engineering, LLC

## Area Z Improvements



Date: 8/8/2018





## Recreational Corridor Revitalization Goal

Increase the use and utilization of the capabilities provided to the community in the recreational corridor. Update safety and improve infrastructure in Barn 8 to prevent loss of the facility. Build a new facility to replace Barn 7. Relocate construction activities out of the recreational corridor, increase utilization and value to the Dance Barn, and return the Adult Center to the Community for club activities.

Specific Deliverables involve actions in the Adult Center, Barn 7, Barn 8, Barn 8 Main Pool and associated parking areas.

### Barn 8 Specific Deliverables:

- Refurbish exterior and interior of Barn 8 to include:
  - Remove and replace all siding, drains, and roof structure including flat roof;
  - Install new exterior drainage;
  - Conduct structural evaluation and upgrades as required;
  - Remove and replace exterior entrances and windows;
  - Upgrade electrical for safety improvements;
  - Upgrades to the Dance Barn include:
    - HVAC improvements
    - Installation of commercial kitchen
    - Remove and replace flooring
    - Remove and replace stage
    - Remove and replace lighting and electrical distribution including sound system
    - Remove and replace of both exterior entrances and landings
- Pool refurbishments
  - Removal pool deck from building and resurface deck;
  - Resurface pool;
  - Remove and replace Life Guard Shelter;
  - Repair fence;
  - ADA Compliance
  - Options for cover pool for year round swimming

### Barn 7 Specific Deliverables:

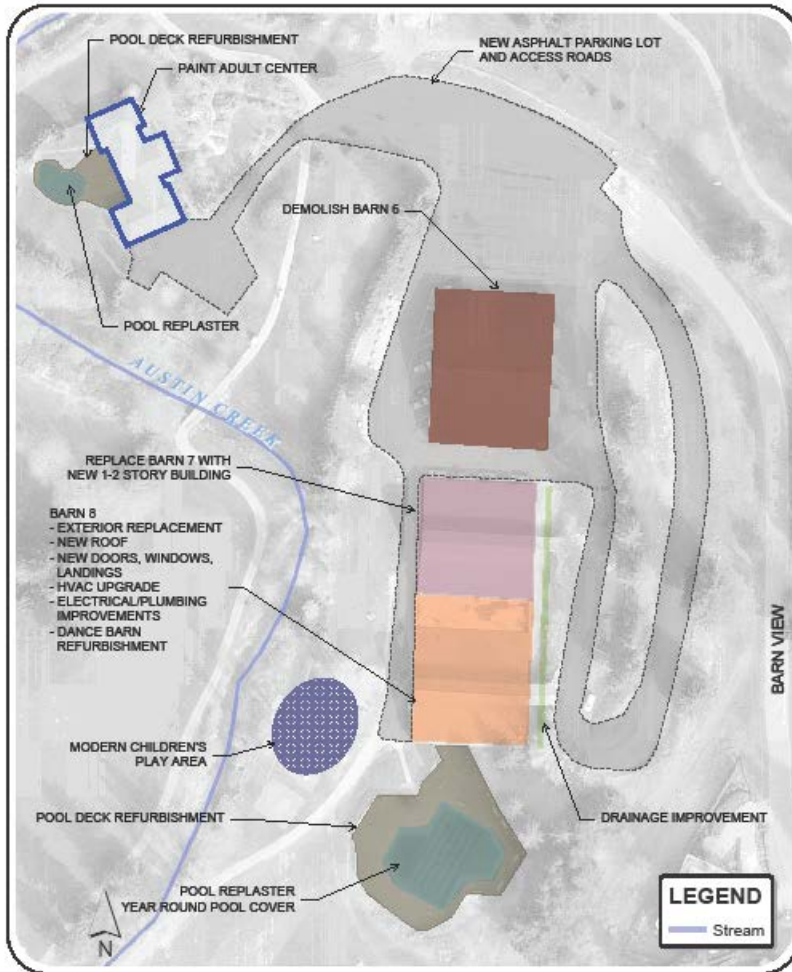
- New facility (replacement for Barn 7)
  - 10,000 to 18,000 ft<sup>2</sup>
- Options include:
  - Combine with Barn 8
  - New standalone facility
- Capabilities include:
  - New full size gymnasium
  - Space for library (5,000 ft<sup>2</sup>)
  - Space for SVCA Administration offices (3,500 ft<sup>2</sup>)
  - Rentable space for artists

### Other Specific Deliverables;

- Resurface parking lots (Adult Center/ Barns);

- Create new children’s play area near Barn 8;
- Install 8 RV parking spaces in lower golf parking lot;
- Install additional Security Cameras in recreational corridor.

## Sudden Valley Community Association



*Disclaimer: These maps are for planning purposes only. Property lines are approximate and have not been surveyed.*

1 inch = 100 feet

PROJECTION:  
State Plane Washington North AD 83  
DATA SOURCES:  
Wilson County Assessor's  
Wilson Engineering, LLC



### Recreation Corridor Improvements



Regards,

Mitch Waterman  
Managing Director  
Sudden Valley Community Association