

BEFORE THE CONTRACT REVIEW BOARD OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING AN) RESOLUTION NO. 90 - 1231
EXEMPTION FROM REQUIREMENTS OF METRO)
CODE SECTION 2.04.054(a) (3) FOR)
AMENDMENT NO. 18 TO THE CONTRACT WITH)
ZIMMER GUNSUL FRASCA PARTNERSHIP TO) Introduced by Executive
PERFORM ADDITIONAL DESIGN SERVICES FOR) Officer Rena Cusma
THE OREGON CONVENTION CENTER)

WHEREAS, Zimmer Gunsul Frasca was selected in 1987 to lead the design team for the convention center project; and

WHEREAS, fees for the design services were negotiated at the time of contract; and

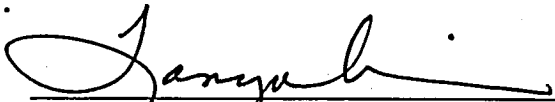
WHEREAS, the project has required greater services for construction administration than could have been anticipated at the time of contract award; and

WHEREAS, other additional services by the architect have been required to complete the Oregon Convention Center; now, therefore,

BE IT RESOLVED,

That the Council hereby exempts the attached Contract Amendment No. 18 to the contract with Zimmer Gunsul Frasca Partnership from the competitive procurement section of 2.04.054 (a) (3) of the Metro code for required additional design services for the Oregon Convention Center.

ADOPTED by the Council of the Metropolitan Service District this
26th day of April, 1990.



Tanya Collier, Presiding Officer

AMENDMENT NO. 18

This amends the Agreement between the Metropolitan Service District ("Owner") and Zimmer Gunsul Frasca Partnership ("Architect") executed February 27, 1987 ("original agreement") as amended.

WHEREAS, the parties agreed to the conditions set forth in the original agreement and desire to amend the Agreement as amended;

The following changes are made to the original agreement as previously amended:

EXHIBIT C, COMPENSATION TO ARCHITECT

B. Total Cost

The total cost of the services provided under this agreement during all phases shall not exceed [4,475,823] \$4,771,904.

C. Architect's Basic Services Compensation

27. For additional construction administration services \$182,000

for review of ODOT legal descriptions for right-of-way \$1,848;

for redesign of NE Glisan storm sewer intercept \$5,374

for tabletop ware selection \$ 500

for revisions in furniture specifications \$3,777

for interiors presentation boards \$ 700

for schematic design of the skyview terraces \$5,500

for furniture bidding and installation assistance \$5,885

for tower glazing review \$23,720

for design assistance with art projects \$ 4,880

for food service modifications \$ 260

for assistance with operational procedures \$ 650

for design of outdoor propane storage area \$ 390

| | |
|---|------------------|
| for revisions to communications room | \$ 4,715 |
| for modifications to show manager's offices | \$ 260 |
| for modifications to controls for entrance doors | \$ 1,200 |
| for addition of dutch door at security office | \$ 260 |
| for modification of sign control for plaza signs | \$ 1,340 |
| for construction documents for skyview terraces (subject to receipt of separate notice to proceed from Metro) | \$49,822 |
| for design of wind bell poles | \$ 1,500 |
| for renderings of skyview terraces | \$ 1,500 |
| Total amendment 18 | \$296,081 |

WHEREAS, all other conditions and covenants remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this amendment to be executed by their duly authorized officers.

ARCHITECT:
ZIMMER GUNSUL FRASCA PARTNERSHIP

OWNER:
METROPOLITAN SERVICE DISTRICT

BY: _____
(TITLE) _____

BY: _____
(TITLE) _____

DATE: _____

DATE: _____

CONVENTION AND VISITOR FACILITIES COMMITTEE REPORT

RESOLUTION NO. 90-1231, FOR THE PURPOSE OF AMENDING CONTRACT WITH ZIMMER GUNSEL FRASCA PARTNERSHIP FOR ADDITIONAL SERVICES FOR OREGON CONVENTION CENTER PROJECT.

Date: April 19, 1990

Presented by: Councilor David Knowles

Committee Recommendation:

The Convention and Visitor Facilities Committee voted 3 to 0 to recommend adoption of Resolution No. 90-1231 by the Contract Review Board of the Metropolitan Service District. Voting: Councilors Knowles, Hansen and McFarland. Absent: Councilors Buchanan and VanBergen. This action was taken April 10, 1990.

