



### **Staff Recommendation:**

Staff recommends the Council approve the award of a contract for professional engineering/architectural services with ORW Architecture for \$97,085, to provide conceptual alternatives for the City Hall Concepts, Design and Construction Services Phase 1 for all three locations (City Hall in its current location, Civic Center and Briscoe School locations). This will allow the full scope of all three sites to be evaluated for an equitable comparison.

### **Resource Requirements:**

The Facilities Division's 2017-19 biennium budget includes \$200,000 for facilities studies. To date, \$44,215 has been expended for the assessment of Pioneer Hall. Award of this contract for \$97,085, will allow \$58,700 to remain for additional city facility analysis.

### **Policies, Plans and Goals Supported:**

*Council Goals:*

*2.2 Engage boards and commissions in supporting the strategic plan*

*4 Evaluate real property and facility assets to strategically support city mission and goals*

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

### **Background and Additional Information:**

The City has been discussing the reconstruction or relocation of City Hall for more than 20 years. The building is seismically vulnerable, lacks meeting space and has no room for growth. However, it is the earthquake vulnerability of the building that presents the most pressing problem. The interior of City Hall has been reconfigured a number of times since 1913 but has never had any structural improvements related to seismic mitigation.

A seismic evaluation of City Hall was conducted in [1994](#). The current City Hall is vulnerable to earthquake activity. As part of its 2014 strategic planning initiative, the City Council identified "Examine City Hall replacement and other facility needs" as a priority goal. Council held a study session on June 15, 2015, to begin those discussions, and a second study session on [February 1, 2016](#), to hear the updated findings of the 2015 seismic evaluation. The [January 17, 2017](#), study session updated Council with all actions taken to date for all of the options and special studies evaluated by staff.

In April of 2017 Council appointed an ad hoc City Hall Advisory Committee to review feasible alternatives for the replacement of City Hall. On [October 3, 2017](#), Council heard a presentation from staff and received the ad hoc City Hall Advisory Committee's Final Report and Recommendations for the replacement of City Hall. The Ad Hoc Committee did not reach unanimity on a recommendation with eight of the eleven members recommending rebuilding City Hall on its current site, expanding the structure to accommodate growth and retaining the community development building. The three remaining members had differing recommendations and were explained in the report. The chair provided Council with the final

report and a minority opinion. The [minutes](#) of the October 3, 2017 meeting explained the process and concerns.

During the Council Study Session on [December 4, 2017](#), staff reviewed the ad hoc committee recommendations, distilled the comments made by Councilmembers and offered a phased plan to develop concepts and costing prior to full design. Council directed staff to proceed to develop a Request for Qualifications (RFQ) proposal for this multi-phased project ([minutes](#) of the December 4, 2017 meeting). Utilizing this concept, staff were to select a firm with appropriate qualifications (architectural, engineering, site design and planning) to develop a step by step approach to selecting a preferred solution.

Staff developed and released the RFQ for solicitation in early late January with proposals due on March 2, 2018. The City received two proposals; ORW Architecture (Medford) and Steele Associates Architects, LLC (Bend). After significant independent staff review and discussions with both firms, staff is recommending the award to ORW. Staff initiated and negotiated a cost proposal for Phase 1.

After the June 5<sup>th</sup> Council meeting, staff met with ORW and requested a cost if Briscoe were removed from consideration and also asked for a list of explicit deliverables. Both are attached.

The RFQ outlines four stages of the project;

- Phase 1: conceptual design renderings and conceptual costs for each of the selected alternatives to include risks associated with each alternative; pros and cons of each alternative, and a relative time line. As part of this phase, the contractor will propose a process for selecting a preferred alternative.
- Phase 2: preliminary engineering and refined costs of the selected alternative; detailed staff moves and property options (depending on the site selected)
- Phase 3: final engineering design and plans for the selected alternative and final cost analysis; easements and permitting
- Phase 4: construction management services to assist with any site changes and quality control

Each phase will be separately negotiated for cost, scope and time, and a separate contract for each phase will be developed. A clause in the RFQ and initial phase indicates the intention to continue with subsequent phases but allows the City to stop at any time and renegotiate each phase independently through a separate RFP process. All contracts and scopes of work would go to council for approval.

