

Request for Proposals
for
Architecture and Engineering Services

Issue Date: Wednesday, December 28th,

2021 Proposal Due Date:

Tuesday, January 25th, 2022 at 3:00PM

City of Manzanita
PO Box 129
Manzanita, Oregon 97130
503 368-5343

Request for Proposals

City of Manzanita—Architecture and Engineering Services

The City of Manzanita (City) is seeking proposals from qualified and experienced Architects for the purpose of providing the design and construction administration services for development of a new City Hall. The City's objective is to enter into a Personal Services Agreement with a qualified Architect that will provide these comprehensive services.

The City's expectation of any consultant City contracts with is that the consultant's values align with the City's values of highly ethical conduct, fiscal responsibility, respect for City and others, and responsiveness to City's customers.

The Request for Proposals (RFP) documents may be obtained from the City's website and viewed. <https://ci.manzanita.or.us/>

Successful proposers will be asked to sign a Design Agreement with the City. A sample of the agreement is attached as part of the RFP documents. City will require specific levels of insurance, a Manzanita business license, and a tax identification number. Proposers must evaluate this sample agreement and agree with the terms and conditions contained therein unless written objections are included as an addenda with their proposal. City will review the addenda and content of any such objection in the proposal evaluation process. Objections after the awarding of the contract will not be considered and are grounds for subsequent denial of the contract.

Proposals shall be submitted by email with a subject line plainly identifying the RFP and proposers name and address. Proposals shall be delivered to Jim Willeford, Klosh Group, Jim@kloshgroup.com.

Proposals will be received until 3:00PM on Tuesday, January 25th, 2022 for the purpose of selecting an Architect to provide design services. Proposals received after the 3:00PM deadline will not be considered.

For additional information regarding this RFP, please contact Jim Willeford, Jim@kloshgroup.com. The City of Manzanita reserves the right to reject any and all proposals or to negotiate individually with one or more consultants, and to select one or more consultants if determined to be in the best interest of City.

The City will not hold a pre-proposal meeting.

I. INTRODUCTION

The City of Manzanita (City) is seeking the services of an Architect/Engineer team with demonstrated experience in working with public facilities for the design and construction of a City Hall (the Project). The site of the Project is a 2.67 parcel located on the Northeast corner of Manzanita Avenue and Division Street. The scope of work includes a two-phased approach for full architectural, engineering and design services including planning, civil engineering, structural engineering, landscape/hardscapes, interiors, and FF&E planning. Work shall include typical phases of design iterations including schematic, design development, construction documentation, permit application and submission and construction administration. Anticipated contract start date is February 2022.

II. PROJECT BACKGROUND

Manzanita is surrounded by the natural beauty of the Pacific Ocean, Neah-Kah-Nie Mountain, and state and private forests on the north Oregon coast, just two hours west of Portland. Manzanita is home to 625 full time residents and 1,600 part-time homeowners, and it is a destination for visitors from around the world. Manzanita is a vibrant and complex city with an active and engaged community. The Project will require a design team with excellent communication skills and experience working with the public.

City staff are currently housed in a temporary space due to the presence of mold and other environmental contaminants discovered in the existing City Hall building. This discovery has hastened the need for a safe work environment for staff, and the community. The existing City Hall building on Laneda was initially constructed as a service station in the late 1940's and was later acquired by the City for use as its City Hall.

In 2017, City acquired 2.67 acres (635-655 Manzanita Avenue) for a future City Hall and additional public facilities. In 2017, City initiated a community-based process to identify what elements the new City Hall should have. Part of the process included the creation of a Public Facilities Advisory Committee (PFAC) that identified several potential options. PFAC issued a report which is included for reference as project information as Attachment C to this RFP. In November 2019, City put a bond measure on the ballot to fund the selected option but the measure failed and City regrouped efforts to engage further with the community.

In January 2020, the City Council committed to a broad community outreach and public engagement. In August 2020, City initiated the Manzanita Listens process to gather further community input. Manzanita Listens included a community survey, focus groups and five community meetings. The findings from the Manzanita Listens process provided the foundation for the City Council to set goals for the Project. The Project goals will ultimately guide City decisions around Project design, budgeting and construction and are described in the next section.

A report that summarizes information collected during the Manzanita Listens survey and focus groups is included as Attachment D. The report that summarizes the public meetings is included as Attachment E. The City engaged in an earlier design effort that is included for reference as Attachment F. The previous design effort provided is intended for general information and is not intended to provide an approved design direction.

