

# Council Business Meeting

May 17, 2022

<b>Agenda Item</b>	Approval of a Professional Services Contract for Architectural and Engineering Services for Pioneer Hall and Community Center Facility Improvements	
<b>From</b>	Scott Fleury PE	Public Works Director
<b>Contact</b>	<a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a>	(541) 552-2412

## **SUMMARY**

Before the Council is a scope of work and fee proposal for professional architectural and engineering services for the Pioneer Hall and Community Center Rehabilitation Projects with ZCS Engineering and Architecture. Professional services for this project were solicited through an open request for Qualifications Based Selection (QBS). ZCS Engineering and Architecture was the only responder to the solicitation package and has the qualifications necessary to perform the defined scope of work.

## **POLICIES, PLANS & GOALS SUPPORTED**

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

## **PREVIOUS COUNCIL ACTION**

Please reference attachment #1 for a comprehensive memorandum of all Council actions taken regarding the Community Center and Pioneer Hall rehabilitation since 2017.

## **BACKGROUND AND ADDITIONAL INFORMATION**

After the Council directed staff to move forward with the Ad-Hoc Committees recommendation the original Qualifications Based Selection-Request for Proposal was updated and solicited in Fall of 2022. No responses were received, and the RFP was again advertised in January of 2022.

## **Solicitation Process:**

Staff advertised a QBS Request for Proposal (RFP) for the third time on January 11, 2022 on the Oregon Buys website statewide, in the Daily Journal of Commerce, and on the City's website. The RFP was developed to provide the City with flexibility through a phased approach. Phase one, preliminary/final engineering and cost estimating, is the first of two phases the RFP identified in the engineering scope of work. The second phase includes construction administration in conjunction with the construction improvements for the buildings. The first design phases will develop appropriate architectural and engineering designs to improve the structural deficiencies of each building and ensure compliance with the Americans with Disabilities Act (ADA). The RFP requires presentations to Council during the design phase to ensure staff is meeting the expectations of Council and the Community with respect to the final construction project.

One proposer responded to the RFP due on February 11, 2022. The proposal was reviewed and scored by a team of four evaluators, including Scott Fleury PE, Public Works Director, Kaylea Kathol PMP, Senior Project Manager, Kevin Caldwell PMP, Senior Project Manager and Dale Shostrom Historic Commission Chair. The evaluation team graded the proposal according to the criteria specified in the RFP. ZCS was the

only responder to the solicitation package and has the qualifications necessary to perform the defined scope of work.

Table 1. Summary of evaluation team's scores of project proposals

CONSULTANT	TOTAL SCORE (Out of 400)	RANK
ZCS Engineering & Architecture	352	1

Staff provided ZCS Engineering and Architecture a notice of intent to negotiate on March 1, 2022. The ZCS project team toured both buildings on March 15, 2022 with City staff to inform their scope of work and cost proposal. ZCS submitted an initial scope/fee proposal on April 15, 2022, and final proposal with City requested revisions on April 26, 2022. The full contract including the scope/fee is included in attachment #2. If approved by Council, Staff will provide a notification of award and notice to proceed after contract documents are signed.

**FISCAL IMPACTS**

The proposed cost of services by ZCS Engineering and Architecture for phase one preliminary/final engineering and cost estimating services is \$56,671. Proposed costs pertain only to the recommendations of the Ad-Hoc Committee and applicable ADA rules, and do not include repairs or improvements that were not previously identified in the Ad-Hoc Committee's report. Direct construction cost estimates will be developed during the engineering phase.

**STAFF RECOMMENDATION**

Staff recommends that the Council authorized the City Manager to enter into a professional services agreement with ZCS Engineering and Architecture to provide preliminary/final engineering and construction estimating services for the rehabilitation of Pioneer Hall and the Community Center.