Committee Discussion/Issues

Neil Saling presented the staff report. The proposed amendment to the contract with Zimmer Gunsels Frasca (ZGF) totals \$296,081. The major portion of the amendment is \$182,000 for construction administration. Also included in the amendment is \$55,322 for Skyview Terraces (design and documents); \$23,120 for Glazing and Tower testing; \$17,177 for Furniture, fixtures and equipment; and \$20,127 for other costs.

The committee asked staff why we should pay \$182,000 more for contract administration. Staff indicated that during contract negotiations, ZGF estimated that for construction administration a total of four people might be required over the course of two years. At the conclusion of the negotiations, because the scope and nature of the project were not yet defined, the funds allowed for construction administration were reduced to reflect 2.5 people (1.25 for each of two years). During the first year of construction administration, three people have been necessary and an additional two people are estimated to be required through the end of construction. The total number of staff required will be five. Thus, the additional cost of \$182,000.

The committee asked staff how we would cover the additional costs. Staff stated that we should be able to cover the changes with savings in other areas such as insurance and the Turner Contract.

There were no further questions or issues and the Committee voted unanimously to recommend adoption of Resolution No. 90-1231.

901231.CR

STAFF REPORT

CONSIDERATION RESOLUTION # 90-1231 FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION FROM REQUIREMENTS OF METRO CODE SECTION 2.04.054 (a) (3) FOR AMENDMENT NO. 18 TO THE CONTRACT WITH ZIMMER GUNSUL FRASCA PARTNERSHIP TO PERFORM ADDITIONAL DESIGN SERVICES FOR THE OREGON CONVENTION CENTER

Date: April 3, 1990

Presented by: Saling
Bradley

BACKGROUND AND FACTUAL ANALYSIS:

A Request for Qualifications for the design team for the convention center project was released in the fall of 1986. Eleven teams responded. Responses included estimates of the costs for comprehensive design services, and ranged from \$2.8 million to \$4.3 million. The selected team's response, led by Zimmer Gunsul Frasca Partnership (ZGF), included an estimate of \$3,763,500.

During contract negotiations, the project staff and ZGF deliberated on what should be included under basic design services, and what special or additional services would be required for this project. ZGF prepared further cost estimates, ranging as high as \$4.3 million. Contract negotiations concluded with a lump-sum contract, divided into seven parts with allotments as follows:

| | |
|-----------------------------|---------------|
| Programming | \$214,000 |
| Concepts | 648,000 |
| Design Development | 815,000 |
| Construction Documents | 1,278,000 |
| Bidding | 84,000 |
| Construction Administration | 714,000 |
| Post Construction | <u>10,000</u> |
| | \$3,763,000 |

To date, the contract has been amended 17 times, adding \$712,823. The amount of the contract now totals \$4,475,823. Amendments for design work total \$200,205; the remaining \$512,618 was authorized for the following services:

| | |
|--------------------------|-----------|
| printing | \$200,000 |
| streets and offsite work | 110,800 |
| inspections and testing | 129,818 |
| Holladay St/Tri-Met | 72,000 |

A complete list of amendments is attached as Exhibit 1.

This amendment incorporates:

| | |
|---|-----------|
| Construction administration (increase from 2.5 FTE to 5 FTE) | \$182,000 |
| Skyview terraces | 55,322 |
| design concept | 5,500 |
| documents | 49,822 |
| Glazing and tower testing | 23,120 |
| Furniture, fixtures, equipment | 17,177 |
| Other | 20,127 |
| Total amount of amendment | \$296,081 |

The Advisory Committee on Design and Construction considered this amendment at its meetings on March 2 and March 30 and recommended approval. ACDC also recommended delaying a notice to proceed on construction documents for the skyview terraces until either outside funding was secured or sufficient progress had been made on claims negotiation.

These items are defined in detail in Exhibit 2, letter of February 12, 1990 from Zimmer Gunsul Frasca, and are explained below:

Construction Administration: During contract negotiations, ZGF estimated that in construction administration a total of four people might be required over the course of two years. At the conclusion of the negotiations, because the scope and nature of the project were not yet defined, the funds allowed for construction administration were reduced to reflect 2.5 people (1.25 for each of two years).

During the first year of construction administration (October, 1988 - September, 1989), three people have been necessary, and an additional two people are estimated to be required through the end of construction. The total number of staff required will be five. The additional cost is \$182,000.

Skyview Terraces: Items #7 and #19 on the February 12 letter from ZGF reflect the costs for preparation of design concept and construction drawings. ACDC recommended that the design concept work proceed, but that the authorization to proceed on construction drawings await better information on claims resolution. The design concept drawings have been completed.