III. PROJECT DESCRIPTION

The Project will be located on the 2.67 site and must provide appropriate spaces and services for City Administration, Police and City Council. The Project is anticipated to be approximately 6,500 square feet in size based on previous programming. The final building program shall be informed by the previous programming effort, on a more complete understanding of current and forecasted needs, and available funding. The Project is expected to take approximately 24 months to complete in two phases. Phase 1 of the Project will include hiring of the Project Architect, a community outreach process to solicit input and feedback from the public to help inform the design process, and development of a 30% schematic design set and cost estimate. Phase 1 may also include additional environmental due diligence, including the hiring of a historic preservation architect to meet state historic preservation requirements, assisting in the hiring of the Construction Manager/General Contractor ("CM/GC") for estimating, materiality & constructability feedback, and other preconstruction services. Phase 2

will begin once a design concept has been determined and a financing strategy has been approved by City Council. Phase 2 will include the completion of the design, construction of the new facility, and move in and occupation by the City.

Using feedback from the Manzanita Listens project the City Council established Community Goals and Values for this project. It is imperative that the architect be cognizant of these throughout the Project and ensure that the Community Goals and Values are clearly articulated throughout the process to community members and elected officials.

The Community Values and Goals adopted by resolution are:

- Getting the most value for the community's investment. The community wants a city hall that is durable, adaptable, scalable, functional, and efficient. It wants a building able to withstand coastal conditions and that is resilient in the event of an earthquake.
- Matching the unique culture and norms of the community.
- Being environmentally sustainable.

The City Council is committed to incorporating these themes as it implements all phases of the Project.

Together we will build a City Hall that:

- Reflects the culture and diverse values of our community
- Creates an inspiring workplace for our staff
- Provides for user-friendly, efficient customer service
- Embraces innovation

IV. ISSUANCE OF RFP DOCUMENTS

The RFP documents may be obtained at no cost from the City website at <https://ci.manzanita.or.us/>

Jim Willeford is the sole point of contact for all questions, concerns, and protests related to this RFP. He may be reached at 971-707-8510 or by email at Jim@kloshgroup.com.

V. PROPOSAL SUBMISSION

Proposals (including attachments) shall be submitted and delivered by 3:00PM on Tuesday, January 25th, 2022 in pdf format via email to:

[Jim](mailto:Jim@kloshgroup.com) Willeford

Jim@kloshgroup.com

Electronic submissions are preferred however hard copies can be mailed to if necessary:

The City of Manzanita

Attn: Leila Aman

167 S 5th Street

Manzanita, OR 97130

Phone and facsimile proposals will not be accepted. There will be no formal opening of proposals.

A. SCHEDULE OF EVENTS

City anticipates the following general timeline for receiving and evaluating the proposals and selecting a consultant. This schedule is subject to change if it is in City's best interest to do so.

- i. Posting of RFP

December 28th, 2021

ii.	Deadline for Clarifications/Questions/Changes to RFP	January 19 th , 2022, 5:00PM
iii.	Deadline for Protests of RFP	January 19 th , 2022 5:00PM
iv.	Proposal Due	January 25 th , 2022, 3:00PM
v.	Evaluation of Proposals Complete	February 3 rd , 2022
vi.	Invitation to Proposers for Interview & Presentation	February 4 th , 2022
vii.	Interview & Presentation Meetings	February 7-11, 2022
viii.	Evaluation of Interview & Presentation	February 14, 2022
ix.	Posting Notice of Intent to Award	February 15, 2022
x.	Deadline for Protests of Award	February 22, 2022, 5:00PM
xi.	City Council Approval	March 9, 2022
xii.	Commencement of Services	March 22, 2022

