



Oregon State Fair Council Meeting Notice & Agenda

Tuesday, October 1, 2019 at 3:00 p.m.

Oregon State Fair & Expo Center
Cascade Hall – McKenzie Room
2330 17th Street NE
Salem, OR 97301

Council Members

Jon Chandler, Chair

Kevin Cameron, Vice Chair

Vicki Berger

Loyal Burns

Gene Derfler

Leah Perkins-Hagele

George Jennings

Dayna Jung

Austin McGuigan

Craig Smith

Advisory Members

Senator Arnie Roblan

Representative Mike Nearman

Salem City Manager Steve Powers

Our Mission

The mission of the Oregon State Fair & Exposition Center is to provide a reason and a place for all people to gather, connect and learn, embrace excellence in all forms and celebrate the achievements of Oregonians.

Our Vision

We envision a relevant Oregon State Fair & Exposition Center that embodies good stewardship of the public's trust and serves as a self-sustaining asset for Oregonians to treasure long into the future.

Public Comments

The Oregon State Fair Council values the input of citizens in making important decisions that affect the Oregon State Fair and Exposition center. We also believe in the right of citizens to observe Council meetings. To ensure citizens have an opportunity to attend Council meeting and offer citizen comment and to ensure that the Council can conduct its business, the following guidelines apply to all public comment.

- The Council will have two sign-up sheets at a desk in the meeting room 15 minutes before the scheduled meeting for those wishing to speak on agenda items or non-agenda subjects. Individuals may sign up in person, or in advance of the meeting via email. Email requests should include the date requester wishes to speak, requester's name, phone number and the agenda item or topic of their comments.
- Public Comment on Agenda Items before the Council: individuals on this list will be called to testify before actions on these items are taken. On the sign-up sheet list your name, address and the agenda item upon which you wish to be heard.
- Public Comment on Non-Agenda Items during Board Meetings: list your name, address and the subject matter upon which you wish to be heard.
- You will have 3 minutes to testify, unless otherwise stated.
- When you are called to come forward to speak state and spell your name for the recorded record of the meeting.
- Council members may ask questions to clarify your testimony but will not engage in a discussion with you. Public Comment allows the Council and CEO to hear issues that interest our citizens, but does not allow an opportunity for dialogue between the speaker, Council or Administrators.
- If the Council determines that follow-up is necessary you may be referred to the Chief Executive Officer or an item may be placed on a future Council agenda.
- If you wish to submit written testimony before or at the meeting, please provide 15 copies.
- The Public may not use videos or PowerPoint presentation to accompany their testimony without prior approval by the Board Chair.
- Individuals offering citizen comment are not permitted to make personal attacks on any Council employee, Council member, other testifier, or member of the public.



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Tuesday, October 1, 2019 at 3:00 p.m.

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Cascade Hall – McKenzie Room
2330 17th Street NE
Salem, OR 97301

Agenda

- I. Call To Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Presentations**
- V. Approval of Minutes**
 - a. Council Meeting of June 27, 2019
- VI. Public Comment on Agenda Items**
- VII. Council Chair's Report**
- VIII. CEO's Report**
- IX. Information Items**
 - a. **2019 State Fair Report**
- X. Action Items**
 - a. **State Fair Council**
 - i. Discussion and action regarding contracting for services to prepare a site and building condition assessment of state-owned properties leased by the Oregon State Fair Council.
 - b. **Committee Reports and Action Thereon**
 - i. Executive Committee
 - ii. Governmental Affairs Committee
 - iii. Nominating Committee
- XI. Public Comments on Non-Agenda Items**
- XII. Council Members' Comments**
- XIII. Executive Session:**
 - a. Pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
 - b. Pursuant to ORS 192.660(2)(a) to consider the terms of the employment agreement between the Oregon State Fair Council and the Director/CEO.
- XIV. Adjourn**



Oregon State Fair Council Meeting – October 1, 2019

Agenda Item: V.a. [For Action]
Council Meeting Minutes of June 27, 2019



Minutes of the Oregon State Fair Council Regular Meeting

June 27, 2019

Oregon State Fair & Exposition Center – Cascade Hall-McKenzie Room

Audio Recorded: Yes

I. Call to Order: The meeting convened at 1:32 p.m. with Chair Jon Chandler presiding.

II. Roll Call: The attendance, both in person and by phone, was recorded as shown below:

Present:

Jon Chandler, Chair
Kevin Cameron, Vice Chair
Vicki Berger, Council Member
Gene Derfler, Council Member
George Jennings, Council Member
Dayna Jung, Council Member
Rep. Mike Nearman, Advisory Council Member
Leah Perkins-Hagele, Council Member
Craig Smith, Council Member
Mike Paluszak, Director/CEO

Non-Present:

Loyal Burns, Council Member
Austin McGuigan, Council Member
Steve Powers, Advisory Council Member
Sen. Arnie Roblan, Advisory Council Member

III. Pledge of Allegiance: The Pledge of Allegiance was made by all parties present.

IV. Presentations: None

V. Approval of Minutes:

- a. Council Meeting of March 12, 2019:
- b. Council Meeting of April 25, 2019:

Chair Chandler asked if there were any changes or corrections to the minutes presented for approval. Hearing none, it was moved by Council Member Berger and seconded by Vice-Chair Cameron to approve the minutes as presented for both March 12, 2019 and April 25, 2019 Council meetings. The motion carried unanimously.

VI. Public Comment on Agenda Items: None

VII. Council Chair's Report: None

viii. CEO's Report: Marion County Fair is July 11-14th. There is a meeting of the County Commissioners on-site on opening day of the Fair, during which we will talk about the partnership with State Fair. OSF was able to facilitate participation of the partner agencies of the Natural Resource Center, to some extent, during the Marion County Fair.

Project Updates:

Marion County completed the 2019 phase of paving, in trade with OSFEC for rental fees for Marion County Fair which now extend through 2025. This relationship and the associated work have proved to be a great win-win for both parties.

The Bond Project from 2016 which was used for the Jackman Long roof is virtually done, just finishing some final reimbursements.

The Green Acres and other projects in the Garden are under way, and planning of the Fair is ahead of schedule.

The Expo Center (Non-Fair) food and beverage contract ends before the Fair and a new contract will begin after the Fair. The current contract is a one-year contract with two one-year extension options, and both options have been exercised. The new contract will also be for one year with two one-year options. While bidding is not required of OSFEC, when there are multiple known potentially interested parties it is in the best interest of OSFEC to request proposals. The new contract will be in place before the State Fair begins.

IX. Information Items:

a. State Fair Report

After Marion County Fair ends we will begin in earnest preparing the grounds for Oregon State Fair.

X. Action Items

a. State Fair Council

- i. Financial Statement 1/1/19-3/31/2019
- ii. Financial Statement 1/1/19-5/31/2019

It was moved by Council Member Berger to approve the Financial Statement as submitted, and seconded by Council Member Jennings. The motion carried unanimously.

b. Oregon State Fair

- i. Discussion and action regarding contract with Oregon State Police (OSP) to provide law enforcement services during the 2019 Oregon State Fair.

Captain Coddling and Lieutenant Iwai of OSP were in attendance to assure that OSP is committed for the 2019 State Fair. OSP believes that being at the Fair benefits the State Fair and OSP. It was shared that \$175,000 was the contracted amount for the past couple years. Cost of labor and other expenses continue to increase. Labor cost alone for 9-12 officers per shift exceeds the total contract amount. OSP would like to start sooner for 2020 Fair planning and contracting, and a cost increase is likely in the future, unless contract language and/or staffing requirements change.

A motion was made by Vice Chair Cameron and seconded by Council Member Smith to approve the contract with Oregon State Police to provide law enforcement services during the 2019 Oregon State Fair. The motion carried unanimously.

c. Committee Reports and Action Thereon

- i. Executive Committee
 - 1. Mr. Paluszak had his review and received gold stars. The process will need to be reviewed for the future.
 - 2. Report of action taken on behalf of the Council pursuant of Section 9 of the Oregon State Fair Council Bylaws, due to lack of a quorum at the last Council meeting

- The Committee met and approved the following contracts:
 - Starplex CMS to provide Crowd Management Services during the State Fair with an increase of staffing, as bag checks will be required this year.
 - American Maintenance, is a new janitorial contractor.
 - Marion County Fair Intergovernmental Agreement for paving in exchange for rent for the Marion County Fair.
 - DAS Risk Management Biennium agreement for participation in the state’s self-insurance program.

ii. Governmental Affairs Committee: Council Member Berger reported that Council Member Derfler provided great assistance with the Governor, Mr. Paluszak has been monitoring the bills that involve the Council closely, and Council Member Berger continues to participate at the capital. Sen. Roblan’s bill for deferred maintenance funding of \$5.3 million has been consolidated with other capital requests and is waiting to go to the Senate. In the same bill the Poultry Building and Horse Stadium funding requested by the Governor is included for \$5 million, half of the original ask. Council Member Berger will look to see if matching funds can be found, either state or federal. The DAS budget bill SB 5502, which includes the biennium allocation passed before the Senate delayed business.

iii. Nominating Committee: None

XI. Public Comments on Non-Agenda items: None

XII. Council Members’ Comments: None.

XIV. Adjourn: There being no further business the meeting was adjourned at 2:04 pm

Meeting Materials:

Agenda

Financial Statement 1/1/19-3/31/2019

Financial Statement 1/1/19-5/31/2019



Oregon State Fair Council Meeting – October 1, 2019

Agenda Item: X.a.i. [For Action]

Discussion and action regarding contracting for services to prepare a site and building condition assessment of state-owned properties leased by the Oregon State Fair Council.

