

METROPOLITAN EXPOSITION RECREATION COMMISSION

RESOLUTION NO. 11-09

For the purpose of selecting Payne Construction Inc. as the lowest responsive and responsible bidder in response to a Request For Bids, relating to the Portland Center for the Performing Arts (PCPA) "Keller Auditorium Concession Areas Upgrade General Contracting Services" and authorizing the General Manager to execute a contract with Payne Construction Inc.

WHEREAS, the PCPA intends to upgrade current Food and Beverage resources through capital improvements by remodeling and altering a concession area south of the main entrance and create a permanent concession area between the North and South entrances to accommodate for the expansion of patron amenities; and

WHEREAS, Section 4(D)(1)(a) of the Commission's Contracting and Purchasing Rules, delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

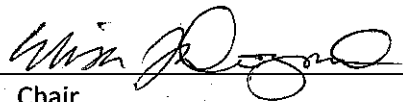
WHEREAS, Section 4(D)(1)(c) of the Commission's Contracting and Purchasing Rules, requires the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and

WHEREAS, MERC staff has evaluated the bids, and Payne Construction Inc. is the lowest responsive and responsible bidder.

BE IT THEREFORE RESOLVED as follows:

1. The Metropolitan Exposition Recreation Commission selects Payne Construction Inc. as the lowest responsive and responsible bidder in response to the Request for Bids for the Portland Center for the Performing Arts Keller Auditorium Concessions Areas Upgrade – General Contractor Services.
2. The Commission approves the award of a contract, in a form substantially similar to the attached Exhibit A to Payne Construction Inc. and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on April 6, 2011.



Chair




Secretary/Treasurer

Approved As to Form:

Alison Kean Campbell, Acting Metro Attorney

By:



Nathan A. Schwartz Sykes  
Senior Attorney

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## MERC STAFF REPORT

**Agenda Item/Issue:** Approval of the contract award and written contract with Payne Construction Inc. for the PCPA Keller Auditorium Concession Areas Upgrade General Contractor Services

**Resolution No:** 11-09

**Date:** April 6, 2011

**Presented by:** Robyn Williams

**BACKGROUND:** In order to keep the food and beverage service program at the Portland Center for the Performing Arts' (PCPA) Keller Auditorium effective, efficient and competitive while keeping up with the ongoing demands of the public, it was determined that adding new permanent retail concession spaces to meet current and upcoming demands would be in the best interest of MERC and the Public. The addition of remodeled and new permanent concession spaces will be accomplished by a construction improvement that will modify an existing concession area to the south of the main entrances and the addition of a permanent concession area between the North and South entrances. This capital improvement will consist of remodeling and the purchase and installation of equipment and millwork or custom cabinetry as well as electrical and plumbing work. A general contractor is needed to coordinate and manage demolition and millwork installation as well as contract and manage work requiring electricians, plumbers, framing, drywall installation, painters and additional trade technicians. This project is included in the 2010-2011 adopted budget as reflected in the PCPA F&B Capital Investment Project. The funding as allocated in the budget was from the capital investment received as a part of the Aramark contract.

MERC Staff prepared and issued Bid Documents and a Request for Bids in accordance with MERC's Purchasing and Contracting Rules as well as Metro Policy and any and all state (ORS) requirements. MERC staff included in the bid documents an aspirational M/W/ESB goal for participation in this project of 25% , (the M/W/ESB aspirational goal for this project was slightly higher than the standard 15% because of the various amount of trade work associated) as well as an additional 10% aspirational FOTA contractor participation goal. MERC staff conducted a broad M/W/ESB outreach by advertising in a local M/W/ESB trade publication and contacting contractors directly through contractor certifications provided by the State of Oregon website for Oregon Business Development Department Office of Minority, Women and Emerging Small Business and inviting the certified contractors to attend the sidewalk and obtain our RFB documents. Plans and specifications were also made available at no cost to the contractors and sub-contractors for this project. On three occasions in March, 2011, MERC Staff conducted a site walk for potential bidders in which 22 contractors attended. Nine firms that attended the site walk were certified M/W/ESB contractors. On March 22<sup>nd</sup> 2011, four bids were received and ranged from \$111,867 to \$140,000. One of the bidders was a certified ESB General Contractor, with a bid of \$120,530. The lowest responsive and responsible bidder, Payne Construction Inc., with a bid of \$111,867 is not a certified M/W/ESB contractor but did include 49% dedicated M/W/ESB sub-contractor participation as a part of their bid.