B. RFP CLARIFICATION AND PROTESTS; ADDENDA

- i. Informal Questions or Requests for Clarification. Any proposer requiring clarification of the information provided in this RFP may submit specific questions or comments in writing to the contact set forth in Section IV of this RFP. Email is the preferred form of written communication. The deadline for submitting such questions is set forth in Section V(A)(ii).
- ii. Request for Clarification or Protest of Solicitation or Contract Documents. Any proposer wishing to protest this RFP or request clarification of any provision, specification, or contract term contained in the solicitation documents, must submit such questions, comments, or protests to the contact set forth in Section IV of this RFP. The deadline for submitting such protests is set forth in Section V(A)(iii).
- iii. Content of Solicitation Protest/Request for Clarification. The prospective proposer’s written request for clarification or protest of the RFP must include all of the following and otherwise comply with OAR 137-048-0240(1):
 - i. Sufficient information to identify the solicitation that is the subject of the protest or request;
 - ii. The reasons for the protest or request, including any grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, or is legally flawed;
 - iii. Evidence or supporting documentation that supports the grounds on which the protest is based; and
 - iv. A statement of the desired changes to the procurement process or the solicitation document that the prospective Proposer believes will remedy the conditions upon which the prospective Proposer based its protest or request.
- iv. Addenda. City reserves the right to make changes to the RFP by written addenda. If City determines that a change or clarification to the solicitation documents is necessary, such information, clarification, or interpretation will be supplied in a written addendum, posted to City’s website at <https://ci.manzanita.or.us>.
 - a. Proposers should consult City’s website regularly until the proposal due date and time to assure that they have not missed any addendum announcements. By submitting a proposal, each proposer thereby agrees that it accepts all risks, and waives all claims, associated with or related to its failure to obtain addendum information. Proposers will also be required to acknowledge receipt of each addendum in writing as part of their proposals. Additionally, City will send addenda to all prospective proposers known to have obtained the solicitation documents at the time addenda is issued. Statements made by City’s representatives are not binding on City unless confirmed by written addendum.

- b. No addenda will be issued later than five days before the date that proposals are due, except an addendum, if City deems necessary, postponing the due date for proposals, withdrawing the RFP, or modifying elements of the RFP resulting from delayed process.

C. CONFIDENTIALITY

City is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires City to disclose all records generated or received in the transaction of City business, except as expressly exempted under ORS 192.338 to 192.355, or other applicable law.

Pursuant to ORS 279C.107, City need not open proposals for public inspection until after execution of the contract(s) awarded under this RFP. Thereafter, City will not disclose records submitted by a proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:

The proposer must mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and must segregate those pages in the following manner:

- i. Such pages must be clearly marked “Confidential” on each page of the confidential document.
- ii. Proposer must separate confidential pages from its other proposal pages by providing the confidential pages to City in a separate envelope or package. Proposer must separate confidential pages from its other proposal pages by providing the confidential pages to City in a separate e-mail file attachment.
- iii. In its proposal, proposer must cite the specific statutory exemption in Oregon Records Law exempting such pages from disclosure.
- iv. Subsections (i) and (ii) above will prevail in the event these provisions conflict with formatting or response instructions elsewhere in this document.
- v. Proposers may not mark an entire proposal confidential. Should a proposal be submitted in this manner, City will hold no portion of the proposal as confidential, unless such a portion is segregated as required under subsection (b) above and is determined exempt from Oregon Public Records Law.

Notwithstanding the above procedures, City reserves the right to disclose information that City determines, in its sole discretion, is not exempt from disclosure or that City is directed to disclose by the district attorney or a court of competent jurisdiction.

Prior to disclosing such information, City will make reasonable attempts to notify the Proposer of the pending disclosure.

D. CANCELLATION

City reserves the right to cancel this RFP at any time or to reject any and all proposals if City determines that doing so is in the public interest.

E. LATE PROPOSALS

All proposals that are not received by the proposal due date in Section V(A) will not be considered and will be returned unopened to the Proposer(s). Phone and facsimile proposals will not be accepted. Delays due to mail and/or delivery handling, including but not limited to delays within City’s internal distribution systems, do not excuse the Proposer’s responsibility for submitting the proposal to the correct location by the proposal due date.

F. DISPUTES

In case of any doubt or differences of opinion as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of City shall be final and binding upon all parties.

G. PROPOSER'S REPRESENTATION

Each proposer, by the act of submitting its proposal, represents that:

- i. It has read and understand the proposal documents and its proposal is made in accordance therewith;
- ii. It has familiarized itself with the local conditions under which services solicited in this RFP will be performed;
- iii. Its proposal is based upon the requirements described in the RFP without exception, unless clearly stated in the response.

H. CONDITIONS OF SUBMITTAL

By the act of submitting a proposal in response to this RFP, the proposer certifies that:

- i. To its best knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or part by City, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the proposer's response to this solicitation.
- ii. The proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and, if its proposal is accepted, the proposer shall accept the contract documents thereto, unless substantive changes are made in same, without the approval of the proposer.
- iii. The proposer is of lawful age (if an individual); is the only one interested in this proposal; and no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.
- iv. The proposer has quality experience providing requested services in a capacity similar to the duties outlined within the scope of services.

