



encompass  
v2

## Scope of Work for Raven Crest Apartments, Casper, Wyoming Sept 2016

Dear Consultants,

We are excited to request proposals for a new affordable housing project in Casper, Wyoming. We would appreciate a proposal from you for the following scope of work. This is for a long time client, BlueLine Development.

### **The Project Program:**

Complete design and construction documentation for the new **100 unit affordable housing project called Raven Crest Apartments in Casper, WY.** Attached is a copy of the developer's building features and the application documents. The programming as we understand it to date is as follows:

- Four Apartment Buildings with enclosed Corridors (no breezeways)
  - Building A – 24 units \*
  - Building B – 24 Units
  - Building C – 24 Units \*
  - Building D – 28 Units
  - \* equals identical building
  - Building E Community Building 1800 sq ft
- One Community Building
- Unit Mix = 24 (1) bedrooms, 26 (2) bedrooms, 26 (3) bedrooms, 24 (4) bedrooms
- 5 units are fully ADA accessible. All main level units are Type B.
- 2 units are dedicated Audio Visual Units.
- One-hour construction between living units at floors and walls.
- Compliance with Energy and Green Building Initiatives, see attached.
- The building will be fire sprinkled.
- Parking lot will be paved with asphalt.
- Water and Sewer services from City System.
- 125 parking spaces, including 14 ADA spaces

***NOTE: This is to be an integrated design process with one general contractor. The general contractor will be providing VE pricing prior to help get costs under control prior to final pricing set. This owner wishes the project to run this way and has chosen a General – Oakwood Construction. We will submit a 95% Set for Permit / Bidding and issue a 100% set for the Construction that will incorporate all Addendums, VE and City comments.***

***NOTE: ALL proposals are not to exceed without Architect's approval. Meaning all needs to be included, no reimbursables can be billed outside of the amounts stated in the proposed fees.***

***NOTE: Reimbursables can only be invoiced with additional services which have been approved.***

***NOTE: The City of Casper has adopted the 2015 International Codes, which includes the following:  
2015 International Residential Code with Amendments***

---

■ **encompass v2 llc** ■

■ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ■  
■ office 406.540.4437 ■



encompass  
v2

2015 International Building Code with Amendments  
2015 International Plumbing Code with Amendments  
2015 International Mechanical Code with Amendments  
2015 International Fuel Gas Code with Amendments  
2015 International Energy Conservation with Amendments (as reference only)  
2015 International Fire Code with Amendments  
2014 National Electrical Code with Amendments

**NOTE:** The project must meet Fair Housing, ANSI, ADAAG and Section 504 standards.

**CIVIL TO PROVIDE PROPOSAL FOR:**

Perform design work and develop drawings for a City Permit incorporating the following:

❖ *Break your proposal out per the following :*

❖ **Civil Required Construction Documents:**

1. Preliminary (PRE) ALTA Survey
  2. Any and All Site Plan Application work required prior to Permit Set submission, and any visits required by the Authority having jurisdiction, including any trips necessary for city meetings for these processes.
  3. MUST provide compliance with the City or County Ordinances. This requires you to provide the documents from the City to encompass to show the compliance for the record and indicate to encompass where noted in the construction plans.
    - a. For instance: an ordinance requiring foundation drains.
  4. Site Plan / Grading Plan / Drainage Plan / all required Details and any Site details required.
    - a. Topographic as built. Provide cut and fill diagram. The goal is to balance the site.  
NOTE: Quantities must be provided accurately to the architect for bid purposes for discussion. *This info will not be passed on to the contractor, without discussion.*
    - b. Work with us upfront on retaining walls locations, retaining wall design (if needed)
    - c. All retention or detention ponds as required by jurisdiction. This should include plan and details.
    - d. All approaches, sidewalks, utilities must be coordinated by engineer with all authorities having jurisdiction.
    - e. Accessible Route plan must be verified in slopes to the Architect to ensure compliance.
      - i. Accessible route must run from all main level units to all project amenities and to the right of way.
    - f. Details shall include all curbs, Ramps, Handrails, Sidewalk Sections, Asphalt Sections, Storm manholes, Curb Inlets, Utility Trench, Infiltration Sump, Fire Hydrant details, Water Service detail, Sewer detail, any and all details required to explain work and meet with the City compliance. Coordinate all amenity details with architect, i.e. benches, bike racks, trash enclosure, playground, gardens, pavilion, maintenance shed etc.
  5. Specifications – we will provide the template for you to redline and we will pick up redlines.
- ❖ **Civil Required Construction Administration:**
6. Review all Bidding and Negotiation questions, all RFI's, all submittals during Construction.