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

1. I move approval of a professional services contract with ZCS Engineering and Architecture in the amounts of \$56,671.
2. I move to amend the scope and fee of the professional services contract with ZCS Engineering and Architecture for preliminary engineering (insert amendment).

**REFERENCES & ATTACHMENTS**

Attachment 1: Pioneer Hall and Community Center Council Decision Point Memo

Attachment #2: Final negotiated scope, fee and schedule proposal from ZCS Engineering and Architecture.

# Memo

CITY OF  
ASHLAND

Date: May 13, 2022  
From: Scott Fleury PE, Public Works Director  
To: Joe Lessard, City Manager  
RE: Community Center & Pioneer Hall Decision Point History

## Chronological Background:

### 1. September 19, 2017 Study Session (Pioneer Hall)

- a. [Minutes](#)
- b. [Staff Report](#)

#### Synopsis:

A draft structural and code assessment report were presented to Council. Council discussed having cost options for improvement developed for the facility.

### 2. November 6, 2017 Study Session (Pioneer Hall)

- a. [Minutes](#)
- b. [Staff Report](#)

#### Synopsis:

Staff presented costs associated with developing design plans and final construction costs for the project. Council provided consensus to move forward.

### 3. November 21, 2017 Business Meeting (Pioneer Hall)

- a. [Minutes](#)
- b. [Staff Report](#)

#### Synopsis:

Staff requested a special procurement to utilize the consultant team who prepared the initial structural and code assessment. Council approved the special procurement.

### 4. April 16, 2018 Study Session (Pioneer Hall)

- a. [Minutes](#)
- b. [Staff Report](#)

#### Synopsis:

A comprehensive cost comparison report for improvements to Pioneer Hall were presented to Council using different occupancy options. Council directed Staff to work prepare and RFP for the Community to seek proposals for how the facility can be used.

**5. July 2, 2018 Study Session (Pioneer Hall)**

- a. [Minutes](#)
- b. [Staff Report](#)

**Synopsis:**

A draft solicitation for the future use of Pioneer Hall was presented before Council as requested from the outcome of the April 16, 2018 Study Session meeting. The solicitation was released, and the City received no responses.

**6. June 16, 2020 Business Meeting (City Facilities)**

- a. [Minutes](#)
- b. [Staff Report](#)

**Synopsis:**

Staff updated Council on structural, mechanical, electrical, and plumbing (MEP) deficiencies at Pioneer Hall and structural deficiencies at Community Center. Council directed staff to develop a plan to address deficiencies for both buildings.

**7. October 6, 2020 Business Meeting**

- a. [Minutes](#)
- b. [Staff Report](#)

**Synopsis:**

Staff recommended addressing deficiencies at Pioneer Hall and Community Center via release of a formal public solicitation for professional engineering and architectural services via a Qualifications Based Selection (QBS) Request for Proposal (RFP). Council approved staff's recommendation.

**8. April 20, 2021 Business Meeting**

- a. [Staff Report](#)

**Synopsis:**

Staff provided Council with a professional services contract with associated scope and fee for the rehabilitation project, as the next action based on previous Council direction.

**9. May 18, 2021 Business Meeting**

- a. [Staff Report](#)

**Synopsis:**

Council, with unanimous approval, voted to create an ad hoc committee to review, analyze and make recommendations to Council on alternative means of repair for each of the two buildings and requested that the creation, appointment of members and scope of work be brought forward at the earliest available Council meeting.

**10. June 16, 2021 Business Meeting**

- a. [Staff Report](#)

**Synopsis:**

Council approved the formation of the Community Center and Pioneer Hall Ad-Hoc Committee along with the formal charge of duties.

### 11. September 21, 2021 Business Meeting

- a. [Staff Report](#)
- b. [Minutes](#)

#### **Synopsis:**

The Ad-Hoc Committee presented its final report and recommendations during the special awards and presentations section of the meeting. The Council had a long discussion about the report and work moving forward. The Council made several motions, with the final approved motion being to implement the Ad-Hoc Committees recommendations and open both buildings as soon as possible. There was some discussion regarding liability concerns over opening the buildings prior to the structural improvements occurring and the City Attorney worked with myself and the City Building Official to bring that information forward to Council.