I. COST OF REQUEST FOR PROPOSALS AND ASSOCIATED RESPONSES

Proposers will bear sole responsibility for all costs incurred in preparing and providing their proposals in response to this RFP. City is not liable to any proposer for any loss or expense caused by or resulting from the cancellation of a solicitation or rejection of a proposal.

J. CITY REQUESTS FOR CLARIFICATION, ADDITIONAL RESEARCH, & REVISIONS

City reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the proposal.

City may obtain information from any legal source for clarification of any proposal or for information of any proposer. City need not inform the proposer of any intent to perform additional research in this respect or of any information thereby received.

City may perform, at its sole option, investigations of the responsible proposer. Information may include, but shall not necessarily be limited to current litigation and contracting references. All such documents, if requested by City, become part of the public records and may be disclosed accordingly.

City reserves the right to request clarifications of proposals after the submission of proposals and before award.

K. REJECTION OF PROPOSALS

As set forth in Section V(D), City reserves the right to reject any or all proposals received as a result of this RFP if City determines that rejection is in the public interest. Reasons for proposal rejection may include but are not limited to the following:

- i. Failure of the proposer to adhere to one or more of the provisions established in the RFP.
- ii. Failure of the proposer to submit a proposal in the format specified herein.
- iii. Failure of the proposer to submit a proposal within the time requirements established herein.
- iv. Failure of the proposer to adhere to ethical and professional standards before, during, or following the proposal process.
- v. Failure of proposer to otherwise comply with all prescribed public procurement procedures and requirements.

L. MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER

A proposal may not be modified, withdrawn, or canceled by the proposer for 60 calendar days following the time and date designated for the receipt of proposals. Proposals submitted before the proposal due date may only be modified or withdrawn in person with proper identification, or by issuing a written request on company letterhead, signed by an authorized representative, prior to the proposal due date and time. Written requests for withdrawal must be so worded as not to reveal material contents of the original proposal.

Withdrawn proposals may be resubmitted up to the proposal due date and time, provided that they are then fully in conformance with the RFP.

M. PROPOSAL OWNERSHIP

All material submitted for any portion of a proposal in response to this RFP, or during any phase of this solicitation, will become the property of City and will not be returned to proposers.

N. DURATION OF PROPOSAL

Proposal terms and conditions shall be firm for a period of at least 60 days from the proposal due date. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the 60-day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

O. AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting a proposal, the proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract.

P. TAX COMPLIANCE

By submitting a proposal, the proposer represents and warrants that the Proposer has complied with the applicable tax laws of this state or a political subdivision of this state, including but not limited to

ORS 305.620 and ORS chapters 316, 317 and 318. The Proposer and any consultants listed on BOLI's List of Ineligibles will be rejected.

Q. PROPOSAL AND SUBMISSION REQUIREMENTS

Proposer shall respond to specific criteria that shall facilitate proposal evaluation. All proposals submitted in response to this RFP must include the following:

R. INTRODUCTORY LETTER

An introductory letter indicating the architect's differentiating characteristics, why the firm is the right-fit for this project, and how the City benefits from the firm's services.

S. QUALIFICATIONS

This criteria relates to the proposer's capabilities and resources in relation to this Project. Please address the following:

- i. Staff plan, key personnel and experience with this type of project –
 1. Please include resumes of key team members for each firm showing experience with similar projects. Experience must be in the last 5 years. Please list 3 references for each proposed key team member.
 2. Provide an organization chart that identifies the proposed team, the necessary subconsultants for each phase, and any other supporting staff.
 3. Page limit – 2 pages per resume; 3 pages for the organization chart and any narrative.
- ii. Approach to the design process to help the City arrive at the highest and best architecture that meets the budget, high & durable quality, is fitting to the local surroundings/community, and is in keeping with the community's culture. Page limit - 3 pages.
- iii. Approach to collaboration with CM/GC and how firm proposes to or a discussion of best practices that lead to a highly effective team that meets the budget and schedule goals. Lessons learned from previous CM/GC projects where there were issues/challenges/etc.....Page limit – 2 pages.
- iv. Proposers opinion of programming and concepts to date – provide a discussion of challenges or opportunities with the effort performed to date. What solutions or approaches does proposer propose. Page limit 4. What elements of the previous work that has been done you think is still relevant or not relevant? What things/elements do you think are relevant?
- v. Community engagement – practices, approach, experience, lessons learned.
- vi. Provide a list of any outstanding lawsuits including claims, both settled and unsettled, for the past five (5) years. No page limit.