---

▪ **encompass v2 llc** ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
▪ office 406.540.4437 ▪



encompass  
v2

7. Provide Post ALTA.
8. CA trips are as required by the jurisdiction to approve all construction work. But at minimum be on site 2x, within the first 2 months of construction and to review final install of your work for project compliance.

**To be provided by the owner:**

9. Geotechnical Investigation and Report (in Owner scope)
10. Environmental Phase 1 (in Owner scope)
11. Construction Testing (in Owner scope)

**CIVIL ACCEPTANCE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STRUCTURAL TO PROVIDE PROPOSAL FOR:**

Perform design work and develop drawings for a City Permit incorporating the following:

❖ *Break your proposal out per the following :*

❖ **Structural Required Construction Documents:**

1. Foundation Plans: per recommendations in soils report (slab on grade desired)
  - a. Provide alternate price if Caissons will be required. *We will add this price on to the proposal.*
2. Floor Framing Plans
3. Roof Framing Plans
4. Shear Wall Plans
5. Structural Details, include Simpson callouts, sizes of lags, thru bolts etc, review all arch details and provide redlines for coordination
6. Specifications – we will provide the template for you to redline and we will pick up redlines.

❖ **Structural Required Construction Administration:**

7. Review all Bidding and Negotiation questions, all RFI's, all submittals during Construction.
8. CA trips are as required 2x, within the first 3 months of construction and to review final install of your work for project compliance. We will provide you with the construction schedule and coordinate your trips.

**STRUCTURAL ACCEPTANCE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**MECHANICAL (PLUMBING) TO PROVIDE PROPOSAL FOR:**

**See attached Blueline Building Features**

Perform design work and develop drawings for a City Permit incorporating the following:

❖ *Break your proposal out per the following :*

❖ **Mech Plumbing Required Construction Documents:**

1. Domestic water and drain, waste and venting plans for all plumbing fixtures, including hot water heater sizing.
2. Plumbing fixture selection. We will provide a baseline from the contractor prior to design.
3. Floor drains are required in Laundry Rooms, Mech rooms, where water heaters are located and Fire Riser Rooms.

---

▪ **encompass v2 llc** ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
▪ office 406.540.4437 ▪



encompass  
v2

4. All Fully ADA units are to have both Bathrooms ADA compliant with regard to all fixtures.
5. Specifications.

**MECHANICAL (HVAC) TO PROVIDE PROPOSAL FOR:**

**See attached Blueline Building Features**

Perform design work and develop drawings for a City Permit incorporating the following:

❖ *Break your proposal out per the following :*

❖ **Mech HVAC Required Construction Documents:**

1. Heating and Cooling load calculations to select HVAC equipment for Mechanical Plans.
  2. Ductwork sizing and layouts.
  3. Select and show grilles, registers, and diffusers.
  4. Verify with the City the Range Hood duct protection in the rated assembly. Provide details.
  5. Verify with the City the Bath Fan and Dryer Vent ducting and damper and details required for protection in the rated assembly.
  6. Provide all damper requirements and coordinate with architect the locations and hatches if required.
  7. Provide all Crawlspace Ventilation (if crawlspace is included)
  8. Equipment selection and coordination with Electrical Engineer. We will provide a baseline from the contractor prior to design.
  9. Specifications.
  10. ComCheck as related to Mechanical requirements.
- ❖ **Mechanical Required Construction Administration:**
9. Review all Bidding and Negotiation questions, all RFI's, all submittals during Construction.
  10. CA trips are as required 2x, within the first 4 months of construction and to review final install of your work for project compliance. We will provide you with the construction schedule and coordinate your trips.