During development and approval of the 2019 Oregon State Fair & Expo Center (OSFEC) budget, the Council committed to a contingency item of \$300,000 to fund a campus-wide site and buildings conditions assessment of state-owned real property leased by the Oregon State Fair Council (OSFC). This was budgeted as a contingency item in the event that state funding was not made available for this purpose, as was being requested.

The 2019-21 state budget includes bond funding for the benefit of OSFEC for restoration of the Poultry and Stadium historic structures restoration (\$5 million), and for certain facility-wide projects (\$5.325 million). The granted state funding did not include funding, as requested, of \$300,000 for the site and building conditions assessment.

We sought and received two proposals for the facilities condition assessment from firms with experience doing such work. Enclosed is the proposal from LRS Architects, a Portland design firm. They are familiar to us and have provided design services to OSFEC in the past.

Management believes LRS best meets our needs for this assessment for the following reasons:

1. The LRS cost proposal is roughly 25% lower than that of the other proposer, and far more encompassing and inclusive with regard to scope of work
2. The LRS proposal is far more detailed and complete
3. The LRS proposal incorporates and fully details their proposed work on the Poultry and Stadium facilities
4. The LRS proposal includes a full cost breakdown including cost of services by their sub-consultants
5. The LRS proposal includes a detailed project schedule
6. LRS has developed a “rating system” for OSFEC facilities

Both of the proposers have worked for OSFEC in the past, and both have served us well. For this assessment, and based on cost and general experience providing similar services to fair and exposition facilities in the northwest, the LRS Architecture proposal is offered for your review and consideration.

FAIRGROUNDS AND EVENT CENTERS





"LRS was exceptional in the way they were able to objectively determine the physical requirements and listen to the subtle needs of each representative group, and then synthesize those into a working plan that maximized opportunities for the overall grounds and created flexibility within each facility... I would recommend LRS Architects for their creativity, knowledge and understanding, fiscal awareness and practical approach... It was a pleasure working with them."

**ROB MASSAR, ASSISTANT COUNTY ADMINISTRATOR,
WASHINGTON COUNTY**



SERVICES

- | | |
|---|---|
| Master Planning | Amphitheaters |
| Event Centers and Conference Facilities | Restroom Pavilions and Support Facilities |
| Rodeos and Arenas | RV Parks |
| Stables and Livestock Barns | Operations and Maintenance Shops |
| Multipurpose Buildings | |

"We could not have done this without the expertise of LRS Architects, they understand fairgrounds and facilities. We will be using them again."

**TINA ANDERSEN, FAIRGROUNDS AND EVENT CENTER
MANAGER, POLK COUNTY**





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August 8, 2019, (Rev 9/18/20)

Michael Paluszak, Director and Chief Executive Officer
 Oregon State Fair and Exposition Center
 2330 17th Street, NE
 Salem, OR 97301

Dear Michael,

We appreciate the opportunity to provide a proposal for services for your project. LRS focuses on providing a scope of services that addresses the specific needs of your project. We encourage you to call should you have any questions.

The proposal includes the Project's:

- 1) Initial Information incorporating project information, preliminary budget for cost of work, and anticipated project schedule.
- 2) Services Descriptions and Fees for LRS Team Members.
- 3) Terms and Conditions.

Attachments include: LRS proposed Project Scope, Project Fees & Schedule, Rates & Reimbursable Expenses, consultant fee proposals, and other references as needed and noted at end of letter.

The Scope of Services in this Proposal (Initial Information, Description of Services, Schedule and Compensation) is limited to the following:

INITIAL INFORMATION:

Project Number: 219118
Project Name: Site and Building Conditions Assessment
Location: Oregon State Fair and Exposition Center
 2330 17th Street, NE, Salem, OR 97301
Client: Michael Paluszak, Director & CEO

LRS Architects Inc. (LRS) services are limited to the services identified in the Scope of Work by Consultant, dated August 8, 2019, for the buildings and site areas identified on the Scope of Work Matrix by Discipline, dated August 7, 2019, and the Scope Diagram, dated July 30, 2019, included as attachments to this Proposal. The scope includes assessment of 17 structures, 5 paved parking / concourse areas, 6 landscaped site areas and 5 parking areas outside the fairgrounds perimeter fence.

DESCRIPTION OF SERVICES:

1. LRS Architects *The following tasks 1 through 5 have been identified for billing purposes. Note: Any unused budget from any task may be used for other project tasks as needed.*

- | | |
|---|-------------------------|
| <p><i>Task 1 Discovery -
 Review available surveys, reports and construction documents for existing buildings, site features and infrastructure. Scan pertinent documents and return to Owner at subsequent site visit. Includes 2 trips to Salem for 2 staff</i></p> | <p>\$ 5,465</p> |
| <p><i>Task 2 Existing Plans -
 Create floor plans and elevations for each structure based on documents found in discovery phase and from onsite measurements where necessary. Provide plans to Structural and MEP consultants for their use in completing building evaluations. Distribute site and infrastructure information to Landscape and Civil consultants. Assumes 2 trips to Salem for 2 staff</i></p> | <p>\$ 22,480</p> |



Task 3 Onsite Facility Evaluation - Visual inspection of structures and site features. Includes 7 trips to Salem for 2 staff	\$ 18,305
Task 4 Final Assessment Report & Project List – Compile evaluations from each consultant, including photos, plans and diagrams as appropriate for each structure and site area. Assumes 1 trip to Salem for 1 staff Deliverables - 1 digital copy of Draft Report for review by Owner / Owner's Rep 1 hard copy and 1 digital copy of Final Report	\$ 20,670
Task 5 (Optional) Historic Structures Restoration Recommendations Compile known building histories and significance (from NR Nomination) with building condition report and preservation / restoration / rehabilitation recommendations.	\$ 23,730

2. Nishkian Dean / IMEG (Structural Engineer)

See attached Memo from Nishkian Dean dated July 31, 2019 Rev.2, for their scope of services.

3. Interface Engineering Inc. (Mechanical, Plumbing and Electrical Engineers)

See attached Memo from Interface Engineering Inc. dated August 8, 2019, for their scope of services.

4. Greenworks (Landscape Architects)

See attached Memo from Greenworks Inc. dated August 1, 2019, for their scope of services.

5. 3J Consulting (Civil Engineering)

See attached Memo from 3J Consulting dated August 8, 2019, for their scope of services.

SCHEDULE:

This Limited Scope of Services Proposal is valid for 90 calendar days from the date of this Proposal.
Services are limited to 180 calendar days for completion from the date of signature approving services.

The assumed duration of each phase of the project is as follows:

Discovery / Document Procurement	October 1 – 31, 2019
Facility plan development and distribution	November 1 – 30, 2019
Onsite facility evaluation	December 1, 2019 – January 15, 2020
Compile Final Report	January 15 – February 15, 2020
Historic Structures Recommendations	January 15 – March 15, 2020

COMPENSATION:

Fee for Basic Services in Tasks 1 through 4, described above:

LRS Architects, Tasks 1-4, (Hourly, Not to exceed)	\$ 66,920.00
Nishkian Dean / IMEG (Hourly, Not to exceed)	\$ 74,500.00
Interface Engineering (Hourly, Not to exceed)	\$ 48,248.00
Greenworks (Hourly, Not to exceed)	\$ 13,000.00
3J Consulting (Hourly, Not to exceed)	\$ 11,520.00
Total Labor (Hourly, Not to exceed)	\$ 214,188.00 *
* Plus Reimbursables (estimated- see explanation below)	\$ 12,600.00 \$13,000.00
LRS Architects	\$ 1,600 \$ 2,000
Nishkian Dean / IMEG	\$ 2,500
Interface Engineering	\$ 8,200
Greenworks	included in Fee
3J Consulting	\$ 300
Total (including estimated reimbursables)	\$ 226,788.00 \$227,188.00

Fee for Optional Architectural Services, Tasks 5, as described above:

LRS Architects, Task 5, (Hourly, Not to exceed)	\$ 23,730.00
Reimbursable Expenses	<u>\$ 300.00</u>
	\$ 24,030.00

TERMS:

Services: Services included in this Agreement are limited to the specific services stated in the Description of Services above. Any other services are not included or implied.