T. PROPOSER REQUIREMENTS

Any contractor submitting a proposal must meet the following minimum requirements:

- i. All Proposers must be licensed to perform business in the State of Oregon and properly licensed to perform the services described in this RFP;
- ii. All Proposers must be experienced in those services requested of City;
- iii. All Proposers must agree to execute City's Design Agreement, if awarded; and
- iv. All Proposers must carry required insurance, naming City an additional insured.

U. SELECTION COMMITTEE & INTERVIEW PANEL

A selection committee will be comprised of at least four (4) members, and an interview panel will be

comprised of at least four (4) members. The interview panel may or may not consist of the same selection committee members. Each proposal shall be evaluated on its completeness and quality in accordance with the criteria identified in this RFP by the selection committee. City has the right to require any clarification or change needed to understand the proposer’s approach to the Project.

Each proposal shall be evaluated as a demonstration of the proposer’s capabilities and understanding of the Project. Evaluation criteria and weighting factors for the proposal shall be as follows:

Criteria	Maximum Points
Introductory Letter	5%
Key Personnel	25%
Design Approach	20%
Approach to CM/GC Collaboration	20%
Opinion	5%
Community Engagement	25%
TOTAL	100

Each member of the selection committee will independently score proposals in accordance with the evaluation criteria above. The City will then average the proposal scores per category and sum the category averages for a total score for each proposal.

The interview panel shall interview the three (3) highest-scored proposers whose proposals evidence the highest level of qualification and experience to proceed to an oral interview and presentation. Should fewer than three (3) proposals be received, the proposers submitting a proposal that meets minimum requirements will be interviewed. Each proposer selected to interview and present will require the proposer’s proposed project manager for the Project to attend the interview and presentation.

The interview panel will score the interviews using the criteria below. No additions, deletions or substitutions may be made to proposals during the interview and presentation that cannot be viewed as clarification. Evaluation criteria and weighting factors for the interview are listed below.

Criteria	Maximum Points
Team Capacity and Experience	25
Community Engagement Experience	25
Design and Collaboration Approach	25
Overall quality of Interview and Presentation	25
TOTAL	100

Each member of the interview panel will independently score the interviews in accordance with the evaluation criteria above. The City will then average the interview scores per category and sum the category averages for a total score for each interview. The sum of the total score for the proposal and the total score for the interview will be used to determine the highest-ranked proposer.

City reserves the right to:

- Reject any and all proposals not in compliance with all public procedures and requirements;
- Reject any proposal not meeting the specifications set forth herein;
- Waive any or all irregularities in proposals submitted;
- Award contracts for any or all parts of the services solicited under this RFP; and
- Request references and other data to determine responsiveness.

Following evaluations and interviews of the proposers, City will provide written notice of its intent to award the contract to the highest-ranked proposer.

V. PROTEST OF CONTRACT AWARD.

- i. A proposer may protest the intent to award a contract in accordance with OAR 137-048-0240, provided:
 1. The Proposer is adversely affected because the Proposer would be eligible to be awarded the contract in the event that the protest is successful; and
 2. The reason for the protest is:
 - All higher-ranked proposals (or, in the event multiple contracts are awarded, a sufficient number of proposals) are non-responsive or failed to meet the requirements of this RFP, or all higher-ranked proposers (or, in the event multiple contracts are awarded, a sufficient number of proposers) are not qualified to perform the services required under this RFP;
 - City has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials;
 - City has abused its discretion in rejecting the protestor's proposal as non-responsive or;
 - City's evaluation of proposals or the District's subsequent determination of Award is otherwise in violation of City's Public Contracting Rules or the Public Contracting Code.
 3. The protest is clearly marked as a protest, includes a description of this RFP, and is delivered to the point of contact and address set forth in Section V of this RFP.
 4. All protests of Award must be in writing and physically received by the title of procurement official no later than 5:00 p.m. on the deadline for submitting such protests set forth in Section V(A)(x).
 5. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest.
- ii. Protests not filed within the time specified in this Section VII(A), or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based will be dismissed. An issue that could have been raised by request for clarification or protest of the solicitation is not a ground for protest of award.
- iii. City will resolve all protests in accordance with OAR 137-048-0240(3).