**MECHANICAL ACCEPTANCE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ELECTRICAL TO PROVIDE PROPOSAL FOR:**

**See attached Blueline Building Features**

Perform design work and develop drawings for a City Permit incorporating the following:

❖ *Break your proposal out per the following :*

❖ **Electrical HVAC Required Construction Documents:**

1. Lighting Plans – Circuiting and lighting control systems. We will provide Light Fixtures for you to implement into the design.
2. Power Plans – Electrical distribution system.
3. Fire Alarm Plans. Provide all dwelling units, all floors with hard wired combo smoke/Carbon Monoxide Detectors in the hallways. All units shall have hard wired Smoke detectors in the bedrooms. Denote on the plans that this is a deferred submittal but the contractor must coordinate with the AHJ.

---

▪ **encompass v2 llc** ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
▪ office 406.540.4437 ▪



encompass  
v2

4. Coordination with Mechanical Engineer.
5. Specifications.
6. ComCheck as related to Electrical requirements.
  - ❖ **Electrical Required Construction Administration:**
11. Review all Bidding and Negotiation questions, all RFI's, all submittals during Construction.
12. CA trips are as required 2x, within the first 5 months of construction and to review final install of your work for project compliance. We will provide you with the construction schedule and coordinate your trips.

**ELECTRICAL ACCEPTANCE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Project Timetable:**

The project will begin right away. Below is the general schedule but a more detailed schedule and checklist will be sent out in 2 weeks.

OCTOBER encompass is working on the schematics now  
encompass will pass on the backgrounds to consultants October 17<sup>th</sup>  
NOVEMBER encompass will need 50% checksets November 4<sup>th</sup>  
DECEMBER encompass will need 80% checksets December 5<sup>th</sup>

**PERMIT SET COMPLETION DATE** will be January 18, 2017.

**We must have a response from you by no later than Tuesday September 27<sup>th</sup> 3pm .** We look forward to getting your proposals back in a timely manner so that we can move forward with the contract and the construction documents.

If you have any questions or see anything that should be included that may have been missed in the scope of work, please don't hesitate to email or call.

Thank you,  
encompass v2 llc

attachments; Developer Features and Application documents

---

▪ **encompass v2 llc** ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
▪ office 406.540.4437 ▪



**June 20, 2016**

C/O WCDA  
 155 North Beech Street  
 Casper, WY 82601

**RE: Energy and Green Building Initiatives to be incorporated into the Raven Crest Apartments Casper, Wyoming Project**

Encompass v2 llc is very excited to be part of the design team serving as the Principal Architect for the Raven Crest Apartments. We will ensure the project will incorporate the following detailed Energy and Green Building Initiatives into the building design and project specification construction documents. This project will exceed the IECC 2012 as described herein. The WCDA will receive certification from our firm that the initiatives have been incorporated into this project upon completion.

<b>ENERGY SUMMARY</b>			
<b>Building Feature</b>	<b>Required 2012 IECC</b>	<b>To be Provided</b>	<b>Exceeds By:</b>
Fenestration	U-factor = .32	Vinyl Single Hung U=.30	6%
Ceiling	R value = 49	R = 52	6%
Wood Framed Wall	R value = 20+5ci	R = 26.25	5%
Slab on Grade <i>(if allowable)</i>	R value = 10, 4ft	R = 10.5 min	5%
Crawlspace	R value = 15/19	R = 21	10%
Central Gas Boiler	80% Efficiency	90% EFF	12%
Energy Star Appliances to include: Dishwasher, Refrigerator/Freezer, Clothes Washer			