### 12. November 16, 2021 Business Meeting

- a. [Staff Report](#)
- b. [Minutes](#)

#### **Synopsis:**

An update was presented to the Council on the implementation status of the recommendations and a legal memo regarding the liability was also included if the building was opened prior to modifications. There was additional context in this meeting as a community member was interested in having a discussion about leasing the building and doing the improvements himself. Due to time constraints the discussion did not finish and the item was moved to the next meeting.

### 13. December 7, 2021 Business Meeting

- a. [Staff Report](#)
- b. [Minutes](#)

#### **Synopsis:**

The discussion continued regarding a public private partnership to improve the facilities and open them for public use. The Council decided to not pursue a PPP.

#### **Current Status:**

After receiving Council direction to move forward, the original Request for Proposal (RFP) that was sent out in 2019 was updated to include the Ad-Hoc Committee information. The updated RFP was advertised in fall of 2021 and no response were received by the City. The RFP then re-solicited in January and closed in February. The City received one response and completed the evaluation of the proposal. Staff has begun the scope/fee negotiations with ZCS Engineering and Architecture and expects to bring forward a professional services contract to Council for approval at the May 17, 2022 Business Meeting.

April 26, 2022

City of Ashland Public Works  
51 Winburn Way  
Ashland, OR 97520

Reference: Ashland Community Center and Pioneer Hall

Subject: Design Services Proposal (Phase 1 Services)

We are pleased to present our proposal for design services for the proposed improvements at the Ashland Community Center and Pioneer Hall. It is our understanding the scope involves the design of structural and building improvements to both facilities as outlined in the RFP Project Number 2020-15. These projects are important to ZCS, and we are excited to partner with the City for the design services required for completion of the projects.

## **Project Scope**

---

Based on the RFP and previously and previous discussions, our understanding of the project scope is as follows:

- Project addresses and locations are:
  - Ashland Community Center: 59 Winburn Way, Ashland, OR
  - Pioneer Hall: 73 Winburn Way, Ashland, OR
- Review existing facility documentation.
- Review recommendations generated by the Ad-Hoc Committee.
- Develop preliminary and final design for improvements utilizing the Ad-Hoc Committees recommendations or propose alternate low-cost solution to defined structural deficiencies.
  - During Schematic Design identify and develop list of additional recommended upgrades to enhance the facilities use.
  - Develop construction cost estimate for additional recommended upgrades for City Council review and direction.
    - Development of construction documents for potential additional scope items will be additional services if approved by City Council.
- Prepare final civil document package for construction along with complete bid documents (final design drawings, specifications, bid quantities, etc.) and assist City in bidding of project.
- Prepare construction schedule and engineers cost estimate (AACE Class 1).
- Prepare and submit any required State Historic Preservation required documentation associated with modifications to the structures.
- Attend City Council meetings for discussion and design approval.

- Facilitate Pre-Bid conference and provide meeting minutes as necessary.
- Issue necessary bid addenda.
- Provide technical assistance during bidding.
- Review bids, bonds, insurance certificates, construction schedules, alternative bids and other documentation included with the contractors bid.
- Prepare bid abstract and unit price comparison and in consultation with City staff, make recommendations for contract award.
- Assist City in contract approval presentation to the City Council acting as the Local Contract Review Board.