W. CONTRACT REQUIREMENTS

City reserves the right to negotiate final terms of a Personal Services Agreement as City determines to be in its best interest.

City will negotiate the agreement once the selection committee and interview panel have chosen the top-ranked proposer. If City cannot come to terms with the top-ranked proposer, City may enter into negotiations with the second-ranked proposer. This process may continue until City reaches an agreement which City deems appropriate for the services.

The award of a contract is accomplished by executing a written Design Agreement that incorporates the proposer's proposal, clarifications, addenda, additions, and insurance. All such materials constitute the contract documents.

EXHIBIT A

SCOPE OF WORK (SERVICES TO BE PROVIDED)

- A.** Architect shall support the City of Manzanita and its staff through all phases of the Project, including but not limited to:
1. architectural, engineering and design services
 2. planning,
 3. civil engineering,
 4. MEP engineering,
 5. structural engineering,
 6. landscape/hardscapes,
 7. interiors,
 8. FF&E planning. Work shall include typical phases of design iterations including schematic, design development, construction documentation, permit application and submission and construction administration.
 9. Construction administration

Scope of Services shall be performed in two phases, as outlined below, and further detailed in the Design Agreement:

Phase I:

- i. Discovery of all previous work done on this project
- ii. Refresh and rework programming study as necessary
- iii. Community Outreach effort including a Presentation Package. The package will include, at a minimum, a site plan, floor plans, elevations, and any necessary documentation necessary to convey the programming and concept intent
- iv. Community Outreach Meetings. Proposer will participate and support participation at an estimate of Community Engagement and Design Input meetings (anticipated 2-3 feedback sessions, 2 update sessions).
- v. Test fits, master planning, site planning. The site plan should be reflective of the community input achieved through the outreach meetings, and should depict a massing of site features/amenities/functions.
- vi. 30% Schematic Design (SD). It is anticipated that the 30% SD set includes a general site and utility plan, floor plans, basic interior elevations concepts, narratives for the structural system, MEP systems, low-voltage system, finishes, and any other pertinent information to represent the program, basic design intent, and adequate information for the CM/GC to develop a budget. This set will be used to secure funding and seek council approval from which Phase 2 will be based.
- vii. Support CM/GC to create a project budget that anticipates all the work necessary for a complete project.

Phase II:

- i. Complete SD
- ii. Design Development (DD)
- iii. Construction Documents (CDs)
- iv. CM/GC support during GMP development
- v. Permitting application, documentation, and all necessary facilitation of the permitting process to secure all required permits (city, county, state, etc)

- vi. Community Outreach (estimate one feedback session and two update sessions)
- vii. Attendance of Council Meetings as necessary to present and provide design updates (estimate at every other month for major milestone updates/presentations)
- viii. Assisting the city in preparation of a report to the State Historic Preservation Office (SHPO) as it relates to the project.
- ix. Any necessary Value Engineering (VE) process that most projects undergo in this market. No additional fee or services will be authorized due to a VE process. It's expected that no VE will be necessary, but should the Team be challenged with budget issues then it's expected that the team take ownership for the necessary effort to remedy the budget issues through a VE process. The design team will collaborate with the CM/GC to ensure their design stays on budget. If budget is exceeded, then the design team will participate in the VE process to achieve the budgetary goals.
- x. Construction Administration

It is anticipated that Architect shall provide and manage the design services for the following work as part of Phase II: :

- i. Civil Engineering
- ii. Structural Engineering
- iii. Mechanical, Electrical and Plumbing (MEP) Engineering – The City may entertain a MEP Design/Build approach with the Architect carrying a MEP/FP Design Assist element that develops and issues a MEP/FP performance specification.
- iv. Landscape Architecture
- v. Building Envelope Consultant (if deemed necessary by Architect)
- vi. Interior Design
- vii. FF&E planning services including RFP documentation for City's purpose to procure FF&E directly
- viii. Acoustical Consultant (if deemed necessary by architect)
- ix. An estimate of reimbursable expenses

Other design coordination with the following owner-procured elements shall include:

- i. Survey
- ii. Geotechnical Report
- iii. ESA Phase I
- iv. Estimating by CM/GC
- v. Special Inspection
- vi. Water Intrusion Testing
- vii. Signage
- viii. FF&E procurement
- ix. Accessibility