Because all bids were over the project budget, MERC staff negotiated with the lowest responsive bidder, Payne Construction Inc., to remove some architectural features that were not a critical component to the overall project scope of work. MERC staff conducted the negotiation in accordance to the ORS, Metro and MERC Purchasing Policy and the guidelines of Metro Procurement. The negotiated bid amount has been reduced to \$106,215, from the original low bid of \$111,867, a decrease in cost of \$5,652.

**FISCAL IMPACT:** The FY2010-11 adopted budget includes \$325,000 appropriation for the PCPA F&B Capital Investment Project.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission, by Resolution No. 11-10, approve the contract award and written contract (attached hereto) with Payne Construction Inc., for the amount of One Hundred Six Thousand Two Hundred Fifteen & 00/100 dollars (\$106,215).

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METROPOLITAN EXPOSITION  
RECREATION COMMISSION

A SERVICE OF METRO

# Standard Public Contract

For Public Contracts Greater than \$50,000

CONTRACT NO. \_\_\_\_\_

## PUBLIC CONTRACT

THIS Contract is entered into between Metropolitan Exposition-Recreation Commission ("MERC"), whose address is 777 NE Martin Luther King, Jr., Blvd., Portland, Oregon 97232-2742, and **Payne Construction Inc.**, whose address is **5404 NE 112<sup>th</sup> Ave. Portland, OR 97220** hereinafter referred to as the "CONTRACTOR." Work is to be take place at the Keller Auditorium at 222 SW Clay St, Portland, OR 97201.

THE PARTIES AGREE AS FOLLOWS:

### ARTICLE I TERM OF CONTRACT

The term of this Contract shall be for the period commencing **April 6, 2011** through and including **July 31, 2011**, with **substantial completion by June 17, 2011**, unless terminated or extended as provided in this Contract.

### ARTICLE II CONTRACT SUM AND TERMS OF PAYMENT

MERC shall compensate the CONTRACTOR for work performed and/or goods supplied as described in the Scope of Work. MERC shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in the Scope of Work, in an amount not to exceed (written amount) **One Hundred Six Thousand Two Hundred Fifteen & 00/100 dollars (\$106,215.00)**. Payment shall be on a unit price only for those goods or services received in a condition or manner acceptable to MERC. CONTRACTOR'S Invoice shall include an itemized statement of items purchased or services provided, and shall be sent to MERC, Attention: Accounts Payable, 777 NE Martin Luther King, Jr. Blvd., Portland, Oregon 97232-2742. As per Article VII of this document, Contractor's invoice must breakout and withhold retainage as obligated by Public Contracting Code, and submit certified payroll with their invoice as per Prevailing Wage Requirement Law. MERC will pay Contractor within 30 days of receipt of an approved invoice.

### ARTICLE III SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to MERC the goods described in the RFB and Scope of Work herein and as attached. All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

**CONTRACTOR is to provide General Contracting Services for a Food and Beverage Tenant Improvement project to take place on the first floor of the Keller Auditorium. Scope of Work consists of remodeling an existing concession area and construction of a new permanent bar located between the two entrances of the facility, including but not limited to: construction services/work from the following trades: electrical, plumbing, drywall, painting, demolition, carpentry, flooring, millwork, construction clean-up, etc; as specified in the "Portland Center for**

the Performing Arts–Keller Auditorium – Concessions Areas Upgrade Project Request for Bids” documents dated March 4, 2011, hereto attached as “Attachment “A”.