Reimbursable Expenses: Reimbursable expenses are additional direct expenses over and above the scope of services described above. They include expenses incurred by LRS Architects in the interest of the project. Reimbursable Expenses are billed at 1.1 times the amount listed on the attached LRS Architects' Rates & Reimbursables (or the amount of the direct expense if not included on the Rates & Reimbursables table).

Invoices: Invoices for professional services will be billed monthly as work progresses. The total amount of each invoice shall be due and payable within thirty (30) calendar days of the date of the invoice. Interest on outstanding balances will start sixty (60) calendar days after the date of the invoice, and will accrue at the rate of 1.5% per month (18% per annum).

Compensation and Related Billing Types

The scope of services may consist of specific tasks, services, various services during a project phase, or a complete project scope of services with multiple phases. The scope of services shall be compensated by one or any combination of the following billing types:

- Fixed Fee (FF) - is a fixed compensation amount within a specified Schedule and shall be billed and compensated monthly in proportion to the percentage of services performed.
- Hourly (H) - is a fee for the scope of services that is billed by the hour with no specific fee limit, or is billed by the hour with an estimated limit as specified, within a stated Schedule.
- Hourly to a Maximum (HM) - is a fee for the scope of services that is billed by the hour up to a maximum amount (not to be exceeded), within a stated Schedule.

The scope of services will be billed according to the fees listed above and the rates listed in the attached LRS Rates & Reimbursables. Items noted as "limited" are itemized accordingly with Additional Services required beyond the scope stated.

Additional Services: Additional Services may be any services provided that are not specifically listed in the Description of Services, or beyond the duration listed in the Schedule stated above. A proposal for Additional Services can be provided upon request. Additional Services compensation will be based on the attached LRS Architects' Rates & Reimbursables.

Instruments of Service: Drawings and other documents prepared by LRS Architects (and their consultants) for these services, including those in electronic form, are Instruments of Service. LRS (and their consultants) are the author and owner of these Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

Upon receiving full compensation for these services, LRS Architects will grant to the Owner license to reproduce the Instruments of Service, solely for use on this site only for the purposes of using, maintaining, or selling this project.

Standard of Care: LRS shall provide its services and instruments of service in a manner consistent with the degree of care and skill ordinarily exercised by architects in the same geographical area currently practicing under similar circumstances.

Dispute Resolution: All disputes arising out of or relating to this Agreement shall first be submitted to mediation. Any disputes that cannot be resolved through mediation shall be decided by binding arbitration that shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, except that any and all disputes shall be heard by one arbitrator. The venue for dispute resolution shall be the location of the Project.

Regulatory Compliance: To the extent required by the Standard of Care, LRS and their consultants (if there are consultants on this project) shall comply with laws, codes, regulations and the direction of authorities with jurisdiction over the project in the performance of its services and preparation of its plans, drawings, recommendations, specifications, or other work product prepared pursuant to this Agreement.

Existing Conditions: The Owner agrees to assume all liability associated with any existing conditions of the building(s) and site as they occur on this project, and to indemnify, defend and hold harmless the Architect and the Architect's consultants from any and all claims, damages, causes of action, losses and costs (including expert fees, LRS staff time and attorney fees and costs at trial, arbitration and on appeal) for any potential existing conditions, whether concealed or exposed, including but not limited to architectural, structural, mechanical, electrical, civil, geotechnical, hazardous material, mold, exterior envelope, under building and piling conditions, unless the scope of services specifically includes itemized descriptions of design services for corrections of existing conditions. Alterations to existing conditions shall not be construed as corrections.

Termination: Either party may terminate this Agreement with five calendar day's written notice.

Limitation of Liability: Due to the limited scope of services in this agreement, the limitation of liability for these services is limited to the compensation amount of this Agreement.

In Effect: The terms of this Agreement are only in effect for the number of days stated in the Schedule.

ACCEPTANCE:

You may acknowledge your acceptance of this Agreement by signing below and returning a copy to our office.

LRS appreciates your consideration of our proposal. We look forward to working with you on this project and are ready to begin immediately. Please call me if you have any questions regarding this proposal. You may acknowledge your acceptance of this proposal by signing below and returning one copy to our office. Your signature allows us to initiate services.

Sincerely,
LRS Architects, Inc.

Steve Mileham,
Managing Principal

Accepted By:

Signature Date

Printed Name Company

ATTACHMENTS:

- Site and Building Conditions Assessment - Scope of Work by Consultant, revised August 8, 2019*
- Scope of Work by Discipline Matrix, updated August 7, 2019*
- Site and Building Conditions Assessment - Scope Diagram, dated July 30, 2019*
- LRS Architects Fee Budget, dated August 7, 2019, **Revised 09/18/19***
- LRS Rates & Reimbursables 2019*

- Memo from Nishkian Dean / IMEG, dated July 31, 2019, Rev.2*
- Memo from Interface Engineering, dated August 8, 201*
- Memo from Greenworks, dated August 1, 201*
- Memo from 3J Consulting, dated August 8, 201*

Existing Facility Assessment Task	LRS Architects					LRS Subtotal
	Principal \$220	Proj Mgr \$145	Arch 3 \$105	Staff 3 \$80	Expense	
Task 1. Discovery	2	9	24	15	\$ 609	\$5,465
1.1 Locate OSFEC existing cond.	2	6	12	6		\$3,050
1.2 Scan pertinent docs and distribute			6	6		\$1,110
Travel - hours		3	6	3		\$1,305
2 trips @ 94 mi RT, \$0.58/mi					\$ 109	
document copies					\$ 500	
Task 2. Create Floor Plans	2	26	78	126	\$ 409	\$22,480
2.1 CAD floor plans & ext elev	2	8	40	80		\$12,200
2.1.1 CAD Site Plans for each area *		4	16	24		\$4,180
2.2 Onsite measurements where needed		6	12	12		\$3,090
2.3 Distribute to Consultant team		5	4	4		\$1,465
Travel - hours		3	6	6		\$1,545
2 trips @ 94 mi RT					\$ 109	
doc copies / prints					\$ 300	
Task 3. Onsite Evaluation	2	31	74	70	\$ 573	\$18,305
3.1 Buildings / Structures - 17 at 2 hrs ea	2	6	34	34		\$7,600
3.2 Site Landscape Areas - (6) @ 2 hr ea		6	12	12		\$3,090
3.3 Site Parking areas - (10) @ 1 hr ea		6	12	12		\$3,090
3.4 Distribute plans for each site area		4	4			\$1,000
Travel - hours		9	12	12		\$3,525
5 trips @ 94 mi RT					\$ 273	
doc copies / prints					\$ 300	
Task 4. Final Report	8	46	80	48	\$ 355	\$20,670
4.1 Arch narratives - Buildings	4	4	16	16		\$4,420
4.2 Arch narratives - Site Facilities		4	16	16		\$3,540
4.3 Arch Projects & ROM Estimates *	4	20	32			\$7,140
4.4 Arch summary, assemble consultant		15	16	16		\$5,135
Travel - hours		3				\$435
1 trips @ 94 mi RT					\$ 55	
doc copies / prints					\$ 300	
Total Hours	14	112	256	259	-----	641.00
Total Fees	\$3,080	\$16,240	\$26,880	\$20,720	\$ 1,946	\$66,920
Optional - Historic Restoration Planning	4	103	51	32	\$ 259	\$23,730
5.1 Horse Stadium	2	60	24	16		\$12,940
5.2 Poultry Building	2	40	24	16		\$10,040
Travel		3	3			\$750
2 trips @ 94 mi RT					\$ 109	
doc copies / prints					\$ 150	
* Tasks added since previous budget						

LRS RATES & REIMBURSABLE EXPENSES

720 NW Davis 503.221.1121
 Suite 300 503.221.2077
 Portland OR 97209 www.lrsarchitects.com

HOURLY BILLING RATES***YEAR 2019**

Managing Principal	\$ 220.00
Principal	\$ 195.00
Associate Principal / Sr. Project Manager / Interiors Sr. Project Manager	\$ 165.00
Project Manager 1 / Interiors Project Manager 1	\$ 145.00
Project Manager 2 / Interiors Project Manager 2	\$ 135.00
Project Manager 3 / Interiors Project Manager 3	\$ 120.00
Sr. Architect / Sr. Designer	\$ 140.00
Architect 1 / Interior Designer 1	\$ 130.00
Architect 2 / Interior Designer 2	\$ 120.00
Architect 3 / Interior Designer 3	\$ 105.00
Job Captain 1 / Interiors Job Captain 1	\$ 125.00
Job Captain 2 / Interiors Job Captain 2	\$ 115.00
Job Captain 3 / Interiors Job Captain 3	\$ 105.00
Project Staff 1 / Interior Staff 1	\$ 100.00
Project Staff 2 / Interior Staff 2	\$ 90.00
Project Staff 3 / Interior Staff 3	\$ 80.00
BIM Manager	\$ 125.00
Specification Writer	\$ 125.00
Project Coordinator	\$ 110.00
Sr. Admin Staff	\$ 115.00
Visualizer	\$ 125.00
Graphic Designer	\$ 85.00
Administrative Staff	\$ 85.00