## Our Services

---

We have partnered with Construction Focus, Inc. to aid in cost estimating proposed structure and facility improvements. Below is a summary of the services anticipated to complete these projects:

### Schematic Design (SD) Services

- Establish a kickoff meeting to discuss project schedule, confirm Ad-Hoc Committee recommendations, and review key milestone dates.
- Review of available construction documents to identify structural systems and previous renovation and repair work completed.
- Site visits to as-built existing structural systems and confirm / identify deficiencies.
- Perform preliminary code review to identify deficiencies and ensure compliance with ADA, OSSC, and Jurisdiction Having Authority (JHA) Development codes.
- In addition to identifying and resolving structural deficiencies that have closed the Community Center ZCS will provide a programming and facility assessment to identify and develop list of additional recommended upgrades to enhance the use of the facilities.
  - Provide construction cost estimate (AACE Class 4/5) for additional recommended facility upgrades for City Council Review.
  - Design of additional recommended facility upgrades beyond SD will be additional services, an additional services proposal will be provided for additional recommended upgrades approved by City Council.
- Develop schematic floor plan and framing plan identifying repair scope of work.
- Attend meetings and provide meeting minutes during schematic design phase to review the refinement of the design, materiality, and details with stakeholders.
  - Includes attending meetings with City Council as necessary to assist City of Ashland staff presentations to Council.
- Hold 100% SD page turn review meeting with Public Works to review project scope and obtain feedback.
- Provide construction cost estimating (AACE Class 4/5) for defined scope of work including list of additional recommended upgrades for City Council review and direction.



### Design Development (DD)

- Hold collaborative in-house work session to develop rehabilitation scope of work.
- Coordinate between disciplines (architectural, structural, civil).
- Incorporate 100% SD City Council scope direction into to design package.
- Complete code review to ensure compliance with ADA, OSSC, and Jurisdiction Having Authority (JHA) Development codes.
- Develop 100% DD drawings set including floor plans, reflected ceiling plans, interior elevations, architectural finish, fixture, and hardware schedules, code plan, and structural foundation/framing plans as necessary.
- Prepare and submit SHPO required documentation in relation to proposed structure and facility improvements.
- Develop outline project specifications. Either sheet or book specifications may be used. Exact format will be determined based upon project needs as design is developed.
- Attend meetings and provide meeting minutes during design development phase to review the refinement of the design, materiality, and details with stakeholders.
  - Includes attending meetings with City Council as necessary to assist City of Ashland staff presentations to Council.
- Hold 100% DD page turn review meeting with Public Works to review project scope and obtain feedback.
- Provide updated construction cost estimating (AACE Class 2/3) for approved scope of work for City Council review and direction.

### Construction Document Services

- Incorporate 100% DD review comments from Public Works and City Council into design package.
- Coordinate between disciplines (architectural, structural, civil).
- Develop 75% Construction Document (CD) package including floor plans, reflected ceiling plans, interior elevations, architectural finish, fixture, and hardware schedules, code plan, architectural details, and structural foundation/framing plans and details as necessary.
- Develop 75% CD project specifications. Either sheet or book specifications may be used. Exact format will be determined based upon project needs as design is developed.
- Provide updated construction cost estimating (AACE Class 1) based on 75% CD package for approved scope of work for City Council review and direction.
- Hold 75% CD page turn review meeting with Public Works to review project scope and obtain feedback.
- Incorporate 75% CD page turn review and final team comments, address any conflicts, and review for value engineering strategies as needed.



- Perform in-house quality control peer review and principal architect and engineer review.
- Provide complete construction documents and specifications for permit submittal and competitive bid delivery method.
- Assist City with preparation of front-end bid specifications, as necessary.
- Coordinate permit submittal documents and provide response to local JHA department review comments as needed.

#### Bid and Permitting Services

- Assist with competitive bid solicitation and selection.
- Attend pre-bid meeting at project site and provide meeting minutes.
- Issue addenda as necessary.
- Coordinate bid documents and provide response to Request for Information (RFI).
- Review bids, bonds, insurance certificates, construction schedules, alternative bids.
- Prepare bid abstract and unit price comparison, consult with City Staff, and make recommendations for construction contract award.
- Assist City with contract approval recommendation to City Council.