Contractor agrees to comply with each and every term, condition and provision of the contract documents. Contractor agrees to provide all labor, tools, equipment, machinery, supervision, transportation, and every other item and service necessary to perform the work described in the contract documents. Contractor may be subject to liquidated damages if work not in compliance with Request for Bids Documents as referenced above, and Contract Agreement. **All work on this contract is subject to Prevailing Wage Rates.**

**Additional Requirements:**

**CONTRACTOR must provide to MERC:**

- **A Current W-9**
  - **A copy of Contractor’s Certificate of Insurance as specified in Article VI below**
  - **A written Workplace Safety Program and Drug Policy prior to start of work**
  - **A written Work Schedule to be approved by Owner 48 hours prior to start of work.**
- Work must be performed without causing any disruptions to scheduled events.**  
**Owner will make every effort to keep construction areas off limits to the public to accommodate the Contractor’s Work Plan.**

Contractor must coordinate all work with MERC Project Manager.

The Contract Time shall commence upon issuance of the Notice to Proceed which is anticipated to be issued following execution of the contract. Contractor shall commence work under this Contract within no more than ten (10) calendar days after issuance of written Notice to Proceed. Contractor shall bring the Work to **substantial completion for the oval bar no later than May 25’ 2011, and for the South Concession Stand no later than June 17, 2011 or at such date as may be extended by Change Order approved by Contractor and Owner.** By executing this Contract, Contractor confirms and accepts that the Contract Time so stated is a reasonable period for performance of all of the Work.

The end date of the Contract Term is intended to allow for finalization of all closeout requirements, receipt of warranties, manuals and final payment, but does not alter requirements for substantial completion of the work by the date specified.

Owner will coordinate with Contractor regarding the dates and approximate shifts that are available and unavailable to the Contractor to perform the required work, depending on the location in the building of the scheduled event, the type of event and the Work being conducted simultaneously with the event. **Schedule is very important to the success of this project. Due to the location of the new facility and the number of performances the Auditorium hosts, the Owner will allow preliminary work in the basement and crawlspace area to begin in April with full access to the Auditorium to be provided on May 2nd. Work on the center bar area will have a substantial completion of May 25th, for use at an event. The South concession area must be completed by June 17th. If the substantial completion dates are not met contractor may be subject to liquidated damages in the amount of \$1000 per event day and \$100 per day on non-event days. Note there are two different substantial completion dates for this project. The liquidated damages clause is individually applicable to each substantial completion date. Due to the likely possibility of additional “bookings” or cancellations of events in the building, this schedule may be modified, which may positively or negatively impact the work schedule. It is not anticipated however, that the net number of days available to the Contractor as indicated on the schedule included as part of these documents will be lessened. In the event of a schedule change, the Owner will notify the Contractor directly following the implementation of the change so that work plans may be modified accordingly.** Due to the nature of the Public Events Facility industry, it will be necessary for the Contractor to work closely with the Project Manager and applicable building staff to coordinate day-to-day logistical requirements for the benefit of the Contractor and to afford Owner Staff the necessary time to perform event or non-event related functions.

ARTICLE IV

## LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR'S labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless MERC, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR'S subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and MERC.

### ARTICLE V TERMINATION

MERC may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. MERC shall not be liable for indirect, consequential damages or any other damages. Termination by MERC will not waive any claim or remedies it may have against CONTRACTOR. Contractor may be liable for liquidated damages.

### ARTICLE VI INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR'S expense, the following types of insurance covering the CONTRACTOR, its employees and agents.

- A. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability shall be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. **MERC, Metro, and their elected and appointed officials, departments, employees and agents shall be named as an ADDITIONAL INSURED.**
- B. Automobile bodily injury and property damage liability insurance. Insurance coverage shall be a minimum of \$1,000,000 per occurrence. **MERC, Metro and their elected and appointed officials, departments, employees, and agents shall be named as an ADDITIONAL INSURED.** Notice of any material change or policy cancellation shall be provided to MERC thirty (30) days prior to the change.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide MERC with a certificate of insurance complying with this article and naming MERC and Metro as additional insureds within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

CONTRACTOR shall not be required to provide the liability insurance described in this Article only if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

### ARTICLE VII PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement. Specifically, it is a condition of this contract that Contractor and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

All applicable provisions of ORS Chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement including, but not limited to, ORS 279B.220 to 279B.235.