*Hourly billing rates may be adjusted annually

PRINTING REIMBURSABLE EXPENSES

Size	Prices				
	B&W Plots	Color Plots	B&W Copies/Prints	Color Copies	B&W/ Color Scans
8-1/2 x 11 Letter	na	na	0.15	1.50	na
8-1/2 x 14 Legal	na	na	0.15	1.50	na
9 x 12 ARCH A	na	na	0.15	1.50	na
11 x 17 Tabloid	na	na	0.30	2.00	na
12 x 18 ARCH B	2.25	9.00	na	na	2.50
18 x 24 ARCH/ANSI C	4.50	18.00	na	na	5.00
24 x 36 ARCH/ANSI D	9.00	36.00	na	na	8.00
30 x 42 ARCH 30	13.00	52.50	na	na	12.00
36 x 48 ARCH/ANSI E	18.00	72.00	na	na	15.00

MISCELLANEOUS REIMBURSABLE EXPENSES

CD ROM	\$5.00
DVD ROM	\$10.00
Flash Drive	\$8.00
Mileage	at current IRS rate
Rental Cars	at cost
Transportation	at cost
Lodging	at cost
Communications	at cost
Collaboration Software	at cost

Reimbursable expenses are in addition to compensation and include those incurred by the Architect and the Architect's consultants directly related to the Project. Expenses not listed above, such as jurisdictional charges, deliveries, and other miscellaneous items as requested and/or approved by the Owner shall be billed accordingly.

Oregon State Expo Center

Salem, Oregon

Site and Building Conditions Assessment - Scope of Work by Consultant

March 28, 2019 – REVISED August 8, 2019

Each portion of the site and each building can be assessed by different consultants as requested. Following is a general scope of work that would be performed by each discipline. If a more comprehensive study is needed, this scope of work can be modified. Additional / Optional Services are listed at the end, along with a list of services not included or required.

The Revised Scope of Work matrix (separate spreadsheet) lists each portion of the site and each building included in the scope of work. Along the top are listed each consultant service that correspond to the description in this document. The spreadsheet then shows anticipated services (checkmarks) to be provided for the respective building or site area.

Building locations and site area extents are further clarified on the separate Scope Diagram Site Plan. Site areas and buildings are identified alpha-numerically corresponding to the Scope of Work matrix.

1. Basic services applicable to all Disciplines

A. Overall Assessment Rating

Each discipline will assign an overall assessment rating for each building and site area they are tasked with evaluating according to the proposed rating schedule below, subject to adjustment by project team and/or OSFEC, as needed:

- A. Exceptional
- B. Adequate and meets needs for the next 20 years
- C. Adequate
- D. Marginally Adequate
- E. Inadequate

A secondary ranking system may be used to identify code compliance / non-compliance.

- C. Compliant
- N. Non-Compliant

B. Project Identification

Create a list of projects for each area surveyed, identified as required or recommended.

Required projects will include enforceable and immediately required building code and life safety improvements.

Recommended projects will include unenforceable and non-immediate improvements related to bodes, maintenance and repair.

C. Project Costs

Provide Rough Order of Magnitude (ROM) costs for each project identified.

D. Consolidated Reports

Drawings, condition assessments, project lists and project costs from each discipline will be compiled into an individual report for each building and site area.

2. Architectural Services

A. Measured Drawings

Prepare schematic level CAD floor plans for each existing building, based on existing plans where available, and documenting current conditions. Exterior elevations will also be prepared where needed to identify exterior building conditions.

A CAD site plan will be prepared from best existing survey or site plan found

B. General Conditions

A general conditions assessment of buildings based on a walk-through, preferably with operations staff who know current issues.

This would indicate potential issues from a general observation with the building envelope, interior rooms, finishes, door and window operations, etc.

This is not anticipated to be an exhaustive inspection, with roof and attic observations, and no testing.

C. Accessibility

A general observation to summarize accessibility compliance issues will be provided.

This would include building access, door hardware, path of egress clearance, change in level compliance, restroom compliance, and other observable compliance issues.

This is intended only to be a general observation, and not an exhaustive, measured study.

D. Use Constraints

This observation would review whether the existing conditions are conducive to the current and intended uses.

This would address whether the existing clear space(s) work for the intended uses.

This would also address architectural aspects of existing facilities- building location, orientation, and service

E. Code compliance

A preliminary overview of building code compliance addressing construction type and occupancy, energy code, plumbing fixture counts, and fire sprinkler need

2.1 Optional Architectural Services

A. Historic Buildings Restoration Recommendations

A general assessment and required projects list, as outlined in the work scope for all buildings, will be provided for the two historic buildings on site, the Horse Stadium and the Poultry Building.

As an optional additional service, a separate list of recommended historic restoration improvements will be identified, in compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. Original building configurations, materials and finishes will be identified where information is available from OSFEC records to inform the recommendations. General preservation objectives will be vetted with the Oregon State Historic Preservation Office (SHPO) in Salem. ROM costs will be provided for the restoration projects identified.

3. Civil Engineering Services

A. Infrastructure

A general review of existing utility site plans (and discussion with staff) to evaluate location, and service issues.

General observation of visible utility equipment on site as made available

General summary of potential capacity issues for servicing future facilities

B. Surface Conditions

A general review of the existing conditions of paving and hardscape, with a summary of conditions and recommendations

4. Landscape Architect Services

A. Planting Materials

A general review and summary of site (by zone identified on matrix) of landscape areas and plant quality and condition.

An observation and summary of hardscape areas (plazas, sidewalks, etc.) for safety, condition, maintenance needs and overall adequacy.

B. Irrigation

A general review by zone, based on a walk-through with operations staff, of site irrigation equipment condition and needs.

C. Signage and Wayfinding

Identify existing permanent wayfinding at site perimeter and within the site for record only.

Recommendations for improvements will not be provided for signage and wayfinding except where building code violations or safety issues are evident.

5. Structural Engineering Services

A. Structural Systems

Provide a general structural system observation of existing facilities relative to current structural code standards.

Identify occupancy requirements, gravity load path, and lateral load path.

Identify deficiencies per ASCE 41 standard (Tier 1) for specific buildings noted in Structural Proposal.

Provide general recommendations for retrofit and strengthening as required

6. Mechanical/ Electrical/ Plumbing Engineering Services

For all MEP scope of work:

1. Identify code improvement requirements and code improvement recommendations as related to current codes. Distinguish enforceable and immediately required improvements from recommended or unenforceable/non immediate improvement.
2. Provide list of recommended and required non-code system improvements distinguishing immediate/required from recommended/non-urgent improvements.
3. Review existing electrical systems and service.
4. List expected life of existing equipment/systems.

A. Mechanical

A general review of selected facilities, based on a walk-through with operations staff, Contact mechanical contractors under contract with the State Expo, to discuss recent repairs, needs and life expectancy.

Provide a general mechanical system summary relative to current code and occupancy needs

Review and provide report on conditions of existing systems as related to system current conditions, maintenance history and potential maintenance requirements, energy efficiency of systems, adequacy of systems for current and proposed future use and life expectancy of systems. Projection of life expectancy will be based on the age of the equipment and the life expectancy listed in ASHRAE.

B. Electrical

A general review of selected facilities and site electrical (site lighting and power), based on a walk-through with operations staff.

Contact electrical contractors under contract with the State Expo, to discuss recent repairs, needs

and capacity

Provide a general electrical system summary relative to current code items (visible without removing protective covers) and occupancy needs

C. Plumbing

A general review of selected facilities and site plumbing (water and backflow), based on a walk-through with operations staff

Contact plumbing contractors under contract with the State Expo, to discuss recent repairs, needs and life expectancy

Provide a general plumbing system summary relative to current code and occupancy needs

Additional Optional Services

These may be requested, and conducted by additional consultants as needed.

1. Land Use/ Zoning Assessment review- summarize existing land use situation and assess current compliance.
2. Structural - Detailed Structural (Seismic) Strengthening Schemes.
3. Detailed Building Code Compliance- a more detailed building code evaluation for any building to include a more comprehensive evaluation of exit calculations, egress (paths and widths), measurements, etc.
4. Traffic Study- evaluation of site traffic approach, access, circulation and capacity. Identify site constraints, limitations, parameters, approaches, and vehicle movement.
5. Neighborhood Analysis- General site layout diagram showing arrangement of buildings in "neighborhoods" (Administrative, Exposition, Entertainment, etc.) including organization, traffic flow, pedestrian movement, loading, and safety observations.
6. Soils Study- Geotechnical report of soils based on sample selection at any site location.
7. Testing- Any testing of materials, building elements, or systems.
8. Fire suppression- Observation of existing fire suppression system equipment and sprinkler head layout for code compliance.
9. Environmental Study- for any potential environmental issues or wetlands.