### **Deliverables**

---

The following describes the major deliverables we anticipate for this phase:

#### Construction Documents

- 100% SD Drawing Set for coordination and Owner review
- 100% SD Construction Cost Estimate
- 100% DD Drawing Set and Draft Specifications for Owner review
- 100% DD Construction Cost Estimate
- 75% CD Drawing Set for Coordination and Owner Review
- 75% CD Construction Cost Estimate
- 100% CD Drawing Set for Bid and Permit
- 100% CD Project Specifications for Bid and Permit
- Structural Calculations Package as necessary

### **Fees**

---

Our services will be performed on a lump sum basis and billed based on percentage of completion unless otherwise noted in the fee schedule. We have attached a fee schedule exhibit showing our project team fees required for the completion of the projects.

Any significant scope changes made by the Owner or required by local review committees after commencement of work affecting design or drawings may be considered extra services and would be billed with your prior authorization.

Additionally, it is assumed that our current insurance coverage will be satisfactory and not required to be increased under the agreement.

## Exclusions and Assumptions:

---

The following services are not included in the above fee proposal but can be provided upon your request:

- It is assumed all design phases will take place at the same time at both sites.
- Design for scope outside of the Ad-Hoc committee recommendations is not included in the above scope of work. If additional recommended scope is approved by City Council, ZCS will provide an additional services proposal for approved added scope.
- Design of HVAC, Plumbing, Electrical and Fire Alarm upgrades is excluded.
- Fire Sprinkler, Site Utility, and Low Voltage System design are excluded.
- All third-party special inspection fees during construction are excluded.
- All Hazmat reporting and abatement scope development is excluded.
- All System Development Charges, land development fees, permitting fees, LEED design and documentation are excluded.
- It is assumed that full public utilities are available and adequate on-site. Off-site utility improvements have been excluded.
- Design revisions associated with value engineering (VE) after completion of design (100% CD) will be considered additional service and may require additional fee.

Please review the above proposal. If you have any questions, feel that we have misinterpreted the scope of work, or feel that the fee proposed is beyond your expectations for this project please contact us so that we can work together to develop an acceptable package for this project. The services outlined above are proposed to be performed on a Lump Sum basis and billed based on percentage of completion.

We appreciate the opportunity to submit this proposal.

Sincerely,



Stephen L. Chase  
Project Manager



Syllas E. Allen, PE  
Principal

Enclosure: Appendix 'A' – Design Fee Schedules

## Appendix 'A'

# Design Fee Schedule

**ASHLAND COMMUNITY CENTER IMPROVEMENTS**

	Schematic Design	Design Development	Construction Documents	Bid & Permitting	Total
Programming & Facility Assessment Services	\$4,500	\$0	\$0	\$0	<b>\$4,500</b>
Design Services	\$4,000	\$7,000	\$11,000	\$3,000	<b>\$25,000</b>
<b>Total</b>	<b>\$8,500</b>	<b>\$7,000</b>	<b>\$11,000</b>	<b>\$3,000</b>	<b>\$29,500</b>

**PIONEER HALL IMPROVEMENTS**

	Schematic Design	Design Development	Construction Documents	Bid & Permitting	Total
Programming & Facility Assessment Services	\$3,500	\$0	\$0	\$0	<b>\$3,500</b>
Design Services	\$1,200	\$3,000	\$5,500	\$3,000	<b>\$12,700</b>
<b>Total</b>	<b>\$4,700</b>	<b>\$3,000</b>	<b>\$5,500</b>	<b>\$3,000</b>	<b>\$16,200</b>

**COST ESTMIMATING SERVICES**

	Schematic Design	Design Development	Construction Documents	Total
Cost Estimating	\$1,500	\$4,235	\$5,236	<b>\$10,971</b>
<b>Total</b>	<b>\$1,500</b>	<b>\$4,235</b>	<b>\$5,236</b>	<b>\$10,971</b>