

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 10-12

Authorizing the Interim General Manager to notify contractor that Phase III additional work has been authorized; amend the agreement duration and payment; finalize and approve the Phase III Scope of Work and execute said amendment of Contract #1214 between Shiels Obletz Johnsen, Inc. and the Metropolitan Exposition Recreation Commission.

WHEREAS, in August 2008, MERC entered into an agreement with Shiels Obletz Johnsen, Inc. to provide services and materials associated with the Columbia River Crossing Project / Marine Drive analysis and potential impact to the Expo Center, and;

WHEREAS, delivery of these services and materials were identified and distinguished as Phase I and Phase II of the agreement, and;

WHEREAS, pending further authorization from MERC, the agreement identified a potential Phase III portion of the agreement associated with updating the Expo Center's current Conditional Use Master Plan, and;

WHEREAS, the current Expo Center Conditional Use Master Plan will expire June 2011 and it is in the best interests of MERC to update/revise the current plan before expiration, and;

WHEREAS, MERC may authorize Phase III additional work under the contract to conduct assessments, evaluations and prepare an updated Conditional Use Master Plan for submission to the City of Portland , and;

WHEREAS, MERC must authorize any personal service contract amendments with an initial amount greater than \$50,000 that increases the total amount payable to an amount more than \$50,000 greater than the initial contract pursuant to Section 8(B) of the MERC Contracting and Purchasing Rules.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission:

1. Authorizes the Interim General Manager to notify contractor, Shiels Obletz Johnson, Inc., that Phase III additional work has been authorized,
2. Authorizes the Interim General Manager to amend and extend the agreement duration from July 30, 2008 to July 31, 2011, Attachment A,
3. Authorizes the Interim General Manager to increase the agreement payment by \$100,000 to a not to exceed sum of \$197,980, Attachment A,
4. Authorizes the Interim General Manager to finalize and approve the Phase III Expo Center Conditional Use Master Plan Scope of Work, Attachment B.

Passed by the Commission on June 2, 2010

Approved as to Form:
Daniel B. Cooper, Metro Attorney



By: _____
Nathan A. Schwartz Sykes, Senior Attorney



Chair

Secretary/Treasurer



**METROPOLITAN EXPOSITION
RECREATION COMMISSION**



**Contract #: 1214
Amendment #: 3**

**Shiels Oblatz Johnsen, Inc
Exposition Center Master Plan Update**

This agreement hereby amends the above titled contract between the Metropolitan Exposition-Recreation Commission, referred to hereinafter as "MERC" and Shiels Oblatz Johnsen, Inc. (SOJ) referred to as "Contractor."

The following sections are replaced in their entirety:

1. Duration. This personal services agreement ("Agreement") shall be effective July 30, 2008 and shall remain in effect until and including July 31, 2011, unless terminated or extended as provided in this Agreement.
2. Payment. MERC shall increase and pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the final Scope of Work for a maximum sum not to exceed one hundred thousand AND no/100THS DOLLARS (\$100,000.00); per this amendment, total agreement payment not to exceed one hundred ninety-seven thousand nine-hundred eighty AND no/100THS DOLLARS (\$197,980.00).

Attachment B, Draft Phase III Expo Center Conditional Use Master Plan Scope of Work.

All other terms and conditions of the Agreement remain unchanged.

CONTRACTOR

Rick Gustafson, Vice President

Date

MERC

Cheyl Twete, Interim General Manager

Date

Phase III Expo Center Conditional Use Master Plan Scope of Work

Metropolitan Exposition-Recreation Commission (MERC) wishes to pursue City approval of an updated Conditional Use Master Plan for the Expo Center by June of 2011. The current Expo Center Master Plan expires in 2011.

The Master Plan will evaluate and address the impacts of Expo Center development that is projected to occur over the next 10 years while setting the stage for a longer-term, more intensive build out of the site.

MERC has indicated that the projected 10-year building development is not expected to be significantly different than what is already shown in the current Master Plan. The City's Master Plan approval criteria are substantially the same as when the Master Plan was originally approved in 2001. In that time, however, other City policies and priorities have evolved and will affect the nature and content of the pending application.

Shiels Oblatz Johnsen is recommending the following firms be involved with the preparation of the Master Plan:

Shiels Oblatz Johnsen	Project Management
SERA Architects	Planning and Urban Design
Kittelson Associates	Traffic and Transportation
Greenworks	Storm Water Management and Landscape Architecture
ED Hovee	Economic Development

Task 1 Mobilization. This task establishes the foundation for the project, defining the approval process, assembling background information and final scoping of the work to be completed by members of the consultant team.

- Review approved Master Plan to identify a framework for preparation of the application.
- Convene kick-off meeting of the client and consultant team to review the project and finalize the proposed work plan, schedule and assignments.
- Define key questions and critical issues for the Master Plan. Interview MERC/Expo staff to identify critical technical objectives for the work.
- Early Assessment meeting with City of Portland Bureau of Development Services to test application approach assumptions.
- Refine the approach, methodology and schedule for research and developing expected work products and review with Client to confirm that the products meet scope, schedule and budget expectations.

