

September 21, 2005

2000 L Street NW
Washington, DC 20036
T 202 777 0444
F 202 682 0738
www.eekarchitects.com

New York
Los Angeles
Washington, DC

Ms. Aimee Vosper
Department of Recreation, Parks
and Cultural Activities
1108 Jefferson Street
Alexandria, VA 22314

Re: Old Dominion Boat Club Feasibility Study- Updated

Dear Aimee:

We are pleased to submit our proposal for the preparation of a feasibility study which will (1) show a possible relocation of the Old Dominion Boat Club (ODBC), and (2) include in the study the ODBC remaining at the foot of King Street, in its current location on the waterfront integrated with future waterfront revitalization.

We understand that your goals are to:

- Build consensus among all of the stakeholders, pursue with open minds the possible relocation of the ODBC, as well as the possible renovation of the Old Dominion Boat Club properties and incorporated into the broader waterfront plan.
- Foster the creation of a great public riverfront at the base of King Street;
- Establish a realistic estimate of the "hard costs" for the possible relocation based upon a concept design; and
- Create comparison estimate of "hard cost" to relocate and a "hard cost" for ODBC to remain in its current location with integration into future waterfront development.

YOUR NEEDS

We have endeavored to tailor our scope and approach to best meet your needs for this project. We currently understand these needs to be to:

- Create concept site plans that integrate the ODBC's needs with the City's goal to create a great urban riverfront with improved public access.
- Develop conceptual building, marina, boat yard & boat ramp and site programs for the ODBC.
- Identify opportunities for a new boat club site and/or water features.

- Identify opportunities for private or reserved off-site parking to augment additional parking and boat storage than originally existed at the ODBC facility.
- Identify the regulatory constraints and develop cost associated with a relocation site which includes all needed State and federal permits to create a private Marina (dredged if necessary) and boat yard with boat ramp. It is understood that the City would be responsible for obtaining any necessary permits and approvals associated with the relocation, as well as preparing and presenting a plan of finance.
- Develop a joint report that can be used jointly to educate and inform the community, as well as ODBC members, in regard to options for both relocation and remaining in its existing location at 1 and 2 King Street.
- Create informative reports each step of the way that generate continued participation of the dual project options analysis.
- Estimated timeframe to complete the project: February 13, 2006

Notwithstanding anything in this letter, it is understood that all findings and reports will be presented and voted upon by the ODBC membership.

SCOPE OF WORK

In all of our work, we use an informative building process. The steps in this process will be: Creative Analysis and Concept

Creative Analysis involves:

- Analysis of the site to understand the relationships to parking, open space, the river, adjacent buildings and integrate ODBC within possible future revitalization.
- Development of a preliminary program for the building, site and water.
- Relevant precedents that may inform the design.
- Analysis of regulatory and site engineering constraints.
- Review past options that have been presented.

This important first step highlights:

- Design principles
- Space program
- Boundaries
- Scope
- Staging/phasing criteria

These criteria establish the rationale for the overall dual option scheme and guide the development of the concept.

Throughout the process, the emphasis is on informing the design and client team, ensuring that key issues are highlighted and discussed before proceeding to the next stage of work.

In the following sections we describe our methodology for the Creative Analysis, Options and Final Report phases.

A. Kick-off Meeting

At the kick-off meeting we will gather with you, the rest of the client team and ODBC to review our approach to the project, the project schedule, and establish key meeting dates and milestones. As we noted in our initial meeting, the meeting schedule will lay the groundwork for the entire project.

B. Creative Analysis

Creative Analysis will be comprised of two concurrent activities:

1. *Develop a Conceptual Program for the Building, the Site and the Marina.*

With the City and ODBC, we will collectively review the ODBC's existing facilities, review relevant precedents, determine opportunities for public access on and off-site as appropriate and establish an agreed upon program to guide the development of the concept for the relocation of the ODBC, as well as to guide the development of the concept to keep the ODBC in place, at a minimum as it functions and operates today.

This concept program will address activities occurring within the building, on the site and at the Marina. It will establish the types of space, the number of spaces and project the expected size of spaces necessary. This program will be described in a tabular format.

2. *Analysis of the existing site and context.*

Located along the City's historic riverfront, we will analyze the site itself, the river, the adjacent streets and buildings, the adjacent parkland and esplanade comprising the context. Every effort will be made to integrate the ODBC with future waterfront revitalization and reinforce the City's existing public riverfront.

We will assess the role of each of the above factors and the regulatory constraints to identify key principles to guide the work. At the City's option, preliminary geotechnical engineering analysis (based upon existing documentation) of the site (alternative site to be defined as the possible future relocated ODBC facility) will also be performed to identify potential structural constraints associated with building on the site.

2a. *Look at previously proposed and potential new ideas for property improvements that can add to further integration.*

C. Options

Building upon the findings of the Creative Analysis phase, we will develop two options: one for the existing site and one for the relocation site. These options will be reviewed with the City and the ODBC at a progress meeting and revised based upon comments received at the meeting.

D. Draft Final Report & Conceptual Cost Estimate

Based upon Creative Analysis and Options work, a draft final report will be developed to include diagrammatic, "single-line" blocking and stacking diagrams to describe the conceptual building, site and Marina plans. The building systems narratives will be revised and finalized. Using this information conceptual cost estimates for the construction of the preferred (indicating relocation and existing location) option will be prepared.

The draft of the final report will be reviewed at a progress meeting. After a two week-long client review period with ODBC also reviewing and in attendance at this progress meeting, we will proceed to finalize and submit the drawings and report. Scheduled release of this report to the public will be with agreement of the City and ODBC.