**ENERGY EFFICIENCY AND/OR SUSTAINABILITY CERTIFICATION**

One point will be awarded for each of the following sustainable building strategies implemented. This must be certified by the project architect:

- Built above 100 year floodplain defined by FEMA
- Locate trees/planting to provide shade for 50% of hardscapes
- Drought Resistant plants and landscaping
- Keep all exterior wood at least 12" above soil
- Seal external cracks, joints, etc. with caulking and install pest proof screens
- Include no wood to concrete connections, or separate connections with dividers
- Average flow rate of lavatory faucets is < 2.0 gpm
- Average flow rate for all showers is < 2.0 gpm per stall
- Average flow rate for all toilets is < 1.3 gpf
- No unvented combustion appliances
- Carbon monoxide monitors in each unit

---

▪ **encompass v2 llc** ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
 ▪ office 406.540.4437 ▪



- Space water heater equipment designed with closed combustion or space and water heating equipment located in detached or open air facility
- Active fan radon venting system if not slab on grade
- Intermittent ventilation or passive ventilation
- Energy Star labeled bathroom exhaust fans
- Permanent walk-off mats at each entry
- Insulation meets R-value requirements of IECC
- Insulation exceeds R-value requirements of IECC by 5%
- At least R-6 insulation around ducts in unconditioned spaces
- At least R-3 insulation around pipes in unconditioned spaces
- Design and size HVAC equipment using ACCA Manual J or equivalent
- Install Energy Star programmable thermostat
- Energy Star lighting throughout the project
- Motion controlled exterior lighting
- Energy Star refrigerator, dishwasher, ceiling fans, washer and dryer
- Low VOC paints, stains, finishes, adhesives and sealants, and carpets
- Formaldehyde free shelves, cabinets, countertops, and insulation

**1. PROJECT CHARACTERISTICS** (Max. 81 points, and/or up to negative 475 points)

**A. PROJECT DESIGN** (Max. 40 points, or up to negative 75 points)

A project may receive up to 40 points, or up to negative 75 points for the design of the project provided it addresses the need outlined in the Market Study for the appropriate unit size, project size and type. Applicants must describe the amenities that promote or enhance the quality of life for the tenants.

Amenities Provided:

- Microwave
- Garbage Disposal
- 2 Bath in 2 Bedroom Units
- Self-Clean Oven
- Dishwasher
- Frost-Free Refrigerator
- Playground
- Wash/Dryer Hookups in Units
- Supply of Washer & Dryer
- Air Conditioning
- High Speed Internet in Ea. Room

Amenities Impact to Quality of Life:

- Appliances including : microwaves, garbage disposals, self-cleaning ovens, dishwashers and frost-free refrigerators afford each tenants more comfort and quality of life by storing, cleaning, preparing and facilitating food provisions.
- Washers and dryer appliances and laundry rooms facilitate the cleaning and maintaining of clothing.

---

▪ **encompass v2 llc** ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
▪ office 406.540.4437 ▪



encompass  
v2

- Two bathrooms for two bedrooms units are vital in homes with children or multiple tenants by providing privacy and availability.
- High speed internet is provided in each of our projects to afford access to the vast quantities of information and entertainment found on the web. This facilitates research and study materials for school-age children, and news, entertainment material for the adults
- Individually controlled air conditioning allows each tenant to manage their comfort level in temperature.
- Playgrounds provide tenants with indoor and outdoor spaces to enjoy the company of their neighbors or their families. The spacious outdoor areas that we provide to our tenants allow children space to enjoy outdoors and the company of other children.