Task 2 Pre-Application Conference. This City-required conference convenes interested City agencies to review the proposed development, ask questions and provide advice on City requirements. In preparation, the consultant team will initiate preliminary planning work to identify potential issues and questions to be raised during the pre-application conference. Following that, the team will assist MERC in preparation for the conference, participate in the meeting as appropriate, review the City-prepared conference summary and follow-up as needed.

Task 3 Technical Evaluation. The current Expo Center Master Plan will provide the framework for the consultant team to “refresh” the information supplemented by new information generated by SERA Architects as part of the Columbia River Crossing design process. This, plus additional information requested by City staff during the pre-application conference will establish the technical needs for the application. Studies anticipated to be included to meet the City’s minimum requirements include:

- **Programming and Facilities Planning.** The consultants will use the existing Master Plan as the basis for the submittal. However, SOJ and MERC staff anticipate that there will be some modifications to reflect the initial site planning and urban design ideas generated last year as part of our CRC, potentially including a connection to the riverfront, connections to the Vanport Wetlands and an addition of a multi-use area at the southwest corner of the property. As work progresses, new ideas may be generated, however, the intent of the Master Plan work at this stage is to focus on the next ten years of potential redevelopment.
- **Site Planning.** Consultants will integrate MERC’s long-range development vision prepared as part of Columbia River Crossing (CRC) discussion.
- **Wetland and Storm Water Management.** The City’s Bureau of Environmental Services standards have evolved since the original plan was adopted in 2001. It is anticipated that additional study/evaluation of storm water management and wetlands will be required by the City.
- **Traffic Impact Analysis.** A base level of information is required to be included in the application and it is anticipated that the factors addressed in the 2001 will be updated with current traffic volumes and standards. This work will also incorporate considerations and information related to the current preferred option included with the CRC.
- **Economic Studies.** While not specifically required by the Conditional Use Master Plan approval process, MERC may decide that developing a case for the economic benefits of the Expo Center may be useful over the course of the project. A potential financing strategy for the next ten years of development activity will be developed to guide MERC’s project planning work.

Additional studies beyond the minimum requirements may be requested by the City such as detailed traffic studies, further information on the CRC impacts, parking analysis or environmental studies.

Task 4 Master Plan/Application. Information from the previous Master Plan supplemented by the additional technical evaluation will be used to prepare the Master Plan submittals. Contents will follow the City code requirements through a two-step process:

- **Prepare Draft Master Plan.** The consultant team will prepare a draft version of the entire Master Plan and make it available for review by key agencies and interested groups prior to submittal. After client review and necessary revision, the draft plan will be released for review 30 days before the targeted application submittal date. Comments will be solicited and reflected in the final Master Plan.
- **Master Plan Submittal.** The required submittals and applications will be prepared and submitted for review through the City's Type III process. The Master Plan organization will match that of the 2001 approved plan. The consultant team will maintain close contact with the agencies throughout the review process.

Task 5 Citizen Participation. The master planning process will be coordinated with public participation as outlined in the City code as well as any additional interests identified by MERC. Briefings will be held with interested organizations to meet the City's process requirements. The Master Plan submittals will document MERC's public outreach effort and show how citizen input has shaped the plan.

MERC will create a project advisory committee to provide community and stakeholder input into the Master Plan update. Members of this committee will include neighborhood and business community representatives, representatives of Expo Center's clients, key staff from Metro and other public agencies as appropriate. This committee may evolve into an on-going advisory committee for the Expo Center.

Task 6 Master Plan Hearing. The Master Plan approval culminates in a hearing before the City's hearings officer. Hearing preparation will begin once the application has been submitted and include the following:

- **Review Staff Report and Recommendations.** City staff will issue their report 10 days prior to the hearing. The consultant team will stay in contact with staff while the report is developed in order to identify and address potential staff concerns and resolve these issues prior to the hearing.
- **Prepare Hearing Presentation.** In coordination with MERC staff, the consultant team will be the lead on presenting the application at the Hearing in addition to preparing hearing testimony and presentation aids, be available to attend the hearing and respond to issues as appropriate. Expo Center Master Plan supporters will also be enlisted to present public testimony at the hearing.

Consultant Fees

		SOJ	SERA	Kittelson	Greenworks	
Task 1	Mobilization/Background	\$3,000	\$2,000	\$1,000	\$1,000	\$7,000
Task 2	Pre-App Conference	\$1,000	\$2,000	\$1,000	\$2,000	\$6,000
Task 3	Technical Evaluation	\$3,000	\$10,000	\$15,000	\$10,000	\$38,000
Task 4	MP Application	\$5,000	\$15,000	\$2,000	\$1,000	\$23,000
Task 5	Citizen Participation	\$2,000	\$5,000	\$0		\$7,000
Task 6	MP Hearing	\$2,000	\$2,000	\$1,000	\$1,000	<u>\$6,000</u>
		\$16,000	\$36,000	\$20,000	\$15,000	\$87,000
					Contingency	\$12,000
					Reimbursables	<u>\$10,000</u>
					Total	\$109,000
					ED Hovee	\$10,000