



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Ray Meador, LRPC / Michael Bennett, General Manager

Date: 04.24.2025

Subject: Capital Request – Barn 6 – 8 Architectural Services

Purpose

To request funding for architectural services for the pre-design phase of the Barn 6 replacement project, as proposed by Carletti Architects, P.S., to conduct a feasibility study for the replacement of Barn 6.

Background

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Background

The Sudden Valley Community Association (SVCA) Board of Directors has tasked the Long Range Planning Committee (LRPC) with providing draft project proposals for renovating or replacing Barns 6 and 8.

Barn 6 is a wood-framed structure initially built for agricultural purposes and later used as an ice-skating rink and for assembly events. The proposed replacement aims to create a modern, multi-purpose facility while maintaining the barn's aesthetic character. The pre-design phase will include a feasibility study to assess project viability, produce conceptual designs, and provide a rough order of magnitude (ROM) cost estimate to support a capital fundraising campaign.

The fee proposal from Carletti Architects, P.S., dated April 10, 2025, outlines the scope of work and associated costs for the pre-design phase of the Barn 6 replacement project. This phase is critical to determining whether the project aligns with the SVCA's goals and budget constraints.

Analysis

The proposed scope of work for the Barn 6 pre-design phase includes the following tasks and deliverables:

- **Task One - Architectural Pre-Design (\$13,000):**
 - Research building and zoning codes.
 - Conduct two meetings with the client (SVCA).
 - Develop concept floor plans for the first and second floors.
 - Create concept building elevations for two sides.
 - Adjust floor plans and elevations based on client feedback.



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- Provide a preliminary building section.
- Draft a narrative and description of the scope of work for the site and building.
- Assist with cost estimation.

- **Task Two - Cost Estimate (\$3,300):**
 - Prepare an Excel spreadsheet for a ROM cost estimate, outlining general project costs based on the described scope.

- **Task Three - 3D Rendering (\$2,475):**
 - Produce a 3D colored rendering of the exterior to support the capital fundraising campaign.

- **Reimbursable Expenses (\$250):**
 - Includes mileage, large format copies, postage, and delivery, with a 10% markup.

Total Proposed Fee: \$19,025

The proposed replacement building will maintain the existing footprint of approximately 130' x 100' and include:

- **First Floor:** A multi-purpose space with a basketball court (94' x 50' x 16'-20' high) adaptable for other sports, roll-up garage doors for an open-air experience, restrooms (men's, women's, and family), an elevator, prep kitchen, check-in desk/office, meeting rooms, sprinkler riser room, janitor room, electrical and mechanical rooms, storage, and a slab-on-grade floor. The building will be fully sprinkled and conditioned with heating and cooling.
- **Second Floor:** A meeting room/event space facing the lake, a prep kitchen, an adult lounge area, restrooms, an elevator, a deck, meeting rooms with movable partitions, and storage.

The feasibility study assumes no occupancy change or site upgrades (e.g., stormwater or general site improvements) and relies on owner-provided utility information for ROM estimates. Due to timeline constraints, general assumptions regarding site conditions will be made without a pre-application review with Whatcom County.

The deliverables from this phase will provide the SVCA with conceptual designs, a cost estimate, and a 3D rendering to inform decision-making and support fundraising efforts. If the project proceeds beyond the pre-design phase, a separate fee proposal for schematic design through construction administration will be provided.

Sources of Funding

Funding for the Barn 6 pre-design phase is provided for in the 2025 Capital Repair and Replacement Reserve Fund (CRRRF) Budget, GL Account 9722.09, designated for Barn 6 and 8 renovation or replacement projects.

Requests

Approve funding in the amount of \$19,025 for the Barn 6 pre-design phase architectural services, as outlined in the Carletti Architects, P.S. fee proposal dated April 10, 2025.



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Motions

Motion to approve the expenditure of \$19,025 from the 2025 CRRRF Budget (GL Account 9722.09) for the Barn 6 pre-design phase architectural services, to be performed by Carletti Architects, P.S., as detailed in their April 10, 2025 fee proposal.

Finance Committee Review

Recommended: _____ Not Recommended: _____ Finance Committee

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President



April 10, 2025

Ray Meador
c/o Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, WA 98229

Reference: Sudden Valley Community Association-Barn 6 Replacement
Fee Proposal – Pre-Design Phase

Dear Ray:

It was a pleasure meeting with you and discussing your feasibility study on replacement building for Barn 6 at the Sudden Valley Community Association. This letter is the proposed Fee and Fee structure for the above referenced project. This fee is based on an overall deliverable for a detailed feasibility study. The proposal is broken down into tasks to produce deliverables. This study will be used to determine if the project is achievable for the client's goals and required conditions. If the project moves forward after this phase, a fee will be provided for full schematic design through construction administration for all architecture and engineering fees. Due to timing of the project with your deadlines there are some broader assumptions we shall make. The timeline does not allow proper vetting with a pre-app with Whatcom County therefore general assumptions will be made on site conditions.