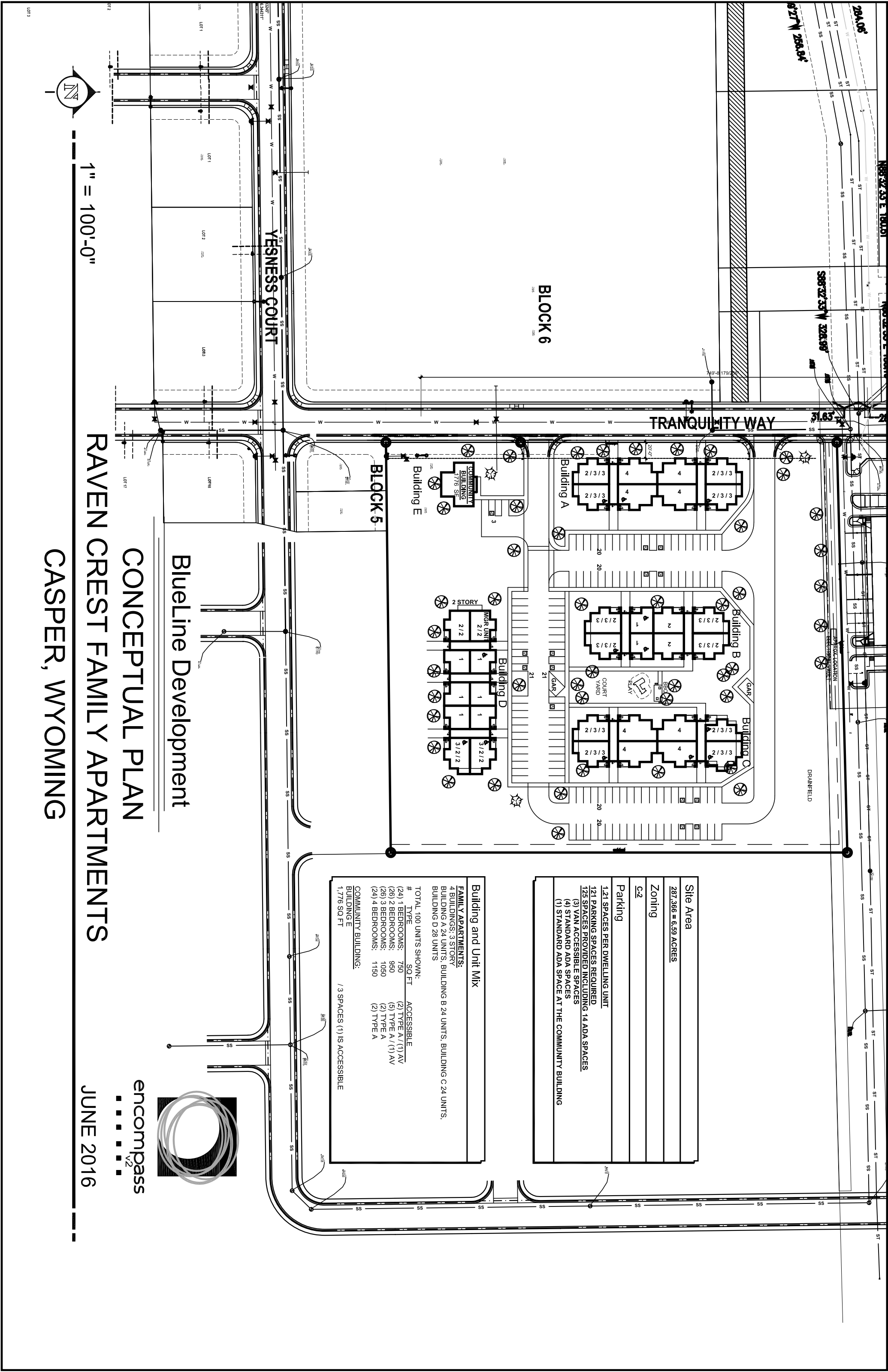
By adopting the 2012 IECC features and the green building items, our project will consume less energy and reduce emissions associated with the building operation.