Services Not included

1. Public outreach
2. Market feasibility study
3. Off-site evaluation
4. Security
5. Acoustical study
6. Equipment evaluation (including kitchen equipment)

OSFEC - SITE AND BUILDING ASSESSMENT SCOPE OF WORK MATRIX BY DISCIPLINE

	Architectural- General Conditions	Architectural- Accessibility	Architectural- Use Constraints	Architectural- Code Compliance	Architectural- Historic Restoration	Civil- Infrastructure	Civil- Surface Conditions	Landscaping	Landscaping- Irrigation	Structural	Mechanical	Electrical	Plumbing	Roofing and HVAC Assessment completed	National Register Listed, 2002	Comments
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August 7, 2019

(See note #1 below for numbering format)

SITE	A					C	C	L	L				E	P			
UNPAVED PARKING AREAS																	
A Blue Lot Lawn (Northeast)	✓					✓	✓						✓	✓			
B Yellow Lot (Northwest)	✓					✓	✓						✓	✓			
C Pink Lot Lawn (Southeast)	✓					✓	✓						✓	✓			
D Orange Lot Lawn (South of Sunnyview Rd)	✓					✓	✓						✓	✓			
PAVED PARKING AREAS																	
E Livestock Parking	✓					✓	✓						✓	✓			
F Pavilion Parking & Entry	✓					✓	✓						✓	✓			
G South Central Parking & Entry	✓					✓	✓						✓	✓			South and east of Amphitheater
H Central Concourse Parking	✓					✓	✓						✓	✓			East of Columbia Hall and Jackman-Long Building
J West Parking	✓					✓	✓						✓	✓			West & South of Jackman-Long
K Gravel Lot	✓					✓	✓						✓	✓			West of 17th St
LAWN & PEDESTRIAN AREAS																	
L Northeast Grounds	✓					✓	✓	✓	✓				✓	✓			North of 4-H / FFA Barn and Beef Barn
M Garden Area	✓					✓	✓	✓	✓				✓	✓			Within Area Q
N Pavilion Lawn	✓					✓	✓	✓	✓				✓	✓			South of Pavilion
O North Grounds	✓					✓	✓	✓	✓				✓	✓			West of Forester Livestock Pavilion
P Food Court area	✓					✓	✓	✓	✓				✓	✓			South of Horse Stadium
Q Central & West grounds	✓					✓	✓	✓	✓				✓	✓			North of Columbia Hall, south of 4-H Exhibit Hall
BUILDINGS/ STRUCTURES																	
	A	A	A	A	A					S	M	E	P				
1 Jackman Long Building	✓	✓	✓	✓						✓*		✓	✓	✓			* Includes Tier 1 Seismic Assessment
3 Columbia Hall	✓	✓	✓	✓						✓*		✓	✓	✓			* Includes Tier 1 Seismic Assessment
4 Floral Building	✓	✓	✓	✓						✓	✓	✓	✓				
11 4-H Exhibit Hall	✓	✓	✓	✓							✓	✓	✓	✓			
16 FFA Pavilion	✓	✓	✓	✓						✓	✓	✓	✓				
18 4-H/ FFA Barn	✓	✓	✓	✓						✓	✓	✓	✓				
19 Beef Barn	✓	✓	✓	✓						✓	✓	✓	✓				
21 Forster Livestock Pavilion	✓	✓	✓	✓						✓		✓	✓	✓			
22 Show Horse Barn	✓	✓	✓	✓						✓	✓	✓	✓				
23 Horse Warm-Up Arena	✓	✓	✓	✓						✓	✓	✓	✓				
24 Historic Horse Stadium	✓	✓	✓	✓	✓*					✓	✓	✓	✓	✓	✓		* Optional Service
28 Historic Poultry Building	✓	✓	✓	✓	✓*					✓	✓	✓	✓	✓	✓		* Optional Service
25 Livestock Office	✓	✓	✓	✓						✓	✓	✓	✓				
30 Information Station	✓	✓	✓	✓						✓	✓	✓	✓				
34 Cascade Hall	✓	✓	✓	✓						✓		✓	✓	✓			
35 L.B. Day Amphitheater	✓	✓	✓	✓						✓*	✓	✓	✓				* Includes Tier 1 Seismic Assessment
40 Pavilion	✓	✓	✓	✓						✓*	✓	✓	✓	✓			* Includes Tier 1 Seismic Assessment

NOTES

- Building numbers are based on key legend from 2010 Oregon State Fair Map & correspond to Scope Diagram Site plan, 7/30/19
- Site Area letter identification corresponds to Scope Diagram Site plan, 7/30/19
- Roofing and HVAC assessment completed for buildings as noted in study by McBride and PAE. Documents available.





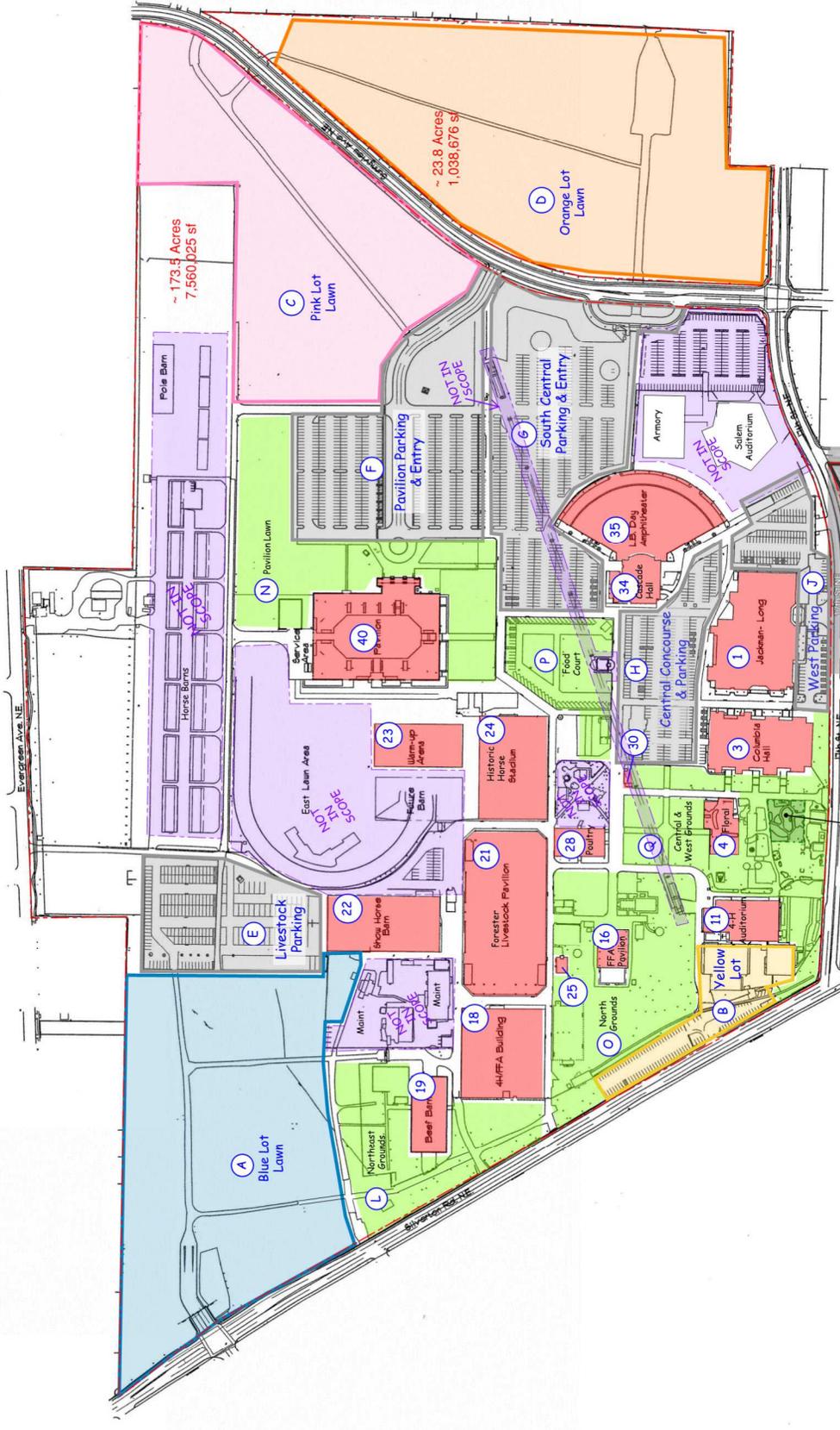
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OSFEC Pavilion Building Oregon State Fairgrounds Salem, Oregon