Glazing and Tower Testing: Item #9 on the February 12 letter from ZGF incorporates work performed by glazing subconsultant, Heitmann and Associates, regarding the constructibility and testing on the glazing system on the towers. This work was requested, in part, to verify that the system could be built as designed and to avoid further claims from the general contractor.

Furniture, Fixtures and Equipment: (Items 4, 5, 6, and 8 on ZGF letter). The FY 89-90 budget included contract authorization for FF&E advisors. The already-involved ZGF staff proved to be the most efficient contractors for these purposes (item 5).

Other: Other (Items 2,3, 10, 11, 12, 13, 14, 15, 16, 17, 18). These services are related to requests for changes in the building to respond to building management, changed conditions, or emerging details of the project design which could not be anticipated at the time of the original contract. For example, details of the telecommunications room could not be determined until the telecommunications equipment and computer vendors were selected in late 1989 and early 1990.

Additional items (included in Other): The contract amendment reflects two additional items requested by Metro since the preparation of the letter of February 12. The first is \$1,500 for preparation of renderings of the skyview terraces. Members of the Metro ERC are using these drawings in presentations to private businesses for funding for completing the terraces. The second is \$1,500 for design of poles for the wind bells created by artist Robert Coburn for the plaza.

The contract for design services is carried in the overall project budget under project management. The contract with Turner Construction Company for construction management is also carried under project management, and is for time-and-materials. Some savings in the construction management contract are expected, and will be applied to the increase in design fees.

If the construction is completed on schedule as currently expected and Turner is able to reduce staff as planned, the contract expenditures for Turner will be approximately \$2,432,000, a savings of \$230,000 from the budgeted amount of \$2,662,430. The project has also realized savings of approximately \$60,000 in the purchase of insurance. Insurance savings, together with the savings in the Turner contract are therefore available to be applied to fund the amendment for ZGF. At this point, all known savings within project budget categories will have been exhausted, and any other unforeseen costs will be draws against the project contingency.

EXECUTIVE OFFICER RECOMMENDATION:

The Executive Officer recommends approval of the amendment to the contract with Zimmer Gunsul Frasca Partnership for additional services for the convention center project.

Exhibit #1

| DATE | DOCUMENT | PURPOSE | AMOUNT | TOTAL AMNDS. | TOTAL CONTRACT |
|----------|-----------|--|-----------|--------------|----------------|
| 3/1/87 | Original | Design | 3,763,000 | | 3,763,000 |
| 5/15/87 | Amend #1 | 1% Art Adds participation in Public Art Program | 18,500 | 18,500 | 3,781,500 |
| 6/30/87 | Amend #2 | Mckay Conant Brooks Changes consultant for acoustics; no cost | | 18,500 | 3,781,500 |
| 8/18/87 | Amend #3 | Printing Adds printing for construction documents | 200,000 | 218,500 | 3,981,500 |
| 11/19/87 | Amend #4 | Streets Adds street design work; to be done by David Evans | 85,800 | 304,300 | 4,067,300 |
| 12/4/87 | Amend #5 | Mayer/Reed Changes consultant for signage and graphics; no cost | | 304,300 | 4,067,300 |
| 1/15/88 | Amend #6 | Wind Tunnel Adds initial wind tunnel testing | 12,000 | 316,300 | 4,079,300 |
| 1/21/88 | Amend #7 | Traffic Adds traffic analysis work by Carl Buttke | 6,265 | 322,565 | 4,085,565 |
| 2/11/88 | Amend #8 | Bldg reduce Adds redrawing to reduce building to within budget <i>This amendment incorporated into #15</i> | 14,974 | | |
| 2/11/88 | Amend #9 | Wind Tunnel Adds second wind tunnel testing work | 15,000 | 337,565 | 4,100,565 |
| 7/15/88 | Amend #10 | Bid doc-streets Adds preparing bid documents for street detour, relocate pole | 8,547 | 346,112 | 4,109,112 |
| 7/15/88 | Amend #11 | Parking Adds truck maneuvering, parking manual and parking lot design | 9,194 | 355,306 | 4,118,306 |
| 8/11/88 | Amend #12 | Inspections Adds special inspection responsibility for kpff | 53,900 | 409,206 | 4,172,206 |
| 10/13/88 | Amend #13 | Potpourri Adds extra streets and lighting work, design enhancements, and design for art program | 59,168 | 468,374 | 4,231,374 |
| 11/22/88 | Amend #14 | Sky Terraces Adds design, etc. for sky terraces | 33,890 | 502,264 | 4,265,264 |