---

▪ *encompass v2 llc* ▪

▪ 1535 liberty lane suite 110b missoula mt 59808 & 1 east main street suite 204 bozeman mt 59715 ▪  
▪ office 406.540.4437 ▪





**CONCEPTUAL PLAN**  
**RAVEN CREST FAMILY APARTMENTS**  
**CASPER, WYOMING**

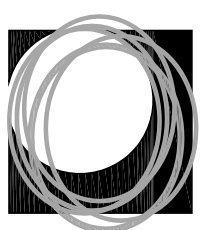
1" = 100'-0"

BlueLine Development

CONCEPTUAL PLAN

RAVEN CREST FAMILY APARTMENTS

CASPER, WYOMING



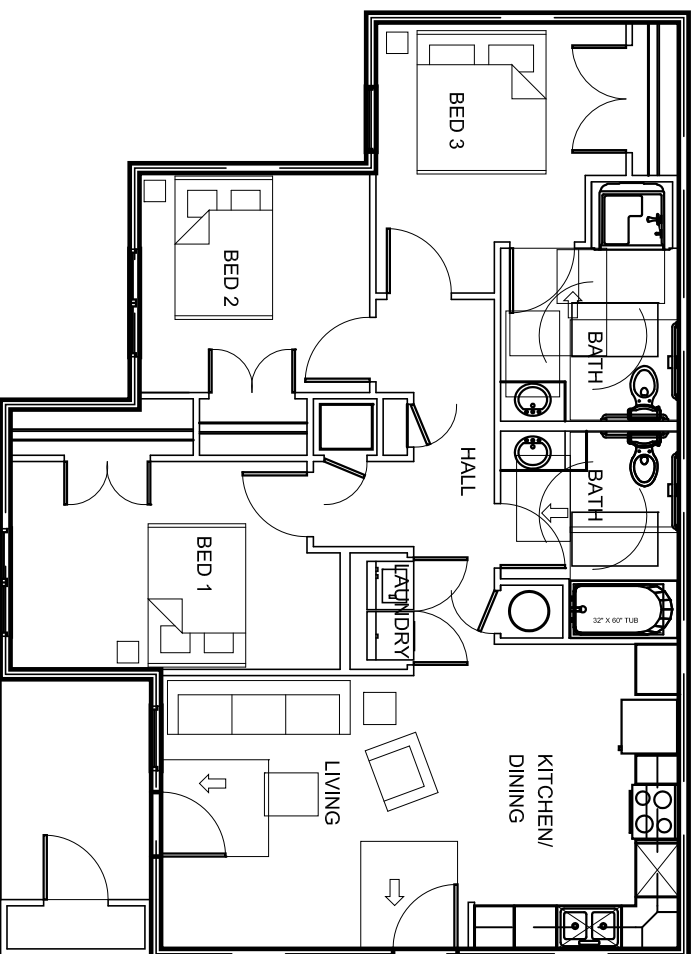
encompass  
V2

JUNE 2016

<b>Site Area</b>	287,366 ± 6.59 ACRES
<b>Zoning</b>	C-2
<b>Parking</b>	121 SPACES PER DWELLING UNIT 121 PARKING SPACES REQUIRED 125 SPACES PROVIDED INCLUDING 14 ADA SPACES (3) VAN ACCESSIBLE SPACES (4) STANDARD ADA SPACES (1) STANDARD ADA SPACE AT THE COMMUNITY BUILDING