WEGROUP ARCHITECTS-PLANNERS-INTERIORS
1000 NE Oregon Street, Suite 1000
Salem, Oregon 97301
503.585.1100
www.wegrouparchitects.com

APPROVED: [Signature]
DATE: 6/10/19
JOB: OSFEC
PROJECT: OSFEC Pavilion Building

A1.01
ARCHITECTURAL
SITE PLAN



1
Site and Building Conditions Assessment
Scope Diagram
July 30, 2019

~ 173.8 Acres
7,560,025 sf

~ 23.8 Acres
1,038,676 sf

~ 5 Acres
227,355 sf

THIS DRAWING IS INCLUDED
FOR REFERENCE ONLY

FAIRGROUND SITE PLAN
SCALE: 1"=20'

CONSULTANT PROPOSALS

Structural - Nishkian Dean / IMEG

Mechanical/Electrical/Plumbing - Interface Engineering

Landscape Architect - Greenworks, PC

Civil - 3J Consulting

July 31, 2019, Rev. 2

LRS Architects

720 NW Davis Street, Suite 300
Portland, OR 97209

**Reference: Oregon State Fair and Expo Center
Structural Facility Assessment
Salem, Oregon
LRS Project No.: 219118**

Attn: Gail Sargent

Subject: Structural Engineering Services Proposal

We are pleased to submit the following proposal for engineering design services for the above-referenced project.

SERVICES TO BE PROVIDED (Based on C.A.S.E. National Practice Guidelines for Structural Engineer of Record)

1. Participate in conferences and coordinate with your office, as required, to identify and establish necessary requirements.
2. Perform site visits to walk through the structures to conduct a visual assessment of structural elements exposed to view. We anticipate up to 4 day-long visits for that purpose.
3. Prepare a general structural assessment of building structures.
4. Prepare a report of our assessment and meet with you to present our findings.

SCOPE OF WORK

The Scope of Work has been defined in discussions with you and the Site and Building Conditions Assessment, dated March 28, 2019 and supporting information. And revised scope defined in your email dated 7/26/2019 intended to reduce the level of effort and associated engineering fee to meet budget targets. From this we understand that the scope of this assessment is to:

- Provide a general structural system observation of existing facilities relative to current structural code and applicable industry standards.
- Identify occupancy requirements, gravity load path, and lateral load path.
- Identify deficiencies per ASCE 41 standard (Tier 1).
- Provide general recommendations for retrofit and strengthening as required.

At total of 4 building structures will be included in this assessment:

<u>NO.</u>	<u>Building</u>
1	Jackman Long Building
3	Columbia Hall
35	LB Day Amphitheater
40	Pavilion

July 30, 2019, Rev. 2

LRS Architects

Reference: Oregon State Fair and Expo Center
Structural Facility Assessment
Salem, Oregon
LRS Project No.: 219118
Attn: Gail Sargent
Subject: Structural Engineering Services Proposal
Page 2 of 4

For the following buildings our scope will be limited to:

- Conducting a visual assessment of the structures; and
- Identifying any observations of material structural concern.

A total of 12 building structures will be included in this assessment:

<u>NO.</u>	<u>Building</u>
16	FFA Pavilion
4	Floral Building
18	4-H/FFA Barn
19	Beef Barn
21	Foster Livestock Pavilion
22	Show Horse Barn
23	Horse Warm-Up Arena
24	Historic Horse Stadium ¹
25	Livestock Office
28	Historic Poultry Building ²
30	Information Station
34	Cascade Hall

The deliverable will be a report summarizing our structural assessment.

ASSUMPTIONS, QUALIFICATIONS AND EXCLUSIONS

Our fee is based on the following assumptions and qualifications:

- Our staff will have access to the site for activities necessary for the performance of the services.
- A structural condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. We will not be responsible for observing hidden conditions or the unforeseen conditions that may result.
- We will have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.
- Site soil assessments, including ground seismic hazards, are not included in our scope and will be addressed by a Geotechnical Engineer retained by others.

¹ A seismic upgrade was apparently implemented at a prior date for this historic building. We would review design documents provided and work previously completed and offer an opinion of the upgrades relative to current building codes.

² A seismic upgrade was apparently implemented in 2001 for this historic building. We would review design documents provided and work previously completed and offer an opinion of the upgrades relative to current building codes.

July 30, 2019, Rev. 2

LRS Architects

Reference: Oregon State Fair and Expo Center
Structural Facility Assessment
Salem, Oregon
LRS Project No.: 219118
Attn: Gail Sargent
Subject: Structural Engineering Services Proposal
Page 3 of 4

- Materials testing is not included in our scope. If required, this would be provided by a testing laboratory as an additional service.
- Cost estimating for structural strengthening is not included in our scope.

SCHEDULE

We are anticipating that this effort will take 8 to 12 weeks to complete.

ENGINEERING CHARGES

Our fee for the Services and Scope of work referenced will be on a time and materials basis estimated not to exceed \$74,500. We will bill you monthly based upon the level of effort expended.

Contingent Additional Services

- Detailed Structural (Seismic) Strengthening Schemes³ \$TBD

Reimbursable expenses for travel related expenses outside of the Portland metropolitan area, long distance communication costs, plotting and delivery charges would be billed at 1.1 times our direct cost. We do not anticipate reimbursable expenses exceeding \$2,500. Travel time for travel outside of the Portland metropolitan area will be billed at our standard hourly rates in addition to our fee.

Any authorized changes/revisions to the project after preliminary approval and other additional services requested will be identified separately and billed at our then current hourly rates or mutually agreeable additional lump sum. If the Scope of Work for the project varies from what has been proposed, we will adjust our fee accordingly. Terms and Conditions will be as defined in AIA C401. This fee proposal is valid for 90 days from the date of this proposal.

Sincerely,
IMEG Corp. dba Nishkian Dean



Edwin T. Dean, PE, SE
Principal | Client Executive

(Agreed to by: Name/Title)

(Signature)

(Date)

³ Seismic strengthening schemes are not included in the base scope. These schemes will be developed post-report phase for only specific buildings requested.

**Interface Engineering**

100 SW Main Street, Suite 1600
Portland, OR 97204

TEL 503.382.2266

FAX 503.382.2262

www.interfaceengineering.com

August 8, 2019

Steve Mileham
LRS Architects
720 NW Davis
Suite 300
Portland, OR 97209

Re: OR State Fair Assessment
Professional Services Proposal

Dear Steve:

Thank you for the opportunity to provide you with our proposal for due diligence/building systems assessment of the referenced project.

This proposal is based on our Standard Provisions of Agreement for Professional Services, which is attached and incorporated by this reference.

PROJECT DESCRIPTION

Project Owner

Mike Paluszak
Director & Chief Executive Officer
Oregon State Fair & Expo Center

Project Location

Oregon State Fair & Expo Center
2330 17th Street NE
Salem, OR 97301

Building/Project Description

This project includes assessment of existing mechanical, electrical, and fire protection systems serving 17 structures, 4 unpaved parking areas, 5 paved parking / concourse areas and 6 landscaped site areas on the Oregon State Fair and Exposition Center site, as shown on A1.01 Architectural Site Plan, Facility Assessment Scope Diagram, date July 10th, 2019.

INFOMATION SOURCE

- Based on RFP/email from Gail Sargent (LRS) dated June 28th, 2019.
- Based on conversation with Gail Sargent (LRS), Tom Wood (State Fair) and others onsite on May 15th, 2019.

Mechanical and Electrical Engineering
Building Technologies
Commissioning
Energy Consulting
Fire/Life Safety
Lighting Design
Sustainable Design

Portland
San Francisco
Los Angeles
Honolulu
Chicago
Washington, DC

ASSUMPTIONS

Work is based on available access to the site, various buildings and areas associated with the scope. It is assumed access to these spaces will be coordinated and granted with the facility staff. Further, it is assumed that the Architect will provide base floor plans and elevations for each structure associated with the scope for our use in supplemental drawings and documents.

PROJECT SCHEDULE

- Site review, assessment, and report.
- Start: October 1st, 2019. Report due: February 15th, 2020.

SERVICES

The following is a summary of the scope of work we are proposing. Site assessment investigation and report shall accomplish the following:

Task 1 Discovery -

- Review available surveys, reports and construction documents for existing buildings.

Task 2 Existing Plans -

- Scope for this Task is covered by architect, no MEPF scope associated.

Task 3 Onsite Facility Evaluation –

- Onsite review of existing HVAC systems. Includes 3 days of site visits by Mechanical Engineer in coordination with Mechanical Contractor.
- Onsite review of existing Plumbing systems. Includes 2 days of site visits by Mechanical Engineer in coordination with Plumbing Contractor.
- Onsite review of existing Electrical power and lighting systems. Includes 5 days of site visits by Electrical Engineer in coordination with Electrician.
- Onsite review of existing Fire Protection systems. Includes 1 days of site visits by fire Protection Engineer.