3/31/89 Amend #15 85,359 587,623 4,350,623

Adds reducing building size, electrical redesign for street lighting, additional special inspections, fabrication of of insurance inspections, and testing of tower dampering mod

8/24/89 Amend #16 97,000 684,623 4,447,623

Adds Holladay Street and light rail design

8/24/89 Amend #17 28,200 712,830 4,475,823

Adds redesign of storm sewer, rough-out utilities, re-examination of design of tower glazing and window washing, add carpet, selection of glass and flatware, revision of piping in exhibit halls, revisions to signage, plaza bricks, pre-bid conference for food and beverage

ZIMMER·GUNSUL·FRASCA PARTNERSHIP

1505 Western Avenue Suite 600 Seattle, WA 98101
206/623-9414 Fax: 206/623-7868

FEB 13 1990

February 12, 1990

Mr. Neil Saling
METRO
2000 S. W. First Avenue
Portland, Oregon 97201

Reference: Job No. 6060-07, Oregon Convention Center - Construction

Subject: Additional Services

Dear Neil:

Per the request of Sandy Bradley, I am summarizing all outstanding fee requests for additional services. As part of this summary, Sandy has also asked me to include any items we anticipate in the future. Ernie, Sandy and I have reviewed our mutual lists of additional services and this summary should cover all items known as of this date. If there are future requests, we, of course, reserve the right to submit further requests for services.

1. Additional construction administration services. See enclosed October 19, 1989 letter. \$ 182,000
2. Review of ODOT legal descriptions for rights-of-way.
This work was verbally authorized and our letter of July 20 1989, Item 1.b. gave a status to date. This work is complete.
\$1,680 x 1.1 = \$1,848
3. Redesign of N. E. Glisan Street storm sewer and intercept.
This was Item 1.d. in our July 20, 1989 letter. METRO questioned this and Neil McFarland was going to discuss directly with DEA. Has he done so and, if so, where does METRO stand on this issue.
DEA $\$3,940 \times 1.1 =$ $\$4,334$
ZGF 1,040 \$5,374
4. Table top ware selection.
Out letter of May 5, 1989 requested a fee of \$4,000. Your letter of May 30, 1989 authorized a fee of \$2,500. Amendment No. 17 contained a fee of \$2,000. The \$2,000 was an error in my letter of July 20, 1989. \$500

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Portland

Seattle

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LETTER TO MR. NEIL SALING
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PAGE TWO

5. Specifications for furnishings were rewritten twice at METRO's direction. This work is complete.

| | | | |
|-----|------------|--|---------|
| ZGF | 63 hours = | | \$3,777 |
|-----|------------|--|---------|
6. Presentation boards were prepared for METRO. Special presentations were made to Rena Cusman. This work is complete.

| | | | |
|-----|------------|--|-------|
| ZGF | 13 hours = | | \$700 |
|-----|------------|--|-------|
7. Schematic Design for sky terrace lounges. Previously authorized by METRO. Work is underway. \$5,500
8. METRO has requested a more intensive involvement of ZGF in the furniture bidding and installation process.

| | | | |
|-----|-------------|--|---------|
| ZGF | 102 hours = | | \$5,885 |
|-----|-------------|--|---------|
9. Tower glazing review.
 Per METRO authorization, Heitman & Associates retained to assist in shop drawing review and observation of installation and testing.
 Initial Authorization:

| | | | |
|---------|------------------|----------|--|
| Heitman | \$12,500 x 1.1 = | \$13,750 | |
| ZGF | | 4,800 | |

 Additional Time For Testing Due to Required Retesting:

| | | | |
|---------|-----------------|--------------|----------|
| Heitman | \$4,700 x 1.1 = | <u>5,170</u> | \$23,720 |
|---------|-----------------|--------------|----------|
10. Artwork.

| | | | |
|---|-------------|------------|---------|
| Dragon Boat - Design supports for hanging dragon (work is complete). | | | |
| kpff | \$800 x 1.1 | \$880 | |
| ZGF | 12 hours | <u>780</u> | \$1,660 |
| | | | |
| Wind Chimes - Design foundation (work is complete). | | | |
| kpff | \$500 x 1.1 | \$550 | |
| ZGF | 10 hours | <u>650</u> | \$1,200 |
| | | | |
| Sconces - Assist in coordination of installation. | | | |
| ZGF | 3 hours | | \$200 |
| | | | |
| Bell Structure - Assist in coordination of building trades donations. | | | |
| ZGF | 20 hours | | \$1,300 |
| | | | |
| Pendulum - Assist in coordination and review of installation. | | | |
| ZGF | 8 hours | | \$520 |
11. Food service modification for contracted vendor (work is complete).