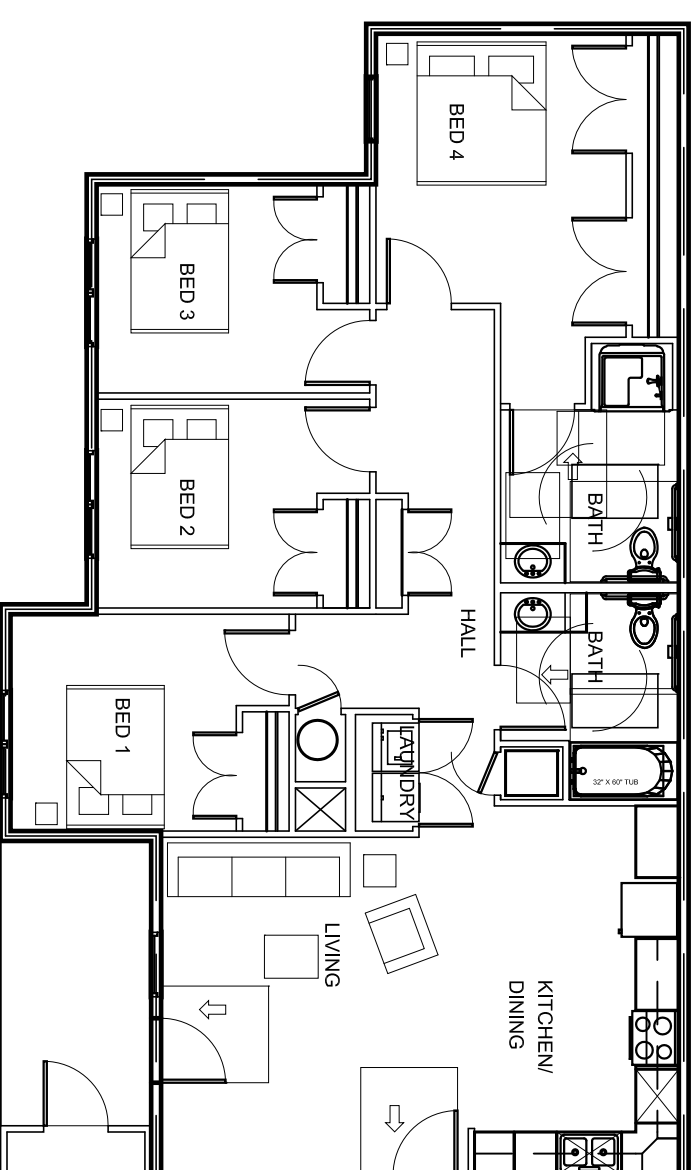
<b>Building and Unit Mix</b>	
<b>FAMILY APARTMENTS:</b>	
4 BUILDINGS: 3 STORY	
BUILDING A 24 UNITS, BUILDING B 24 UNITS, BUILDING C 24 UNITS, BUILDING D 28 UNITS	
<b>TOTAL 100 UNITS SHOWN:</b>	
# TYPE	ACCESSIBLE
(24) 1 BEDROOMS: 750 SQ.FT.	(2) TYPE A / (1) AV
(26) 2 BEDROOMS: 950	(5) TYPE A / (1) AV
(26) 3 BEDROOMS: 1050	(2) TYPE A
(24) 4 BEDROOMS: 1150	(2) TYPE A
<b>COMMUNITY BUILDING:</b>	
BUILDING E	1,776 SQ.FT.
	/ 3 SPACES (1) IS ACCESSIBLE

# BlueLine Development



3-Bedroom Floor Plan

(NET min. 1,050 sq.ft. / Unit)



4-Bedroom Floor Plan

(NET min. 1,150 sq.ft. / Unit)

1/8" = 1'-0"