- We will be replacing the building footprint only and no occupancy change. No site upgrades therefor the budget will not include any general site or stormwater upgrades.
- Owner will provide general locations and sizes of utilities for general rough order of magnitude for utility upgrades.

Please find listed below a project description and scope of work for the project.

PROJECT DESCRIPTION:

Barn 6 is wood framed barn that was originally built for agricultural purposes. It is a timber frame building with timber joist and beams. The walls are constructed with siding over wood girts similar to a pole barn. It was being used as a “dance barn” for assembly events.

Assume the following in the ROM:

First Floor

- Overall footprint to be approximately 130’x100’. (This matches what is there and is the maximum size we could easily submit and receive a building permit for.)

- The new building would model a barn appearance similar to the existing in terms of roof line and aesthetic character.
- The new building would be kept as open as economically possible in terms of reducing interior columns.
- Multi-purposed space to include: basketball court (94'x50'x16'-20' high). Court can be utilized for other court sports including: volleyball, badminton, skating, dodgeball, pickle ball, cornhole, etc.
- Roll up overhead garage doors to create “an open-air experience”. Manual chain hoist doors would be sufficient. Assume 2–3-man doors total or enough to meet exiting requirements.
- 2) stalls for men’s restroom and (2) stalls in the women’s restroom. It would also have a “family restroom”
- (2) sets of stairs for existing
- Elevator
- Prep kitchen
- Check-in desk/office
- (2) large meeting rooms (might be adjoining for divisible space with movable partition walls)
- Sprinkler riser room, janitor room
- Electrical and mechanical rooms
- Storage room
- Slab on grade for the interior floor.
- Building would be sprinkled
- Building will be fully conditioned with heating and cooling

Second Floor

- Meeting room facing north towards the lake to serve as an event space for weddings, reception etc.
- Prep kitchen
- Adult area (tables and chairs oriented towards the lake) similar to a coffee house
- Men’s and women’s restroom and a family restroom
- (2) sets of stairs for existing
- Elevator
- Deck of the view end
- (2) large meeting rooms (might be adjoining for divisible space with movable partition w
- Storage room

Scope of Work:

Task One – Architectural Pre-design

- Research building and zoning codes
- (2) meetings with Client
- Concept floor plan for first floor
- Concept floor plan for second floor
- Concept building elevations (2) sides

- Adjustments to floor plans and building elevations based upon client review comments
- Preliminary building section
- Narrative and description for the Scope of Work of site and of the buildings.
- Assistance with cost estimate

Task Two – Cost Estimate

- Preparation of Excel spreadsheet for ROM Cost Estimate outlining work as described above including general project costs

Task Three – 3D Rendering

- 3D colored rendering of exterior to be used in capital fund raising campaign

This fee is a feasibility study, providing information and drawings to determine project requirements for a new replacement facility. The drawings and costs will be utilized by the building committee for a capital funds campaign to the Sudden Valley Community Association.

This fee excludes any outside consultant recommendations. Client may revise fee if during study it is determined consultant recommendations should be needed.

FEES

TASK	Schematics	FEE	
1	Architecture Pre-Design	\$ 13,000	Fixed
2	Cost Estimate	\$ 3,300	*
3	3D Rendering	\$ 2,475	*
	Reimbursable	\$ 250	
SUBTOTAL		\$ 19,025	

* Includes 10% markup

Additional Services:

Changes to project scope could occur during the review process. Changes due to owner direction or local jurisdiction requirement (including added sub consultants) may result in added project scope.

Additional services if authorized will be billed at the hourly rate listed below.

ADDITIONAL SERVICES HOURLY RATES

Principal	\$185 per hour
Project Architect	\$175 per hour
Project Manager I	\$158 per hour
Project Designer I	\$160 per hour
Project Manager II	\$148 per hour
Project Designer II	\$125 per hour
Space Planner	\$138 per hour
Drafter	\$100 per hour

Clerical \$ 50 per hour

Exclusions:

Outside consultants including: Geotechnical engineer, Wetland specialist, Envelope Consultant, Landscape Architect, Civil Engineering, Structural engineering, Electrical Engineering, Mechanical engineering, Cost estimation, SEPA, Level 1 site assessment, traffic report, schematic design, design development, construction documents, construction administration
Reimbursable (See below).

Reimbursable:

Mileage	\$.74 per mile
Large Format Copies	\$ 1.50 each
Postage and Delivery	Cost + 10%
Consultants	Cost + 10%

Invoices shall be due net upon receipt. Invoices unpaid after 45 days shall bear interest at the rate of 1 ½% per month.

If this proposal is acceptable to you, we will then prepare a professional services agreement for your review and signature.

We are excited about this opportunity of working with you on this project. If you have any questions, please don't hesitate to call me.

Sincerely,



04/10/25

Quentin Sutter
Carletti Architects, P.S.

Client Signature of Contract Approval

Sign

Date