Task 4 Final Assessment Reports Per Building/Area -

- Identify code improvement requirements and code improvement recommendations as related to current codes. Distinguish enforceable and immediately required improvements from recommended or unenforceable/non immediate improvements, and provide cost opinions for each.
- Review and provide report on conditions of existing systems as related to system current conditions, maintenance history and potential maintenance requirements, energy efficiency of systems, adequacy of systems for current and proposed future use and life expectancy of systems. Projection of life expectancy will be based on the age of the equipment and the life expectancy listed in ASHRAE.
- Provide list of recommended and required non-code system improvements distinguishing immediate/required from recommended/non-urgent improvements and provide cost opinion for each recommendation.
- Provide review of existing refrigerant type in mechanical systems and investigate options and provide recommendations for upgrade and phase-out, including cost opinion for each option.

- Review existing electrical systems and service. Calculate loads for intended use requirements, obtain load history from utility and advise of building electrical usage and cost.
- Review existing building life safety systems and provide list of required or recommended improvements, distinguishing immediate required improvements from recommended long term improvement. Provide cost opinions for each.
- List expected life of existing equipment/systems.
- Facilitate mechanical and electrical equipment testing, plumbing underground utilities locate and condition video assessment survey. These services will be performed by others and will be charged as reimbursable expenses.

SCOPE OF WORK

Mechanical Services

Heating, Ventilating, and Air Conditioning

1. Type of system
2. Efficiency
3. Condition of equipment, including refrigerant type
4. Control system
5. Materials of piping/ductwork and conditions
6. Coordinate and sub-contract Mechanical Contractor for testing of existing equipment.

Plumbing

Review of plumbing system and provide a report with emphasis on:

1. Plumbing fixture and systems conditions
2. Handicapped accessibility
3. Piping materials and piping systems conditions
4. Water heaters/water heating system conditions
5. Roof drainage/storm drain systems
6. Coordinate and sub-contract Plumbing Contractor for scope and locate or existing sanitary and storm drainage systems.

Electrical Services

Review of electrical system and provide a report with emphasis on:

1. Lighting systems and conditions
2. Power distribution system
3. Fire alarm system type and conditions
4. Emergency power system coverage, load, and conditions
5. Provisions for network/data systems
6. Telephone and voice mail systems
7. Coordinate and sub-contract Electrician for testing and tracing of power distribution systems.

Fire Protection Services

Review of fire protection system and provide a report with emphasis on:

1. Fire sprinkler system description and conditions
2. Stand pipes
3. Fire pump

FEE

Time and Materials, Not To Exceed \$48,248 Total

Project Phase	Mechanical	Plumbing	Electrical	Fire Protection	Phase Totals
Task 1 Discovery	\$2,704	\$1,056	\$3,760	\$528	\$8,048
Task 2 Exist. Plans	\$0	\$0	\$0	\$0	\$0
Task 3 Onsite Eval.	\$4,416	\$3,032	\$7,184	\$2,208	\$16,840
Task 4 Report	\$7,456	\$3,696	\$9,040	\$3,168	\$23,360
Total Fee	\$14,576	\$7,784	\$19,984	\$5,904	\$48,248

PAYMENT TERMS

Standard reimbursable expenses include, but are not limited to: check plots, final plots, copies, phone calls, mileage to jobsite, parking, shipping, and messenger services, sub-contractor services such as electrician or mechanical contractor.

Billed in addition to the above fee at cost plus 10 percent processing fee. Estimated expenses, including sub-contractor services, is **\$8,200**.

We will bill fees and reimbursable expenses monthly as services are performed. Payment is due within 60 days of receipt of invoice. Finance charges may be added after that time at a rate of 1.5 percent per month (annual rate of 18 percent). Finance charges will be applied to delayed payments resulting from lack of project funding. Upon aging of fees and reimbursable expenses beyond 90 days, Interface reserves the right to meet with Architect and holder of Prime Contract to determine resolution prior to continuation of services.

This proposal is valid for 90 days from the date first written above. Interface Engineering, Inc. (Interface) reserves the right to modify or update this proposal after that date.

ADDITIONAL SERVICES

Services requested beyond those included in this proposal will be considered extra services and will be billed either at hourly rates listed below or will be estimated on a lump sum basis. Interface may decline to perform additional work until authorization is received in writing.

Additional services will be billed at our standard hourly rates at the time the work is performed. Our current standard hourly rates are:



Principal:	\$220/Hour
Associate Principal:	\$180/Hour
Associate/Sr. Engineer-Designer III:	\$160/Hour
Sr. Engineer - Designer II:	\$155/Hour
Sr. Engineer - Designer I:	\$140/Hour
Engineer - Designer III:	\$130/Hour
Designer Level II:	\$115/Hour
Designer Level I:	\$100/Hour
Revit Lead:	\$100/Hour
Drafter-Revit Modeler:	\$80/Hour
Administrative:	\$75/Hour

Attached is our Standard Provisions of Agreement for Professional Services. If this Proposal and the Standard Provisions of Agreement meet with your approval, please sign below, initial the Standard Provisions, and return to us. By your signature, you acknowledge that you have read the Standard Provisions of Agreement and that you read and agree to the Limitation of Liability paragraph. We will not proceed with the work until this signed Agreement is returned to us. In addition, you represent that you have authority to bind LRS Architects. If you have modified this proposal, we will review your modifications. This Agreement shall not be in effect until we sign, accepting your modifications.

If you have any questions, please contact this office.

Sincerely,

Andrew Flanagan, PE, LEED AP, GPD
Associate Principal/Senior Plumbing Engineer

Robert Matteson, CPD, LEED AP
Managing Principal

AJF:af

Enclosures: Standard Provisions of Agreement

COMPANY: LRS Architects

CONTACT: _____
Steve Mileham, Managing Principal Date



08/01/19

Gail Sargent LRS
Architects
720 NW Davis Suite 300
Portland, Oregon 97209

Re: Oregon State Fairgrounds Facilities Assessment
Landscape Architectural Services Proposal – No. 19-0000

Dear Gail,

Thank you for the opportunity to provide you with this proposal for professional services. Our proposal is based on our previous conversation with you and our meeting and site tour in Salem with the client.

Our understanding of this request includes the assessment of the presence and general condition of site related amenities at the Oregon State Fairground in Salem, Oregon.

Specifically, we will assess the current condition of pedestrian and service circulation, landscape plantings and irrigation and wayfinding and signage in areas L, N, O, P, and Q including the Garden Area on the Fairground Site Plan provided by you.

The assessments will include written narratives and necessary plan graphics to describe each of the amenities in each of the areas listed above. In addition, the narratives will include project lists with rough order of magnitude costs. A separate assessment will be prepared for the Garden Area.

We make the following proposal for your consideration and acceptance:

Proposed Scope of Services

Task 1. Discovery

- 1.1 Review available surveys, aerial photography, reports and construction documents for existing site features and infrastructure. Scan pertinent documents and return to Owner at subsequent site visit.
- 1.2 One GreenWorks staff member will conduct two site visits to verify maps and photo document specific features and areas relative to this scope of services.

Task 2. Existing Plans

- 2.1 Based on site and infrastructure information provided by LRS we will

Oregon State Fairgrounds Facility Assessment

08/01/19

Page 1 of 4



compile narrative evaluations, along with photos, plans and diagrams as appropriate for pedestrian circulation and infrastructure, landscaping and wayfinding in each area listed above. Includes 2 trips to Salem for 1 staff.

- 2.2 GreenWorks will compile project lists for the areas based on pedestrian circulation and infrastructure, landscaping and wayfinding with rough order of magnitude cost.
- 2.3 GreenWorks will prepare a separate report for the Garden Area located in Area Q. It is assumed that site visits in subtask 1 will cover the Garden Area.

Assumptions

- 1. Site topographic and boundary survey will be provided by others in both hardcopy and AutoCAD formats. All existing buildings, utilities, trees and other existing features will be located on the survey.
- 2. Travel to and from the site for site visit for assessment are a maximum of two-hour round trip.
- 3. GreenWorks, PC will not be responsible for assessment of parking lot layout, and site grading and drainage. GreenWorks, PC will cooperate with Client's design team with respect to such services.
- 4. Fee for consulting arborist, if necessary, is not included in this proposal.
- 5. Excluded Services are not a part of GreenWorks, PC's Basic, or Additional Services and are the responsibility of others. Excluded Services include, but are not limited to, the following: OSFG development master planning, specific amenity development concepts
- 6. GreenWorks, PC shall render its services as expeditiously as is consistent with professional skill and care.