| | | | |
|-----|---------|--|-------|
| ZGF | 4 hours | | \$260 |
|-----|---------|--|-------|

LETTER TO MR. NEIL SALING
 FEBRUARY 12, 1990
 PAGE THREE

| | | | | |
|-----|---|-------------------------|----------------|----------|
| 12. | Assist Building Operator with meetings with City to establish operational procedures. | | | |
| | ZGF | 10 hours | | \$650 |
| 13. | Design an outdoor propane storage area (work is complete). | | | |
| | ZGF | 6 hours | | \$390 |
| 14. | Revise Communications Room per request of vendor. | | | |
| | DMJM | $\$3,400 \times 1.1 =$ | \$3,740 | |
| | ZGF | 15 hours | <u>975</u> | \$4,715 |
| 15. | Modify Show Manager's offices to accommodate computer stations. | | | |
| | ZGF | 4 hours | | \$260 |
| 16. | Modify controls for entrance doors per request of building management. | | | |
| | DMJM | $\$500 \times 1.1 =$ | \$550 | |
| | ZGF | 10 hours | <u>650</u> | \$1,200 |
| 17. | Add dutch door at security office. | | | |
| | ZGF | 4 hours | | \$260 |
| 18. | Modify sign control for two AA signs. | | | |
| | Mayer/ | | | |
| | Reed | $\$500 \times 1.1 =$ | \$550 | |
| | DMJM | $\$600 \times 1.1 =$ | 660 | |
| | ZGF | 2 hours | <u>130</u> | \$1,340 |
| 19. | Complete construction documents for sky terrace. | | | |
| | Construction Documents | | | |
| | DMJM/ | | | |
| | PAE | $\$17,620 \times 1.1 =$ | \$19,382 | |
| | kpff | $\$1,200 \times 1.1 =$ | 1,320 | |
| | Fred | | | |
| | Schmidt | $\$7,600 \times 1.1 =$ | 8,360 | |
| | ZGF | 252 hours | <u>15,120</u> | |
| | | | \$44,182 | |
| | Construction Administration | | | |
| | ZGF | | <u>\$5,640</u> | \$49,822 |

LETTER TO MR. NEIL SALING
FEBRUARY 12, 1990
PAGE FOUR

We request a Contract Modification for the above items. Many of the items have been completed per METRO's direction and authorization, but we are unable to bill for this work.

Sincerely,

ZIMMER GUNSUL FRASCA PARTNERSHIP

A handwritten signature in dark ink, appearing to read "Daniel J. Huberty", with a long horizontal flourish extending to the right.

Daniel J. Huberty, AIA
Partner

DJH/slt

cc: Ernest Grigsby
Accounting



GRANT/CONTRACT SUMMARY

METRO METROPOLITAN SERVICE DISTRICT

GRANT/CONTRACT NO. 87-2-261 CC

BUDGET CODE NO. 559 231109 574120 50302

FUND: 559 DEPARTMENT: CCP

(IF MORE THAN ONE) 559 231109 574190 50100

SOURCE CODE (IF REVENUE) _____

INSTRUCTIONS

1. OBTAIN GRANT/CONTRACT NUMBER FROM CONTRACTS MANAGER. CONTRACT NUMBER SHOULD APPEAR ON THE SUMMARY FORM AND ALL COPIES OF THE CONTRACT.
2. COMPLETE SUMMARY FORM.
3. IF CONTRACT IS —
 - A. SOLE SOURCE, ATTACH MEMO DETAILING JUSTIFICATION.
 - B. UNDER \$2,500, ATTACH MEMO DETAILING NEED FOR CONTRACT AND CONTRACTOR'S CAPABILITIES, BIDS, ETC.
 - C. OVER \$2,500, ATTACH QUOTES, EVAL FORM, NOTIFICATION OF REJECTION, ETC.
 - D. OVER \$50,000, ATTACH AGENDA MANAGEMENT SUMMARY FROM COUNCIL PACKET, BIDS, RFP, ETC.
4. PROVIDE PACKET TO CONTRACTS MANAGER FOR PROCESSING