**For this Public Works project subject to ORS 279C.800 to 279C.870, the contractor shall pay Prevailing Wage Rates** as per the *Oregon Bureau of Labor and Industries (BOLI) "Prevailing Wage Rates for Public Contract Works Contracts in Oregon - Effective July 1, 2010"*, pursuant to the administrative rules established by the Commissioner of Labor and Industries. Contractor must provide a written schedule to employees showing the number of hours per day and days per week the employee may be required to work; and must pay daily, weekly, weekend and holiday overtime in accordance with, and as required by ORS 279C.520.

Contractors must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. If the contractor fails to pay for labor or services, the contracting agency can pay and withhold these amounts due the contractor. Additionally, if the contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus shall pay interest in accordance with ORS 279C.515. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment, to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. Contractor must promptly pay for any medical services they have agreed to pay in accordance with ORS 279C.530. Contractor must pay any and all contributions and amounts due to the Industrial Accident Fund from contractor or subcontractor and incurred in the performance of the contract.

**Contractor is required to Submit Certified Payroll Reports each month to MERC as Contracting Public Agency to: MERC-Construction/Capital Projects Dept-Att: Renee, 777 NE MLK Jr Blvd Portland, OR 97232;** as well as to BOLI. In addition to any other retainage obligated by the Public Contracting Code, the Prevailing Wage Requirement Law requires public agencies to withhold 25 percent of any amount earned by the prime contractor if the prime contractor does not submit certified payroll reports. Once the certified payroll reports have been submitted, the public agency must pay the 25 percent withheld within 14 days. ORS 279C.845(7)

**Contractor and every subcontractor must have a Public Works Bond filed with the Construction Contractors Board** prior to starting work on the Contract, unless exempt, in accordance with ORS 279C.830(3). Contractors are required to pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

CONTRACTOR shall meet MERC Bonds and Bid Security requirements as follows:

1. Bid Security not exceeding 10 percent of the amount bid for the contract is required unless the contract is for \$50,000 or less.
2. For public improvements, a labor and material bond and a performance bond, both in the amount equal to 100 percent of the contract price are required for contracts over \$50,000.
3. Bid security, labor and material bond and performance bond may be required even though a contract is of a class not identified above, if the General Manager determines it is in the public interest.

CONTRACTOR shall meet the Metro "Good Faith Efforts" Requirement for Construction Projects as below:

For construction contracts of \$100,000 or more, the Commission adopts in principle, policy, and content, the "Good Faith Effort" program established by Metro Code§ 2.04.100 through 2.04.190 (Metro Minority Business Enterprise, Women Owned Business, and Emerging Small Business Program) as they apply to contracts of the Commission. This adoption includes any and all ordinances subsequently adopted by the Metro Council relating to Metro's Minority Business Enterprise, Women Owned Business and Emerging Small Business Program. The General Manager shall designate MERC staff to perform



the functions of the Liaison Officer to carry out the MBE/WBE/ESB program as it relates to MERC contracting activities. Metro and MERC have a compelling government interest to ensure that their contracts provide fair and equal employment opportunities for minority, women, and emerging small businesses reflecting the diversity found in the Portland Metropolitan area. **Therefore, MERC aspires to utilize 25% (by dollar value) MBE/WBE/ESB subcontractor participation on this project.** Accordingly, the prime contractor is required to submit proof showing that Good Faith Effort has been made to contract with MBE/WBE/ESB subcontractors. **Additionally, MERC aspires to utilize 10% (by dollar value) of subcontractors within the First Opportunity Target Area (FOTA).** Contactor shall submit an MWESB/FOTA report along with certified payroll for compliance.

For public improvement work all contractors must demonstrate that an employee drug-testing program is in place.