The initial conceptual design will include a rendering and cost estimates. The consulting team and staff will develop options for energy efficiencies and a general assessment of “green building” or LEED Platinum level costs. It is estimated that this work could be completed within 6 months. Once this phase is complete, staff will return to the Council with a recommendation and financing options.

**Attachments:**

- City of Ashland Contract with ORW;
- Two fee matrices with their scopes of work
  - \$97,085 to complete Phase 1 of the City Hall Concepts, Design and Construction Services for three concepts; City Hall in its current location, new facility at the Civic Center and reconstruction at the Briscoe School location, or
  - \$72,925 to complete Phase 1 of the City Hall Concepts, Design and Construction Services for two concepts; City Hall in its current location and the Civic Center location.

## PERSONAL SERVICES AGREEMENT (greater than \$25,000.00)

<p style="text-align: center;"><b>CITY OF ASHLAND</b></p> <p style="text-align: center;">20 East Main Street Ashland, Oregon 97520 Telephone: 541/488-5587 Fax: 541/488-6006</p>	<p>CONSULTANT: <b>ORW ARCHITECTURE</b></p> <p>CONSULTANT'S CONTACT: <b>Dana Crawford / Jeffrey Bender</b></p> <p>ADDRESS: <b>2950 E. Barnett Road Medford, OR 97504</b></p> <p>TELEPHONE: <b>541-779-5237</b></p> <p>EMAIL: <b>dana@orwarch.com</b></p>
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This Personal Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and ORW Architecture ("hereinafter "Consultant"), for City Hall Design and Construction Services- Phase 1 as per exhibit A.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the City and Consultant hereby agree as follows:

- 1. Effective Date and Duration:** This Agreement shall become effective on the date of execution on behalf of the City, as set forth below (the "Effective Date"), and unless sooner terminated as specifically provided herein, shall terminate upon the City's affirmative acceptance of Consultant's Work as complete and Consultant's acceptance of the City's final payment therefore, but not later than **December 30, 2018**.
- 2. Scope of Work:** Consultant will provide City Hall Design and Construction Services- Phase 1 as more fully set forth in the Consultant's Proposal dated March 2, 2018, which is attached hereto as "Exhibit A" and incorporated herein by this reference. Consultant's services are collectively referred to herein as the "Work."
- 3. Supporting Documents/Conflicting Provisions:** This Agreement and any exhibits or other supporting documents shall be construed to be mutually complimentary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the exhibits or supporting documents.
- 4. All Costs Borne By Consultant:** Consultant shall, at its own risk and expense, perform the Work described above and, unless otherwise specified in this Agreement, furnish all labor, equipment, and materials required for the proper performance of such Work.
- 5. Qualified Work:** Consultant has represented, and by entering into this Agreement now represents, that all personnel assigned to the Work to be performed under this Agreement are fully qualified to perform the service to which they will be assigned in a skilled and worker-like manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded.

6. **Compensation:** City shall pay Consultant the sum of **\$97,085.00** as full compensation for Consultant's performance of all Work under this Agreement. In no event shall Consultant's total of all compensation and reimbursement under this Agreement exceed the sum of **\$97,085.00** without the express, written approval from the City official whose signature appears below, or such official's successor in office. Payments shall be made within 30 days of the date of receipt by the City of Consultant's invoice. Should this Agreement be terminated prior to completion of all Work, payments will be made for any phase of the Work completed and accepted as of the date of termination.
7. **Ownership of Work/Documents:** All Work product or documents produced in furtherance of this Agreement belong to the City, and any copyright, patent, trademark proprietary or any other protected intellectual property right shall vest in and is hereby assigned to the City.
8. **Statutory Requirements:** The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
9. **Living Wage Requirements:** If the amount of this Agreement is \$20,688.86 or more, Consultant is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Consultant is also required to post the notice attached hereto as "Exhibit B" predominantly in areas where it will be seen by all employees.
10. **Indemnification:** Consultant hereby agrees to defend, indemnify, save, and hold City, its officers, employees, and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by Consultant (including but not limited to, Consultant's employees, agents, and others designated by Consultant to perform Work or services attendant to this Agreement). However, Consultant shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, caused solely by the negligence of City.
11. **Termination:**
  - a. Mutual Consent. This Agreement may be terminated at any time by the mutual consent of both parties.
  - b. City's Convenience. This Agreement may be terminated by City at any time upon not less than 30 days' prior written notice delivered by certified mail or in person.
  - c. For Cause. City may terminate or modify this Agreement, in whole or in part, effective upon delivery of written notice to Consultant, or at such later date as may be established by City under any of the following conditions:
    - i. If City funding from federal, state, county or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;
    - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement; or