TERMS OF AGREEMENT

Fee Schedule

Professional fees for the scope of work can be broken down as follows:

Task 1: Discovery	\$3,580
Task 2: Existing Plans.....	\$8, 420
TOTAL	\$13,000

This total fee of \$13,000 is a time and materials, not to exceed fee, including direct reimbursable expenses including travel to site.



Hourly rates

This proposal is based upon the hourly rates outlined below for the current calendar year. If this proposal is accepted or work begun in the following calendar year, our fees will be revised to incorporate the billing rates then in effect. If work continues into subsequent calendar years we reserve the right to revise and update our fees.

Principal/Technical Director.....	\$170.00
PM/Landscape Architect	\$135.00
Landscape Designer II.....	\$90.00
Clerical/Administrative	\$75.00
Consultants	Cost + 10%

Direct Reimbursable Expenses

Project expenses such as mileage, delivery services, printing and reproductions, supplies, and communication are included, except for travel to site during design and construction phases, which will be billed separately.

Payment

Invoices are payable upon receipt, and Client shall not back charge or withhold payment from Landscape Architect for any charges, costs or expenses without Landscape Architect's specific written consent. Invoices not paid within twenty (20) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. In addition, Client shall pay Landscape Architect's reasonable costs incurred in collection of any delinquent amounts, including attorney fees and costs of preparing and filing liens, regardless of whether suit or action is instituted.

Additional Work

Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or to the Project's scope may require Additional Services of Landscape Architect. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced as provided above, or according to our regular rates in effect at the time. We will notify you before performing additional services.

Plan Processing

GreenWorks, PC will not be responsible for submittals to City or County agencies. GreenWorks, PC will cooperate with the person responsible for obtaining required permits.

Contract Time Limit



Client accepts this Contract by returning this Proposal signed below to Landscape Architect or by accepting any part of Landscape Architect's performance under this Proposal. Upon acceptance, Client agrees to be bound by the Terms and Conditions printed above. If acceptance fails to occur within 30 days of the date above, this Proposal will be void unless accepted by Landscape Architect. If this proposal meets with your approval, kindly return one signed copy to our office.

Sincerely,

A handwritten signature in black ink that reads "Gill Williams". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Gill Williams, PLA, ASLA
Principal
GreenWorks, PC
503.222.5612 | gillw@greenworkspc.com

3J CONSULTING

9600 SW NIMBUS AVENUE, SUITE 100
BEAVERTON, OREGON 97008
PH: (503) 946.9365
WWW.3JCONSULTING.COM

August 8, 2019

Gail Sargent
LRS Architects, Inc.
720 NW Davis Street
Suite 300
Portland, OR 97209

Oregon State Fair –Civil Engineering Assessment
Salem, Oregon
Scope of Services

Dear Gail,

3J Consulting has prepared this Scope of Services to provide Civil Engineering assessment for the Oregon State Fair project located in Salem, Oregon.

3J will assist you with a general review of existing utilities and overall condition of paving and hardscape for the site.

3J has provided a Time and Materials Budget to complete the specific professional services listed in this Scope of Services. This contract has been prepared based on an email received on July 8, 2019 identifying the Civil Engineering scope.

Thank you for the opportunity to assist you with this project. Once we receive a signed copy of the Scope of Services, we will proceed with work on the project. Please do not hesitate to contact me if you have any questions.

Sincerely,



Aaron Murphy, PE
Sr, Project Manager
3J Consulting, Inc.

copy: File



SCOPE OF SERVICES

LRS ARCHITECTS, INC.
OREGON STATE FAIR – CIVIL ENGINEERING ASSESSMENT
SALEM, OREGON

AUGUST 8, 2019

PROJECT OVERVIEW

The project site is located at 2330 17th Street NE, Salem, Oregon. 3J understands LRS Architects, Inc. would like to have 3J Consulting conduct a Civil Engineering assessment of the site which includes a general review of existing utilities and overall condition of paving and hardscape for the site

STATEMENT OF WORK

3J will provide Civil Engineering to complete the following tasks:

1. Infrastructure
 - a. A general review of existing utility site plans (and discussion with staff) to evaluate location, and service issues.
 - b. General observation of visible utility equipment on site as made available.
 - c. General summary of potential capacity issues for servicing future facilities
2. Surface Conditions
 - a. A general review of the existing conditions of paving and hardscape, with a summary of conditions and recommendations

All work will be performed by or under the direct supervision of a licensed Professional Engineer.

ASSESSMENT - UTILITIES

3J will provide Civil Engineering services to assess existing onsite utility plans if they are available. In the absence of existing onsite utility plans, 3J will meet with maintenance staff to discuss any sanitary, water or stormwater problems for each building.

CIVIL ENGINEERING

- **Team Coordination:** 3J will coordinate with the Client and other team members during this phase of the project and has budgeted to attend up to four (4) – 2-hr meetings/conference calls. The budget for meetings may or may not be used for formal meetings depending upon the amount of coordination in other ways (i.e. Emails, phone calls, etc.).
- **Site Meetings:** 3J has budgeted to attend one (1) - 4hr site meeting to meet with Fair/Maintenance staff. The budget for this meeting may or may not be used for formal meetings depending upon the amount of coordination in other ways (i.e. Emails, phone calls, etc.).
- **Jurisdictional Coordination:** 3J will coordinate with the governing agency and has budgeted to attend one (1) – 4hr meeting to discuss any known utility issues.
- **Existing Utility Plan Review & Memo:** 3J will review and prepare a summary of any issues identified as part of a review of the existing utility plans for the site.



- **Project List Development:** 3J will create a projects list and identify which projects are priority in accordance with proposed site upgrades.
- **Cost Estimate:** 3J will complete a rough order of magnitude cost estimate for each project.

ASSESSMENT – SURFACE CONDITIONS

3J will provide Civil Engineering services to assess the existing surface conditions that surround the building infrastructure which will include existing ADA routes, paving and hardscape and provide a summary of conditions and recommendations.

CIVIL ENGINEERING

- **Team Coordination:** 3J will coordinate with the Client and other team members during this phase of the project and has budgeted to attend up to four (4) – 2-hr meetings/conference calls. The budget for meetings may or may not be used for formal meetings depending upon the amount of coordination in other ways (i.e. Emails, phone calls, etc.).
- **Site Meetings:** 3J has budgeted to attend one (1) - 4hr site meeting to meet with Fair/Maintenance staff. The budget for this meeting may or may not be used for formal meetings depending upon the amount of coordination in other ways (i.e. Emails, phone calls, etc.).
- **Existing ADA, Pavement & Hardscape Memo:** 3J will prepare a summary of any issues identified as part of a review of the existing ADA, Pavement & Hardscape conditions.
- **Project List Development:** 3J will create a projects list and identify which projects are priority in accordance with proposed site upgrades.
- **Cost Estimate:** 3J will complete a rough order of magnitude cost estimate for each project.

CONTRACT ADDENDUMS

3J assumes Contract Addendums will be issued and approved as required.

SUB-CONSULTANT SERVICES

3J assumes the Client will contract directly with sub-consultants

REIMBURSABLE EXPENSES

Customary reimbursable expenses are the actual expense incurred in direct connection with the project. The following schedule applies for Reimbursable Expenses:

Vehicle mileage is reimbursed at the current IRS rate per mile for project related travel.

The following project related expenses are reimbursed at cost plus ten (10) percent:

- Copy and Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Postage, Messenger Services, Etc.

In-house printing/scanning/binding/discs/thumb drives is reimbursed at the following rates;

Plots – B&W	\$0.50/SF	Full Size Scan	\$2.00 each
8.5x11 B&W	\$0.25 each	8.5x11 Color	\$0.50 each
11x17 B&W	\$0.50 each	11x17 Color	\$1.00 each
Binders	\$10.00 each	CDs/Drives	\$5.00 each



F E E S

The fees for the above Scope of Services will be on a time and materials not to exceed basis in conformance with the attached Schedule of Fees, plus reimbursable expenses as outlined above within the Reimbursable Expense Summary and is broken down as follows: Additional services requested and approved by the Client not identified within this Scope of Services will be billed as a Contract Addendum as agreed upon herein in conformance with the attached Standard Fee Schedule. *(Time and Materials Budgets are italicized.)*

Phase	Description	LS Fee	T&M
Assessment Utilities			
	Civil Engineering		\$ 6,120
Assessment Surface Conditions			
	Civil Engineering		\$ 5,100
Reimbursable Expenses			
	<i>Estimated Reimbursable Expense Budget</i>		\$ 300

Summary of Fees

Total Lump Sum Fee	\$	0
Total T&M Budget	\$	11,220
Reimbursable Expense Budget	\$	300
Total Contract Fee	\$	11,520

Time & Materials Budget: Any unused budget from any Phase, Task, or Service may be used for other phases of the project as needed. If the overall budget is exceeded or anticipated to be exceeded, a contract addendum increasing the budgets will be issued.