#### ARTICLE VIII QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by MERC, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of MERC.

#### ARTICLE IX OWNERSHIP OF DOCUMENTS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by Contractor pursuant to this agreement are Work Products and are the property of MERC, including but not limited to: drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon MERC request, Contractor shall promptly provide MERC with an electronic version of all Work Products that have been produced or recorded in electronic media. MERC and Contractor agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to MERC all rights of reproduction and the copyright to all such Work Products.

#### ARTICLE X SUBCONTRACTORS

CONTRACTOR shall contact MERC prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from MERC before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

MERC reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR'S compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this Contract. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

#### ARTICLE XI RIGHT TO WITHHOLD PAYMENTS

MERC shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in MERC's sole opinion, to protect MERC against any loss, damage or claim which may result from CONTRACTOR'S performance or failure to perform under this Contract or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in MERC's opinion, violated that provision, MERC shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by MERC under this Article shall become the property of MERC and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

## ARTICLE XII SAFETY

If services of any nature are to be performed pursuant to this Contract, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits. Contractor shall supply a written safety program/policy that all employees must follow. Workplace safety MUST be in compliance with OSHA regulations at all times

## ARTICLE XIII INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any procurement documents including, but not limited to, the Advertisement for Bids, Proposals or responses, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated Contract between MERC and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both MERC and CONTRACTOR.

## ARTICLE XIV JURISDICTION

This Contract was entered into in the State of Oregon. This Contract will be interpreted, construed, and enforced in accordance with the laws of the State of Oregon. Both parties agree that exclusive jurisdiction for any claim under this Contract will be in Multnomah County, Oregon.

## ARTICLE XV SEVERABILITY

The parties agree that any provision of this Contract that is held to be illegal, invalid, or unenforceable under present or future laws shall be fully severable. The parties further agree that this Contract shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never been a part of them and the remaining provisions of the Contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Contract. Furthermore, a provision as similar to the illegal, invalid, or unenforceable provision as is possible and legal, valid and enforceable shall be automatically added to this Contract in lieu of the illegal, invalid, or unenforceable provision. Any failure by MERC to enforce a provision of the Contract is not to be construed as a waiver by MERC of this right to do so.

## ARTICLE XVI BINDING ON ASSIGNS AND SUCCESSORS

This Contract is binding upon the parties hereto and upon their heirs, administrators, representatives, executors, successors, and assigns, and will inure to the benefit of said parties and each of them and to their heirs, administrators, representatives, executors, successors and assigns.

ARTICLE XVII  
COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances related to the execution of the work.

ARTICLE XVIII  
COUNTERPARTS

This Contract may be executed in counterparts or multiples, any one of which will have the full force of an original

ARTICLE XIX  
DELIVERY OF NOTICES

Any notice, request, demand, instruction, or any other communications to be given to any party hereunder shall be in writing, sent by registered or certified mail or fax as follows:

To: Commission      Robyn Williams, Executive Director, Portland Center for the Performing Arts  
Heather Peck, Division Manager, MERC - Construction/Capital Projects  
777 NE Martin Luther King Jr. Blvd.  
Portland, Oregon 97232

To: Contractor      Payne Construction Inc.  
5404 NE 112<sup>th</sup> Ave.  
Portland, OR 97220

ARTICLE XX  
ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from MERC.

**CONTRACTOR**

Signature: \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: Payne Construction Inc.  
Address 5404 NE 112<sup>th</sup> Ave  
Portland, OR 97220  
Telephone: 503-257-8221  
Tax I.D. or SS#: 93-079-7108  
CCB 38215

**METROPOLITAN EXPOSITION-RECREATION  
COMMISSION**

Signature: \_\_\_\_\_  
Printed Name Teri Dresler  
Date: \_\_\_\_\_  
Title: General Manager  
Signature: \_\_\_\_\_  
Printed Name Robyn Williams  
Date: \_\_\_\_\_  
Title: Executive Director – PCPA