- iii. If any license or certificate required by law or regulation to be held by Consultant to provide the services required by this Agreement is for any reason denied, revoked, suspended, or not renewed.
- d. For Default or Breach.
  - i. Either City or Consultant may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and its intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, or within such other period as the party giving the notice may authorize in writing, then the Agreement may be terminated at any time thereafter by a written notice of termination by the party giving notice.
  - ii. Time is of the essence for Consultant's performance of each and every obligation and duty under this Agreement. City by written notice to Consultant of default or breach may at any time terminate the whole or any part of this Agreement if Consultant fails to provide services called for by this Agreement within the time specified herein or within any extension thereof.
  - iii. The rights and remedies of City provided in this subsection (d) are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- e. Obligation/Liability of Parties. Termination or modification of this Agreement pursuant to subsections a, b, or c above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination (regardless whether such notice is given pursuant to Subsection a, b, c, or d of this section, Consultant shall immediately cease all activities under this Agreement, unless expressly directed otherwise by City in the notice of termination. Further, upon termination, Consultant shall deliver to City all Agreement documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed. City shall pay Consultant for Work performed prior to the termination date if such Work was performed in accordance with this Agreement.

**12. Independent Contractor Status:** Consultant is an independent contractor and not an employee of the City for any purpose. Consultant shall have the complete responsibility for the performance of this Agreement. Consultant shall provide workers' compensation coverage as required in ORS Chapter 656 for all persons employed to perform Work pursuant to this Agreement. Consultant is a subject employer that will comply with ORS 656.017.

**13. Assignment:** Consultant shall not assign this Agreement or subcontract any portion of the Work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Consultant shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract of the Work shall not create any contractual relation between the assignee or subcontractor and City.

**14. Default.** The Consultant shall be in default of this Agreement if Consultant: commits any material breach or default of any covenant, warranty, certification, or obligation under the Agreement; institutes an action for relief in bankruptcy or has instituted against it an action for insolvency; makes a general assignment for the benefit of creditors; or ceases doing business on a regular basis of the type identified

in its obligations under the Agreement; or attempts to assign rights in, or delegate duties under, this Agreement.

**15. Insurance.** Consultant shall, at its own expense, maintain the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence. This is to cover any damages caused by error, omission or negligent acts related to the professional services to be provided under this Agreement.
- c. General Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence for Bodily Injury, Death, and Property Damage.
- d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 (one million dollars) for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
- e. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' prior written notice from the Consultant or its insurer(s) to the City.
- f. Additional Insured/Certificates of Insurance. Consultant shall name the City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds on any insurance policies, excluding Professional Liability and Workers' Compensation, required herein, but only with respect to Consultant's services to be provided under this Agreement. The consultant's insurance is primary and non-contributory. As evidence of the insurance coverages required by this Agreement, the Consultant shall furnish acceptable insurance certificates prior to commencing the Work under this Agreement. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to the City. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

**16. Nondiscrimination:** Consultant agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of any Work under this Agreement when employed by Consultant. Consultant agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Consultant agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.

**17. Consultant's Compliance With Tax Laws:**

17.1 Consultant represents and warrants to the City that:

17.1.1 Consultant shall, throughout the term of this Agreement, including any extensions hereof, comply with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Consultant; and



(iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

17.1.2 Consultant, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Consultant; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

- 18. Governing Law; Jurisdiction; Venue:** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the City and the Consultant that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon. Consultant, by its signature hereon of its authorized representative, hereby consents to the *in personam* jurisdiction of said courts.
- 19. THIS AGREEMENT AND THE ATTACHED EXHIBITS CONSTITUTE THE ENTIRE UNDERSTANDING AND AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. CONSULTANT, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**
- 20. Amendments.** This Agreement may be amended only by written instrument executed by both parties with the same formalities as this Agreement.
- 21. Nonappropriations Clause.** Funds Available and Authorized: City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement within the City's fiscal year budget. Consultant understands and agrees that City's payment of amounts under this Agreement attributable to Work performed after the last day of the current fiscal year is contingent on City appropriations, or other expenditure authority sufficient to allow City in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement. In the event City has insufficient appropriations, limitations or other expenditure authority, City may terminate this Agreement without penalty or liability to City, effective upon the delivery of written notice to Consultant, with no further liability to Consultant.