1. PURPOSE OF GRANT/CONTRACT DESIGN OF OREGON CONVENTION CENTER

2. TYPE OF EXPENSE ☒ PERSONAL SERVICES ☐ LABOR AND MATERIALS ☐ PROCUREMENT
☐ PASS THROUGH AGREEMENT ☐ INTER-GOVERNMENTAL AGREEMENT ☐ CONSTRUCTION
☐ OTHER

OR

TYPE OF REVENUE ☐ GRANT ☐ CONTRACT ☐ OTHER

3. TYPE OF ACTION ☒ CHANGE IN COST ☒ CHANGE IN WORK SCOPE
☐ CHANGE IN TIMING ☐ NEW CONTRACT

4. PARTIES METRO AND ZGF (ZIMMER GUNSUL FRASCA PARTNERSHIP)

5. EFFECTIVE DATE NO CHANGE TERMINATION DATE NO CHANGE
 (THIS IS A CHANGE FROM _____)

| | | |
|--------------------------------|--------------|------------------------|
| 6. EXTENT OF TOTAL COMMITMENT: | ORIGINAL/NEW | \$ <u>3,763,000.00</u> |
| | PREV. AMEND | <u>712,823.00</u> |
| | THIS AMEND | <u>296,081.00</u> |
| | TOTAL | \$ <u>4,771,904.00</u> |

7. BUDGET INFORMATION

A. AMOUNT OF GRANT/CONTRACT TO BE SPENT IN FISCAL YEAR 1989 790 \$ 100,000.00

B. BUDGET LINE ITEM NAME ARCHITECTURAL SERVICES AMOUNT APPROPRIATED FOR CONTRACT \$ 400,000.00

C. ESTIMATED TOTAL LINE ITEM APPROPRIATION REMAINING AS OF FEB 1990 \$ 111,000.00

8. SUMMARY OF BIDS OR QUOTES (PLEASE INDICATE IF A MINORITY BUSINESS ENTERPRISE)

| | | |
|--------------------|----------|------------------------------|
| SUBMITTED BY _____ | \$ _____ | <input type="checkbox"/> MBE |
| | AMOUNT | |
| SUBMITTED BY _____ | \$ _____ | <input type="checkbox"/> MBE |
| | AMOUNT | |
| SUBMITTED BY _____ | \$ _____ | <input type="checkbox"/> MBE |
| | AMOUNT | |

9. NUMBER AND LOCATION OF ORIGINALS (1) ZGF ; (2) Metro F&A Contracts File ; (3) Project office

1. A. APPROVED BY STATE/FEDERAL AGENCIES? ☐ YES ☐ NO ☒ NOT APPLICABLE
 B. IS THIS A DOT/UMTA/FHWA ASSISTED CONTRACT ☐ YES ☐ NO
11. IS CONTRACT OR SUBCONTRACT WITH A MINORITY BUSINESS? ☐ YES ☒ NO
 IF YES, WHICH JURISDICTION HAS AWARDED CERTIFICATION _____
12. WILL INSURANCE CERTIFICATE BE REQUIRED? ☒ YES ☐ NO
13. WERE BID AND PERFORMANCE BONDS SUBMITTED? ☐ YES ☒ NOT APPLICABLE
 TYPE OF BOND _____ AMOUNT \$ _____
 TYPE OF BOND _____ AMOUNT \$ _____
14. LIST OF KNOWN SUBCONTRACTORS (IF APPLICABLE)
- | | | |
|------------|---------------|------------------------------|
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
15. IF THE CONTRACT IS OVER \$10,000
 A. IS THE CONTRACTOR DOMICILED IN OR REGISTERED TO DO BUSINESS IN THE STATE OF OREGON?
☒ YES ☐ NO
 B. IF NO, HAS AN APPLICATION FOR FINAL PAYMENT RELEASE BEEN FORWARDED TO THE CONTRACTOR?
☐ YES DATE _____ INITIAL _____
16. COMMENTS:

GRANT/CONTRACT APPROVAL

INTERNAL REVIEW

Neil McFarlane
 DEPARTMENT HEAD

Donald R. Cox
 FISCAL REVIEW 4/14/20

BUDGET REVIEW _____

CONTRACT REVIEW BOARD

(IF REQUIRED) DATE _____

1. _____
 COUNCILOR
2. _____
 COUNCILOR
3. _____
 COUNCILOR

COUNCIL REVIEW

(IF REQUIRED)

DATE _____

LEGAL COUNSEL REVIEW AS NEEDED:

- A. DEVIATION TO CONTRACT FORM _____
- B. CONTRACTS OVER \$10,000 _____
- C. CONTRACTS BETWEEN GOVERNMENT AGENCIES _____