In order to perform this scope the following design disciplines are included in this proposal - architecture and cost estimating. Optional allowances have been established for geo-technical engineering, mechanical/electrical/plumbing engineering and rendering. We have not included as part of this proposal, surveying, civil engineering, landscape architecture, environmental/ hazardous materials consulting, and testing, probes and borings or other specialty consultants.

ALTERNATIVE PROJECT SITE

The alternative project site for a possible relocated ODBC is the City-owned (and possibly adjacent) property at the riverfront base of Duke Street. Based upon the ODBC's needs and the City's goals, the adjacent parcels and properties will also be assessed. This will include analysis of the adjacent parcel as it relates to the ODBC's current unique needs.

SCHEDULE

We propose that the schedule for the work is:

Kick-Off Meeting

Analysis - 4 Calendar Weeks

Program Development

Site Analysis

Client and ODBC Representatives Review - 2 Calendar Weeks

Options (Two) - 4 Calendar Weeks

Existing Site

Relocation Site

Client and ODBC Representatives Review - 2 Calendar Weeks

Draft Final Report & Conceptual Estimates - 2 Calendar Weeks

Renderings (Optional)

Conceptual Cost Estimate Development

Draft Final Report

Client and ODBC Representatives Review - 2 Calendar Week

Final Report (1 Calendar Week)

As indicated previously we recommend a Kick-Off meeting with Parks and Recreation, ODBC, Planning and Zoning and other stakeholders to help set project meetings, milestones and gather any additional background information. In addition to the start-up meeting, I suggest that we meet with this group roughly every two weeks to review the progress of the project and discuss issues that may arise.

DELIVERABLES

The deliverable will be a report issued simultaneously to the ODBC representatives and City staff in an 8.5" by 11" format containing graphics and text as appropriate. The report will be provided in "hardcopy" and it will also be provided in a digital format (Adobe *.pdf) to enable the City to print additional copies as needed. Public release of the report is planned to be done jointly by the City and ODBC so that both parties benefit. We are assuming the City will provide to us all relevant zoning and environmental constraints, as well as any important historical information.

Our report will describe:

- Preliminary Space Programs
- Conceptual Site, Building and Water Plans
- Preliminary Building Systems Narrative
- Conceptual Cost Estimate



- Preliminary design with ODBC in alternative location including costs for a new ODBC structure, parking/boat yard and Marina
- Preliminary design with ODBC in its current location including cost of modifications to existing ODBC structure and parking/boatyard

PROJECT TEAM

For this effort our core project team will be:

Matthew J. Bell, AIA	Principal-in-Charge
Sean O'Donnell	Project Manager/Designer

These team members will be supported by personnel from our office as needed.

As Project Manager, Sean O'Donnell will serve as the primary contact between the consulting team and the client. To facilitate communications and scheduling, all communications should flow through him.

In addition to our firm, our team will include:

Project Cost	Cost Estimating
--------------	-----------------

We will review the need and scope of work for mechanical, electrical and plumbing engineering, and a geo-technical and site/civil engineers with you and at your option they may be contracted directly to you (for example, if you have a geotechnical consultant already on contract) or to us.

COMPENSATION

We propose a fixed fee not to exceed \$79,320 for architecture and cost estimating plus optional allowances for engineering services and two renderings. We will bill on percentage of work complete basis using the professional fees listed below.

Fees are as follows:

Base Fee:

Ehrenkrantz Eckstut & Kuhn Architects	\$59,320
<u>Project Cost (Cost Estimating)</u>	<u>\$20,000</u>
Total Base Fee	\$79,320

These fees are in addition to fees already billed for the previous effort.

Optional Allowances:

M/E/P Engineering (Allowance)	\$5,000
Geo-technical Engineering (Allowance)	\$5,000
Renderer (Allowance for TWO renderings)	\$7,000
<u>Total Allowances</u>	<u>\$17,000</u>

As noted above, we will review with you the firms, fees and services for consultants associated with the allowances and whether they are contracted to us or to the City. Out-of-pocket expenses associated with the project will be billed at 1.1 times their cost. The single largest expense associated with these contracts is the reproduction of various reports. Typically, on such projects expenses are approximately 8% of the fees. With your assistance we can develop an estimate.

We operate on a monthly billing cycle with the expectation of payment within thirty days from the date of invoices.

We believe the proposal, outlined above, is appropriate and practical. We will be pleased to revise the proposal to meet your needs if necessary. We have endeavored to keep the costs to a minimum in anticipation of a long-term relationship with the City. We are ready to begin upon receipt of an authorized copy of this letter.

We are delighted to have this opportunity. If you should have any questions about this proposal, please call me at 202/777.0442 or Sean at 202/777-0419.

Sincerely,



Matthew Bell, AIA
Principal

Accepted and Agreed to:
For the City of Alexandria

Date

Old Dominion Boat Club: Feasibility Study

Draft Project Schedule

Task	Week	10/3/2005	10/10/2005	10/17/2005	10/24/2005	10/31/2005	11/7/2005	11/14/2005	11/21/2005	11/28/2005	12/5/2005	12/12/2005	12/19/2005	12/26/2005	1/2/2006	1/9/2006	1/16/2006	1/23/2006	1/30/2006	2/6/2006	2/13/2006		
1. Kick-off Meeting		◆																					
2. Creative Analysis						■																	
Programming Existing Building/Site Analysis & Documentation																							
Site Analysis																							
Precedent Review																							
Client Review																							
2. Options																							
Prepare Two Options																							
Client Review																							
3. Draft Final Report & Estimates																							
Draft Final Report																							
Cost Estimate																							
Client Review																							
4. Final Report																							
Progress Meetings		◆					◆		◆		◆		◆		◆		◆		◆		◆		◆

Legend

-  Client Review
-  Meeting
-  Product