22. **Certification.** Consultant shall sign the certification attached hereto as “Exhibit C” and incorporated herein by this reference.

**CITY OF ASHLAND:**

**ORW ARCHITECTURE (CONSULTANT):**

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Purchase Order No. \_\_\_\_\_

**(W-9** is to be submitted with this signed Agreement)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Date

**EXHIBIT C**

**CERTIFICATIONS/REPRESENTATIONS:** Consultant, by and through its authorized representative, under penalty of perjury, certifies that (a) the number shown on the attached W-9 form is its correct taxpayer ID (or is waiting for the number to be issued to it and (b) Consultant is not subject to backup withholding because: (i) it is exempt from backup withholding, or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Consultant further represents and warrants to City that: (a) it has the power and authority to enter into and perform the Work, (b) the Agreement, when executed and delivered, shall be a valid and binding obligation of Consultant enforceable in accordance with its terms, (c) the work under the Agreement shall be performed in accordance with the highest professional standards, and (d) Consultant is qualified, professionally competent, and duly licensed (if applicable) to perform the Work. Consultant also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the Agreement, it is authorized to do business in the State of Oregon, and Consultant has checked four or more of the following criteria that apply to its business.

- \_\_\_\_\_ (1) Consultant carries out the work or services at a location separate from a private residence or is in a specific portion of a private residence, set aside as the location of the business.
- \_\_\_\_\_ (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- \_\_\_\_\_ (3) Telephone listing is used for the business separate from the personal residence listing.
- \_\_\_\_\_ (4) Labor or services are performed only pursuant to written contracts.
- \_\_\_\_\_ (5) Labor or services are performed for two or more different persons within a period of one year.
- \_\_\_\_\_ (6) Consultant assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission (professional liability) insurance or liability insurance relating to the Work or services to be provided.

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Date

EXHIBIT B

CITY OF ASHLAND, OREGON

# City of Ashland LIVING WAGE

ALL employers described below must comply with City of Ashland laws regulating payment of a living wage.

**\$14.81** per hour, effective June 30, 2017.

The Living Wage is adjusted annually every June 30 by the Consumer Price Index.



### Employees must be paid a living wage:

- For all hours worked under a service contract between their employer and the City of Ashland if the contract exceeds **\$20,688.86** or more.
- For all hours worked in a month if the employee spends 50% or more of the employee's time in that month working on a project or

portion of business of their employer, if the employer has ten or more employees, and has received financial assistance for the project or business from the City of Ashland in excess of **\$20,688.86**.

- If their employer is the City of Ashland, including the Parks and Recreation Department.
- In calculating the living wage, employers may add the value of health care, retirement,

401K and IRS eligible cafeteria plans (including childcare) benefits to the amount of wages received by the employee.

- **Note:** For temporary and part-time employees, the Living Wage does **not** apply to the first 1040 hours worked in any calendar year. For more details, please see Ashland Municipal Code Section 3.12.020.

### For additional information:

Call the Ashland City Administrator's office at 541-488-6002 or write to the City Administrator, City Hall, 20 East Main Street, Ashland, OR 97520, or visit the City's website at [www.ashland.or.us](http://www.ashland.or.us).