RAVEN CREST FAMILY UNIT PLANS

CASPER, WYOMING

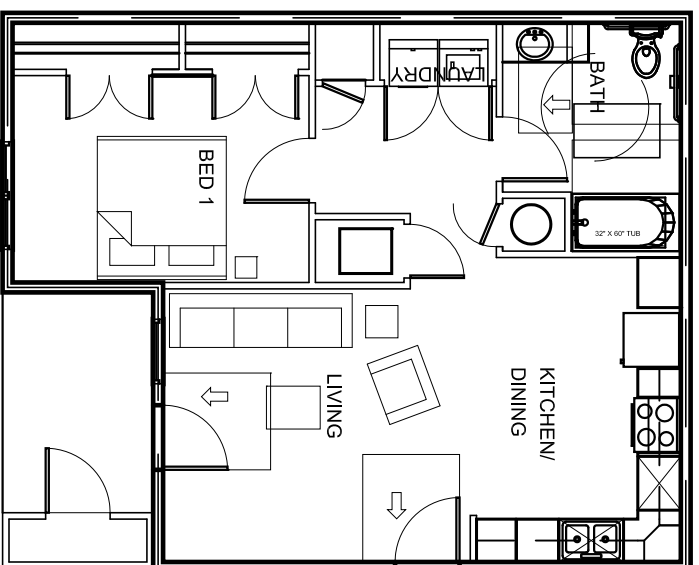


encompass  
V2



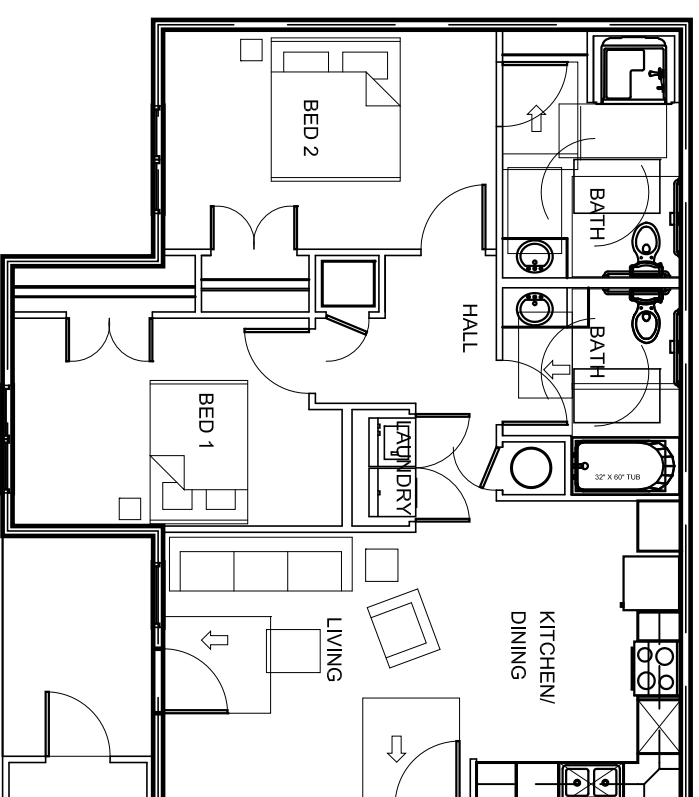
JUNE 2016

# BlueLine Development



**1-Bedroom Floor Plan**

**(NET min. 750 sq.ft. / Unit)**



**2-Bedroom Floor Plan**

**(NET min. 950 sq.ft. / Unit)**

1/8" = 1'-0"

RAVEN CREST FAMILY UNIT PLANS

CASPER, WYOMING



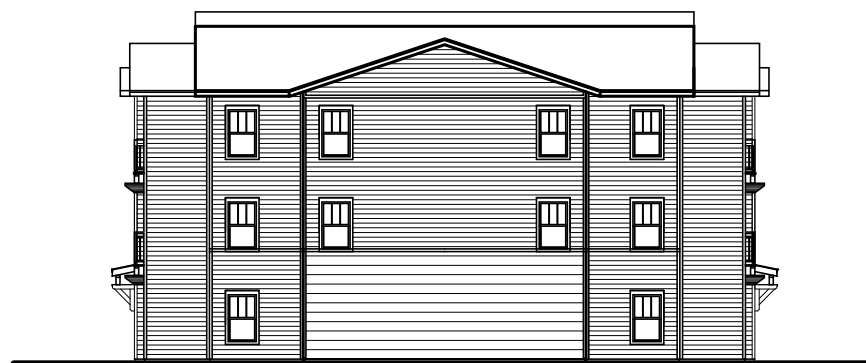
encompass  
V2



JUNE 2016



FRONT VIEW



SIDE VIEW

N.T.S.

CONCEPTUAL  
RAVEN CREST FAMILY ELEVATIONS



encompass  
v2



JUNE 2016

CASPER, WYOMING