**Notice to Employers:** This notice must be posted predominantly in areas where it can be seen by all employees.







# Ashland City Hall Phase I: Concept Design

Fee Matrix

June 2018

			Prime Architect	Prime Architect	Prime Architect	Struct Engineer	Civil Engineer	Mech Engineer	Elect Engineer	Cost Modeling					
			ORW / Jeff Bender Design Principal	ORW / Dana Crawford Management Principal	ORW / Whitticar + Paxton PM Assist + Doc Technologist	Clota / Cameron Harris Structural Engineer	DEW / Mark Dew Civil Engineer	PAE / Nick Collins Mechanical Engineer	PAE / Robert Mills Electrical Engineer	ACC / Stan Pczkowski Cost Modeling	Sub-Total Task Cost	Expense - Travel and Meals	Expense - Plotting	Expense - Mileage	Sub-Total Task Expenses
			\$165	\$165	\$115	\$125	\$120	\$190	\$94	\$168					
Task #	Task Name	Approach													
1	Evaluate Prior Work	Review select documents and conclusion statements from Ad Hoc Committee.	2	4		1	1	1	1						
	Task Fee	\$1,519	\$330	\$660	\$0	\$125	\$120	\$190	\$94	\$0	\$1,519	\$0	\$0	\$0	\$0
2	Update Space Needs	Minor update of space needs program from 2016 Feasibility Study to include Municipal Courts (1 meeting) and combined meeting with Police and Fire Chiefs (1 meeting) regarding access needed around proposed EOC. No update of departments in 2016 Feasibility Study.		16	4										
	Task Fee	\$3,100	\$0	\$2,640	\$460	\$0	\$0	\$0	\$0	\$0	\$3,100	\$0	\$0	\$50	\$50
3	Green Building Standards	No workshop or exploration of green building measures in this phase. Include Allowance for LEED Platinum in cost model.													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
4	Site Planning (2 sites)	Develop one Site Plan for each of two sites with sufficient detail to produce renderings and cost estimates. Include zoning, parking, circulation flow, utilities, softscape, and hardscape.	32	14	16	6	12								
	Task Fee	\$11,620	\$5,280	\$2,310	\$1,840	\$750	\$1,440	\$0	\$0	\$0	\$11,620	\$0	\$0	\$0	\$0
5	Concept Design	Develop one Concept Design for each of two sites with sufficient detail to produce renderings and cost estimates for New building at City Hall site, and new building at Civic Center including courts and Council.	64	14	48	12	12	24	24						
	Task Fee	\$28,146	\$10,560	\$2,310	\$5,520	\$1,500	\$1,440	\$4,560	\$2,256	\$0	\$28,146	\$0	\$100	\$50	\$150

6	Reduced Upgrades For Existing City Hall	No work during this phase. City may decide to use previous work produced by Miller Engineering and escalate costs.													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7	Structural Upgrade	No structural assessment of Briscoe School to meet OSSC requirements.													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8	Community Involvement	No Community involvement for this phase.													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9	City Collaboration	Three progress meetings with City and one Council meeting to share final presentation.	6	15	10										
	Task Fee	\$4,615	\$990	\$2,475	\$1,150	\$0	\$0	\$0	\$0	\$0	\$4,615	\$0	\$0	\$100	\$100
10	Renderings	Provide one fully rendered exterior view of each option.	16	6	48										
	Task Fee	\$9,150	\$2,640	\$990	\$5,520	\$0	\$0	\$0	\$0	\$0	\$9,150	\$0	\$200	\$0	\$200
11	Phasing and Schedule	Develop considerations for construction phasing, temporary relocation, and estimated construction schedule.		16	6										
	Task Fee	\$3,330	\$0	\$2,640	\$690	\$0	\$0	\$0	\$0	\$0	\$3,330	\$0	\$0	\$0	\$0
12	Cost Modeling	Provide two cost models: one for each of two concept options.	3	16						20					
	Task Fee	\$6,495	\$495	\$2,640	\$0	\$0	\$0	\$0	\$0	\$3,360	\$6,495	\$0	\$0	\$0	\$0
13	Selection Process	Develop evaluation process with criteria, pros and cons, and potential risks. Assist City in identifying a preferred alternative.	8	12	10										
	Task Fee	\$4,450	\$1,320	\$1,980	\$1,150	\$0	\$0	\$0	\$0	\$0	\$4,450	\$0	\$0	\$0	\$0
14	Report Writing	Report: Summarize phase I work above. Time: 2 weeks													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Report Compilation	Compile all materials, graphic layout Time: 2 weeks													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sub-Total Consultant Hours		131	113	142	19	25	25	25	20					
	Fee Subtotal	\$72,425	\$21,615	\$18,645	\$16,330	\$2,375	\$3,000	\$4,750	\$2,350	\$3,360	\$72,425	\$0	\$300	\$200	\$500
	Expenses	\$500													
	Project Total	\$72,925													

TOTAL

TOTAL